



MANDERA COUNTY GOVERNMENT

COUNTY PUBLIC SERVICE BOARD



18th October, 2023

VACANCY ANNOUNCEMENT

Mandera County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions in Mandera County Government

OFFICE OF THE GOVERNOR

1. COUNTY POLICING AUTHORITY

REF MCPSB /OOG/2023/10/01

According to section 41 of the National Police Service Act NO 11.A of 2011, there shall be established a County Policing Authority in the county with following Categories:

In accordance with section 41(1) (F) of the above Act, the Governor is mandated to appoint at least six other members from among the following categories of persons ordinarily resident in the County: -

- The business sector; one post Ref MCPSB /CPA/2023/10/01
- Community Based Organizations; one post Ref MCPSB /CPA/2023/10/02
- Women; one post Ref MCPSB /CPA/2023/10/03
- Persons with Special needs; one post Ref MCPSB /CPA/2023/10/04
- Religious Organizations; one Post Ref MCPSB /CPA/2023/10/05
- The Youth. One Post Ref MCPSB /CPA/2023/10/06

Remuneration (As advised by the SRC)

Duties and Responsibilities

The Committee shall be responsible for:

- Developing proposals on priorities, objectives and targets for police performance in the county;
- Monitoring trends and patterns of crime in the county including those with a specific impact on women and children;
- Promotion of community policing initiatives in the county;
- Monitoring progress and achievement of set targets;
- Providing financial oversight of the budget of the County police;
- Providing feedback on performance of the police service at the county level;
- Providing a platform through which the public participates on the all aspects to do with county policy and the national police service at county level;
- Facilitating public participation on county policing policy;
- Ensuring policing accountability to the public;

- Receiving reports from Community Policing Forums and Committees; and
- Ensuring compliance with the national policing standards.

Requirement for appointment

- A citizen of Kenya
- A resident, conducts business or is employed in the county for a continuous period of not less than three years
- Satisfies the requirements of Chapter Six of the Constitution.
- Possesses a minimum of a diploma from a recognized institution in Kenya;
- Has knowledge of national and county development goals;
- Has not been adjudged bankrupt;
- Has good character or moral standing;
- Has not been convicted of a felony

How to apply for the Policing Authority Positions

Interested applicant should fill in Mandera County employment application form (*The Form can be downloaded from Mandera County Website www.mandera.go.ke*) and attach:

- a) Copies of certificates,
- b) Testimonials
- c) Identity card
- d) Signed minutes as evidence of an accountable process of nomination from each category
- e) Evidence of compliance with any statutory obligations of the category
- f) Vetting form to establish that the nominee has complied with the prescribed criteria for appointment from the category

2. DEPUTY DIRECTOR PROTOCOL, JG ‘Q’ ONE (01) POST

REF MCPSB/OOG/2023/10/02

Terms of service – Three (3) years Contract

Duties and responsibilities

- He or she will be the Deputy Head of the County protocol unit
- Organizing and Coordinating Official County functions;
- Provision of logistical support for distribution of the Governors’ speech;
- Provision of effective interface between the County and helps in organizing public participation forums.
- Coordination of preparation of official County departmental functions where the Governor is in attendance
- Promotion of good protocol practices in County offices and functions;
- Maintenance of etiquette and decorum in official County and Governor functions;
- Preparation and designing of invitation cards and car stickers for all national days and State

functions;

- Organization of County and State luncheons and banquets;
- Liaise with departments and agencies in organizing official functions;
- Facilitation of signing of visitors' book by all visiting dignitaries, officials from other counties, commissions, and institutions of National Government;
- Identification and preparation of sites for official, Governor's and State ceremonies;
- Providing advice on flag protocol and Provision of secretariat services to the County celebrations steering committee

Requirements for appointment

- Be a Kenyan citizen;
- Be a holder of first degree in Business Administration, social science or other related degree from recognised university;
- Have public or private sector experience of Seven (7) years and three (3) year in protocol, Public Administration and Leadership
- Experience in National security will be an added advantage
- Satisfy the requirements of Chapter Six of the Constitution.

3. SENIOR PROTOCOL OFFICERS JOB GROUP 'J/K' SEVEN (7) POSTS REF MCPSB/OOG/2023/10/03

Terms of service –3 years' contract

Duties and responsibilities

- Helps the chief protocol officers in preparation of official County departmental functions;
- Helps in Promotion of good protocol practices in County offices and functions;
- Helps in maintenance of etiquette and decorum in official County and Governor functions;
- Helps in Preparation and designing of invitation cards and car stickers for all national days and State functions;
- Organization of County and State luncheons and banquets;
- Facilitation of signing of visitors' book by all visiting dignitaries, officials from other counties, commissions, and institutions of National Government;
- Identification and preparation of sites for official, Governor's and State ceremonies;
- Organization of State and County installations following national elections;
- Any other duties that may assigned from time to time

Requirement for appointment

- Be a Kenyan citizen;
- Be a holder of first Degree in Social science from a university recognized in Kenya;

OR

- Be a holder of a Diploma in Social science field from a university recognized in Kenya;
- Have experience of two years (2) years from public or private sector
- Satisfy the requirements of Chapter Six of the Constitution

4. INFORMATION & COMMUNICATION TECHNOLOGY OFFICERS I, JG “K” TWO (2) POSTS:

REF MCPSB/OOG/2023/10/04

Terms of service –Contract

Duties and responsibilities

- Assist in setup, configuration and maintenance of desktops, mobiles, hardware, systems and applications.
- Assist in-house users on all aspects of IT support.
- Assist in system installation, configuration and renew software licenses to ensure the county is compliant to software licensing.
- Repair and maintenance of information technology equipment and associated peripherals.
- Assist in drawing schedule preventive maintenance of ICT infrastructure.
- Troubleshoot general ICT problems at the user level.
- Supervising other staff working under him/her.
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be in possession of a first degree in IT from a University recognized in Kenya. A degree in Computer Sciences is desirable.
- A minimum of two (2) years’ experience in information technology system (IT).
- Experience in both hardware and software requirements in local and wide area network.
- Registration with the relevant ICT regulation Board will be an added advantage
- Satisfy the requirements of Chapter Six of the Constitution on leadership and integrity;

DEPARTMENT OF LANDS, PHYSICAL PLANING, HOUSING AND URBAN DEVELOPMENT

5. ASSISTANT DIRECTOR OF GEO-INFORMATION SERVICES (HEAD OF GIS LAB), JG ‘P’-1(ONE) POST

REF MCPSB /MOL/2023/10/05

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Head of GIS Units in the Department of Lands
- Conducting comprehensive geospatial analysis and designing, developing, and maintaining GIS applications and databases.
- Collect, analyse, and map geographic data from projects, ensuring data accuracy within GIS databases, and providing GIS-based data visualizations.
- Setup remote monitoring systems and contribute to the creation of the Project Design.
- Interpreting Geo-spatial data for spatial natural resource planning and management;
- Monitor the quality of the data in the databases
- Monitoring continuous improvement and standardization of GIS processes
- Develop and implement GIS-based data analysis and visualization

- Manages geospatial, information technology, and information systems projects and research activities conducted within the GIS lab.
- Manages map/data deliverables, develops data and web pages, manages applications, data models, and database design, collects GPS data, and provides team support for geospatial projects and development.
- Developing system and spatial tools for acquisition, processing, transformation, analysis, storage, presentation and use of Geo-informatics;

Requirements for Appointment

- Bachelor of Science degree in any of the following disciplines; Biological Sciences, Natural Resource Management, Geography, Computer Sciences, Geo-Informatics, Digital Cartography, Geo-information Sciences from a recognized university;
- Master's degree related to the position will be an added advantage;
- Has a minimum of seven (7) years of experience two (2) of which in a senior position in the relevant field;
- Senior Management course lasting not less than four (4) weeks will be an added advantage
- Certificate in Geographic Information Systems and Remote sensing from reputable institution
- Proficiency in GIS software, tools, and applications, such as ArcGIS, MapInfo, and QGIS
- Solid understanding of GIS principles, including cartography, remote sensing, and spatial analysis
- Experience in spatial analysis and data visualization
- Ability to interpret and explain GIS results to non-technical audiences

6. PRINCIPAL GEO-INFORMATION OFFICER. JG'N'-1 (ONE) POST REF MCPSB /MOL/2023/10/06

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Supporting in the development and management of GIS applications that are based on growing and improving departmental demands.
- Building and maintaining GIS databases for sustainable development and utilizing the GIS software to analyze the spatial and non-spatial information in the databases
- Developing and managing control quality standards for system application.
- Performing data capture and analysis for GIS product.
- Enter new map data by direct input of coordinate information using the principles of cartography including coordinate systems, longitude, latitude, elevation, topography, and map scales.
- Analyze geographic relationships among varying types of data.
- Overseeing data flow, management, and distribution activities that are aimed at supporting GIS
- Operate and maintain GIS hardware, software and retrieve stored maps
- Maintaining up-to-date and accurate geospatial documentation for reference purposes

- Efficiently managing geospatial database and developing effective maps and aerial photography.

Requirements for Appointment

- Bachelor of Science degree in any of the following disciplines; Biological Sciences, Natural Resource Management, Geography, Computer Sciences, Geo-Informatics, Digital Cartography, Geo-information Sciences from a recognized university;
- Have relevant knowledge, experience and a distinguished career of not less than Five (5) years from public service or private sector
- Certificate in Geographic Information Systems and Remote sensing from reputable institution
- Senior Management course lasting not less than four (4) weeks will be an added advantage
- Profound GIS knowledge, as a GIS specialist is expected to work with various GIS tools.
- Fulfill the requirements of Chapter six of the Constitution

7. CHIEF NATURAL RESOURCE SCIENTIST (DATA ANALYST), JG'M' ONE (1) POST

REF MCPSB /MOL/2023/10/07

Terms of service –Permanent and Pensionable

Duties and Responsibilities

- Collect and collate data and information to support the development of GIS lab for lands, physical and Urban planning.
- Prepare relevant project reports and data sets to facilitate process of structural development of the GIS lab, urban planning transformation.
- Fostering multi-disciplinary use of Geographical Information systems (GIS) as a planning tool at County levels
- Developing remote sensing techniques and analysis of satellite imagery;
- Identify and adopt innovative tools for capacity building and leadership on land management and land use planning
- Ensure development and mainstreaming of transformative agenda for special interest groups such as gender, youth and social inclusion, on matters land use and physical planning.
- Coordinate and implement field data collection, develop innovation field drone approach for model calibration and validation;
- Analyze the datasets, and contribute to the writing of reports, research papers and other communication material
- Ensure timely delivery of processed geospatial datasets and products;
- Collect, store and curate data generated from the analytics; ensure the generation of quality field datasets;
- Ensure the timely completion of high-quality research deliverables;
- Communicate research results and new ideas in a broad array of outlets, including peer-reviewed journals, mass media, policy fora as well as national and international scientific conferences;
- Any other tasks as assigned by Supervisor.

Requirements for appointment

- Bachelor's Degree in Geospatial Science, Land Economics, Economics, Economics and Statistics, Statistics or any other related field.
- Have relevant knowledge, experience and a distinguished career of not less than four (4) years from public or Private Sector relevant to the position
- Demonstrated thorough understanding of National Land use and planning
- Knowledge of application of remote sensing techniques and shown merit and ability as reflected in work performance and results;
- Be conversant with the provisions of the Cities and Urban Act;
- Sound capabilities in acquiring, processing, and analyzing a range of remotely sensed datasets, including multispectral, hyperspectral and synthetic aperture radar imagery, satellite and airborne imagery;
- Proven knowledge of field data collection (including protocol development);
- Fulfill the requirements of Chapter six of the Constitution.

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING**8. ECONOMIST/STATISTICIAN II JOB GROUP 'K' ONE (3) POST****REF MCPSB /MOF/2023/10/08****Terms of service –Permanent and Pensionable****Duties and Responsibilities**

- Present findings through original published reports, articles, presentations, and other documentation oneconomic development for the county;
- Comment on and offer suggested revisions to subordinate level analyst's reports, articles, presentations, and other related documentation;
- Develop and support software tools to increase the efficiency and/or analytical capabilities of staff to enhance economic planning and development for the county;
- Apply knowledge of research methods and design in the social and behavioural sciences to create innovative, routine, and complex research studies without supervision;
- Collect and present statistical data in form of survey reports and bulletin to inform the public on economic;
- Assist in budget preparation.

Requirements for appointment

- Be a Kenyan Citizen;
- Degree in Economics, Statistics, Finance or related field from a recognized University;
- Have knowledge and experience of two (2) years related to the position;
- Knowledge of relevant legislations such as County Government Act, 2012

- and the Statistics Act 2006;
- Be registered with the relevant body and in good standing;
- Knowledge in use of Participatory M&E Tools;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and Integrity.

OFFICE OF THE COUNTY ATTORNEY

9. PRINCIPAL LEGAL COUSEL –JG “Q” ONE (1) POST:

REF MCPSB/OCA/2023/10/09

Terms of service –permanent and pensionable

Duties and responsibilities

- Formulate, implement and review legal strategies, policies, plans, standards and procedures pertaining to legal services as per the County’s strategic plan.
- Advice and assist the county Government in compliance with national and international instruments
- Ensuring compliance with principle and values of good governance, Human right, transparency, ethics and integrity
- Provide opinions and advice on legal matters as required.
- Analyzing research data and compiling reports
- Undertaking law review
- Interpreting legal instruments and statutes.
- Perform any other function that may be assigned from time to time.

Requirements for appointment

- Be a Kenyan citizen;
- Bachelor of Law (L.L.B) degree from a university recognized in Kenya;
- Post graduate Diploma in Law from the Kenya School of Law;
- Must be an advocate of the High Court of Kenya with a current practicing certificate
- Senior Management Course not lasting less than four weeks from a recognized institution.
- Strategic Leadership course lasting not less than six months from a recognized institution will be an added advantage
- A minimum experience of seven (7) years with at least three (3) years in a senior position either public or private legal practice;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

10. SENIOR PRINCIPAL LEGAL COUNSEL JG “P” ONE (1) POST:

REF MCPSB/OCA/2023/10/10

Terms of service –permanent and pensionable

Duties and responsibilities

- Formulate, implement and review legal strategies, policies, plans, standards and procedures pertaining to legal services as per the County’s strategic plan.
- Advice and assist the county Government in compliance with national and international instruments
- Ensuring compliance with principle and values of good governance, Human right, transparency, ethics and integrity
- Provide opinions and advice on legal matters as required.
- Analyzing research data and compiling reports
- Undertaking law review
- Interpreting legal instruments and statutes.
- Perform any other function that may be assigned from time to time.

Requirements for appointment

- Be a Kenyan citizen;
- Bachelor of Law (L.L.B) degree from a university recognized in Kenya;
- Post graduate Diploma in Law from the Kenya School of Law;
- Must be an advocate of the High Court of Kenya with a current practicing certificate
- Senior Management Course not lasting less than four weeks from a recognized institution will be an added advantage
- A minimum experience of six (6) years and at least two (2) years in senior position either public or private legal practice;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

MANDERA WATER AND SEWERAGE COMPANY

11. SENIOR RECEPTION ASSISTANT II, – JG “H” ONE (1) POST:

REF MCPSB/MUN/2023/10/11

Terms of service –permanent and pensionable

Duties and Responsibilities

- Attending to visitors/ client: handling telephone calls and appointments;
- Collecting and analyzing customer feedback
Tracking customer service KPIs (key performance indicators) and metrics
- Maintaining office diary and travel itineraries;
- Processing orders and transactions
- Ensuring office security records, equipment and document including classified materials; ensuring security, integrity and confidentiality of data;
- Coordination of all reception activities in the department
- Preparing responses to routine correspondences about the organization operations.

- Liaise with desk officer to ensure accurate and security of the information shared
- Perform any other function that may be assigned from time to time.

Requirement for appointment

- Diploma in Public Relation/Hospitality/Business Management or related qualification from recognized institution
- Certificate in computer application from a recognized institutions ;
- Kenya Certificate of secondary Education mean grade of D+ (plus) with C- in English
- Have experience in front office management for one (1) year in a reputable institution
- A course in customer care and effective receptionist from a recognized institution not less than one month will be an added advantage
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

HOW TO APPLY

Interested applicants should fill in Mandera County employment application form and attach copies of Certificates, Testimonials and Identity card. The Form can be downloaded from Mandera County Website [*www.mandera.go.ke*](http://www.mandera.go.ke) .

Incomplete application form will not be accepted and giving false information in the application form will lead to automatic disqualification. The Board will not accept any other form of application except Mandera County Government employments application form.

Applications should reach the County Public Service Board office on or before **8th November, 2023 at 4.00pm.**

Application should be submitted in a sealed envelope clearly marked on the left side the position applied for and vacancy number and;

Addressed to:
The Secretary,
Mandera County Public Service Board,
P.O. Box 356-70300, Mandera

PLEASE NOTE:

- a) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- b) Only shortlisted candidates will be contacted.
- c) Canvassing in any form will lead to automatic disqualification.
- d) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- e) It is a criminal offence to present fake certificates/documents.
- f) Mandera County Public Service Board is an equal opportunity employer and corruption free entity.