



OFFICE OF THE GOVERNOR

P.O.BOX 13-70300 MANDERA

VACANCIES

Mandera County Government wishes to recruit competent and qualified persons to fill the following vacant positions as per the constitution of Kenya 2010 under Articles 176 and County Government Act No 17 of 2012 section 58.

**MEMBER OF MANDERA COUNTY PUBLIC SERVICE BOARD – FIVE (5) POSTS:
REF GOV/ADV/2019/01**

Duties and Responsibilities

- Participate in establishing and abolishing offices in the county public service and appointing persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the county and to confirm the officers in their appointments;
- Exercise disciplinary control over, and remove, persons holding or acting in those offices;
- Promote in the county public service the values and principles referred to in Articles 10 and 232 and evaluate the extent to which the values and principles are complied within the county public service and prepare reports to the county assembly to report on the extent to which the values and principles are complied with in the county public service;
- Participate in advising the county government on human resource management and development for delivery of the county government's mandate;
- Participate in advising the county government on implementation and monitoring of the national performance management system in the county;
- Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in the county;
- Conduct investigations and determine staff disciplinary cases;
- Analyze performance appraisal results for the purposes of determining staff to get rewards or sanctions;
- Development and Operationalization of the county code of conduct and ethics;
- Participate in making recommendations to the Salaries and Remuneration Commission, on behalf of the county government, on the remuneration, pensions and gratuities for county public service employees;
- Develop terms of service and conditions for the county public service;
- Formulate and implement programs intended to inculcate, in public officers, the duty to uphold values and principles;
- Approve all policies, procedures and reports developed by the secretariat;
- Advertise vacant posts, shortlist, and interview, select and appoint successful candidates;

- Undertake research, formulate and develop human resource policies and dissemination of the same to the county government employees for adoption and implementation; and
- Perform any other relevant duties as per the County Government Act.

Requirements for Appointment

- Be a Kenyan citizen;
- Must Have a minimum qualification of a bachelor's degree from a recognized university and working experience of not less than ten years;
- Must not be a state or public officer;
- Must be a professional, demonstrates absence of breach of the relevant professional code of conduct;
- Understand the diversity within the County;
- Demonstrate a good understanding of the County Government's mandate, vision, mission as well as Vision 2030;
- Demonstrate understanding and commitment to the National Values and Principles of Government and Public Service;
- Knowledge of the relevant legislations such as the Kenya Constitution ,The County Government Act 2012,Labour Relations Act and The Employment Act, Public Finance Management Act;
- Leadership skills; Communication skills; Interpersonal skills; Organisational skills and Problem solving skills;
- Ability to work under pressure and Ability to build and lead cohesive teams;
- Meet the requirements of Chapter Six of the Constitution of Kenya.

Terms of Service: Contract

Remuneration: As prescribed by Salaries and Remuneration Commission (SRC)

How to Apply

Written applications, CVs, copies of Certificates, Testimonials and Identity Card should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

**THE COUNTY SECRETARY,
P.O. BOX 13-70300,
MANDERA**

Applications should reach the Office of the Governor on or before **Friday, 8th March, 2019** at 5.00p.m and must be **hand delivered to the office of the County Secretary.**

Applicants are required to attach valid Clearance Certificates from **HELB, KRA, Ethics & Anti-Corruption Commission, Credit Reference Bureau, Certificate of Good Conduct from CID** and those with Degree Certificate from Foreign Universities should come with proof of accreditation from **Commission for Higher Education.**

Mandera County Government is an equal opportunity employer.

**COUNTY SECRETARY/HEAD OF PUBLIC SERVICE
MANDERA COUNTY GOVERNMENT**