



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

P.O.BOX 356-70300 MANDERA

DATE: 18th April, 2019

VACANCIES

Mandera County Public Service Board 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.

A. OFFICE OF THE COUNTY SECRETARY

1. DIRECTOR ADMINISTRATION - JG "R" ONE (1) POST: REF MCPSB/CS/ADV/2019/04/01

Duties and responsibilities

- An officer at this level will be answerable to the Deputy County Secretary for matters relating to Management and Administration of County Secretary's office;
- Organisation, direction, control and co-ordination of the functions of administration and public service in the office of the County Secretary;
- Assist to ensure all programmes are coordinated and implemented effectively in all areas under direction of the County Secretary;
- Assist to ensure that administrative issues are handled effectively and promptly;
- Ensure operationalisation of service delivery in all departments in the County;
- Handling administrative matters, human resource issues and manage inventories of the administrative tools, equipment and other required assets for the County Secretary;
- Taking part in preparation of plans and budgets;
- Ensure timely, efficiency communication and coordination of administration or service delivery;
- Interpreting and applying National and County laws and other related statutes in line with the County goals and objectives;
- Facilitate training and staff development functions for staff;
- Analyse effectiveness of policies, rules and regulations in the Ministry;
- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of at least a first degree in social sciences, public administration or business administration or its equivalent from a university recognized in Kenya;
- A Master's degree in the relevant field from a recognized university is an added advantage;
- Have knowledge, experience and a distinguished career of not less than seven (7) years in public or private sector;
- Demonstrate a high degree of professionalism and technical competence in work performance and results;
- Satisfy the requirements of Chapter Six of the Constitution.

B. MINISTRY OF WATER SERVICES , ENVIRONMENT, ENERGY AND NATURAL RESOURCES

2. DIRECTOR ADMINISTRATION - JG “R” ONE (1) POST: REF MCPSB/WEN/ADV/2019/04/02

Duties and responsibilities

- An officer at this level will be answerable to the Chief Officers for matters relating to Management and Administration of ministry;
- Organisation, direction, control and co-ordination of the functions of administration and public service in the Ministry;
- Assist to ensure all programmes are coordinated and implemented effectively in all areas under direction of the County Chief Officer;
- Assist to ensure that administrative issues are handled effectively and promptly;
- Ensure operationalisation of service delivery in all departments in the Ministry;
- Handling administrative matters, human resource issues and manage inventories of the administrative tools, equipment and other required assets for the Ministry;
- Taking part in preparation of plans and budgets;
- Ensure timely, efficiency communication and coordination of administration or service delivery;
- Interpreting and applying National and County laws and other related statutes in line with the County goals and objectives;
- Facilitate training and staff development functions for staff;
- Analyse effectiveness of policies, rules and regulations in the Ministry;
- Perform any other duties that may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of at least a first degree in social sciences, public administration or business administration or its equivalent from a university recognized in Kenya;

- A Master's degree in the relevant field from a recognized university is an added advantage;
- Have knowledge, experience and a distinguished career of not less than seven (7) years in public or private sector;
- Demonstrate a high degree of professionalism and technical competence in work performance and results;
- Satisfy the requirements of Chapter Six of the Constitution.

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 Ag. Secretary,
Mandera County Public Service Board,
P.O. Box 356-70300,
Mandera**

Applications should reach the County Public Service Board on or before **Friday, 3rd May, 2019** at 4.00p.m. or be **hand delivered to the office of the County Public Service Board at Mandera Youth Polytechnic. No Online application.**

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 Diploma/Degree from Foreign Universities should come with proof of accreditation from **Commission for Higher Education.**

Only shortlisted candidates will be contacted.

Mandera County Government is an equal opportunity employer. Qualified women, youth and persons with disabilities are encouraged to apply.

AG. SECRETARY
MANDERA COUNTY PUBLIC SERVICE BOARD