



**COUNTY GOVERNMENT OF MANDERA**  
**COUNTY PUBLIC SERVICE BOARD**  
**P.O. Box 356-70300, MANDERA**



**DATE: 13<sup>th</sup> June, 2025**

**VACANCY ANNOUNCEMENT**

Mandera County Public Service Board wishes to advertise to recruit competent and qualified persons to fill the following vacant positions in the various County Departments as per the constitution of Kenya 2010 under Articles 176 and County Government Act No 17 of 2012.

No	Designation	Job Group	No. of Posts	Advert No
<b>A. Department of Devolved Units</b>				
1	Sub-County Administrator III	N	4	MCPSB /MOPSM/2025/06/01
2	Deputy Sub-County Administrator III	M	7	MCPSB /MOPSM/2025/06/02
3	Ward Administrator II	K	8	MCPSB /MOPSM/2025/06/03
4	Village Administrator III	F	100	MCPSB /MOPSM/2025/06/04
<b>B. Department of Circular Economy, Sanitation &amp; Solid Waste Management</b>				
5	Town Administrator	M	5	MCPSB /MOL/2025/06/05

**A. DEPARTMENT OF DEVOLVED UNIT**

**1) SUB COUNTY ADMINISTRATOR III, JOB GROUP 'N', FOUR (4) POSTS**

**REF: MCPSB /MOPSM/2025/06/01**

**Terms of service –Permanent and Pensionable**

**Duties and responsibilities**

- Lead in the development of policies, plans and service delivery;
- Ensure service delivery to the public;
- Spearhead developmental activities to empower the community;
- Provision and maintenance of infrastructure and facilities of public services;
- Exercise any functions and powers delegated by the County Public Service Board under section 86; and;
- Facilitation and coordination of citizen participation in the development of policies and plans and delivery of services;
- Coordinate, manage and supervise the general administrative functions in the Sub County unit;
- Oversee the level of implementation of county legislation and provide citizenry feedback;
- Enhance own source revenue and ensure departmental target achievement;



- Participate in the Sub County Stakeholders forum;
- Supervise all functions of Devolved Units;
- Provide progress reports on all departments and hold regular management meeting at the Sub Counties; And
- Any other related duties as may be assigned from time to time by supervisor.

#### **Requirements for appointment**

- Bachelor's degree in any of the following disciplines: - Public Administration; Business Administration/management; Community Development or any other Social Sciences from a recognized institution;
- A minimum of five (5) years' experience in administration/management or a comparable relevant position in the public /private sector;
- Proven management, planning, monitoring and evaluation and report writing skills;
- Understanding national goals, policies and development objectives of vision 2030;
- Excellent communication and interpersonal skills;
- Certificate in computer application skills from a recognized institution;
- Demonstrated managerial administrative and professional competence in work performance and result;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

## **2) DEPUTY SUB-COUNTY ADMINISTRATOR III, JOB GROUP 'M', SEVEN (7) POSTS**

**REF MCPSB /MOPSM/2025/06/02**

**Terms of service –Permanent and Pensionable**

#### **Duties and responsibilities**

- Deputize the Sub-County Administrator and perform all duties as directed by the Sub County Administrator;
- Coordinate, manage and supervise the general administrative functions in the Sub County unit;
- Lead in the development of policies, plans and service delivery;
- Ensure service delivery to the public;
- Spearhead developmental activities to empower the community;
- Provision and maintenance of infrastructure and facilities of public services;
- Exercise any functions and powers delegated by the County Public Service Board under section 86; and
- Facilitation and coordination of citizen participation in the development of policies and plans and delivery of services;
- Enhance own source revenue and ensure departmental targets are achieved;
- Participate in the Sub County Stakeholders forum;
- Supervise all functions of Devolved Units;



- Provide progress reports on all departments and hold regular management meeting at the Sub Counties; And
- Any other related duties as may be assigned from time to time by supervisor.

### **Requirements for appointment**

- Bachelor's degree in any of the following disciplines: - Public Administration; Business Administration/management; Community Development or any other Social Sciences from recognized institution;
- Master's degree in the relevant area will be an added advantage;
- A minimum of four (4) years' experience in administration/management in public /private sector or in a comparable relevant position;
- Proven management, planning monitoring and evaluation and report writing skills;
- Understanding national goals, policies and development objectives of vision 2030;
- Excellent communication and interpersonal skills;
- Certificate in computer application skills from a recognized institution;
- Demonstrated managerial administrative and professional competence in work performance and result; And
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and integrity.

### **3) WARD ADMINISTRATOR II, JOB GROUP 'K' , EIGHT (8) POSTS**

**REF MCPSB /MOPSM/2025/06/03**

**Terms of service –Permanent and Pensionable**

#### **Duties and responsibilities**

- Coordinate, manage and supervise the general administrative functions in the Ward unit/Office;
- Lead in the development of policies, plans and service delivery;
- Spearhead activities to empower the communities;
- the provision and maintenance of infrastructure and facilities of public services;
- Exercise any functions and powers delegated by the County Public Service Board under section 86;
- Participate in Ward Stakeholders forum;
- Provide progress reports on the level of implementation of county legislation;
- Any other related duties assigned by the supervisor from time to time.

#### **Requirements for Appointment**

- Be a Kenyan citizen;
- Bachelor's degree in any of the following disciplines: - Public Administration; Business Administration/management; Community Development or any other Social Sciences;

- Minimum experience of not less than three (3) years in administration and management in public/private service or in a relevant comparable position;
- Must be computer literate from a recognized institution;
- Understanding national goals, policies and development objectives of vision 2030;
- Excellent communication and interpersonal skills; And
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and Integrity.

**4) VILLAGE ADMINISTRATOR III, JOB GROUP 'F', ONE HUNDRED (100) POSTS**

**REF MCPSB /MOPSM/2025/06/04**

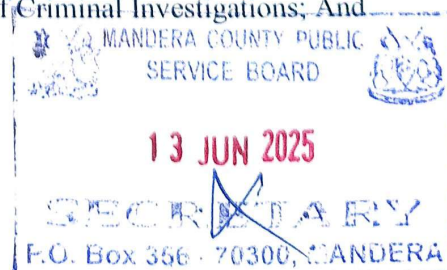
**Terms of service –Permanent and Pensionable**

**Duties and responsibilities**

- Coordinate, manage and supervise the general administrative functions in the village, including the development of policies and plans; service delivery; developmental activities to empower the community in the village;
- Participate in the Village Stakeholders forum;
- Ensuring and coordinating the participation of the village unit in governance;
- The provision and maintenance of infrastructure and facilities of public service;
- Exercise any functions and powers delegated by the County Public Service Board under section 86;
- Coordination and facilitation of citizen participation in the development of policies and plans and delivery of services at the village level;
- Advising the ward administrator and sub-county administrator on issues in the village;
- Any other related duties assigned by the supervisor from time to time.

**Requirements for appointment**

- Kenyan citizen;
- Kenya Certificate of Secondary Education mean Grade D (+) plus;
- Must be a **resident** of the village area for at least three (3) years and **clearly indicate the ward, location and sub-location he/she come from;**
- Possess strong analytical, managerial, communication and leadership skills;
- Be conversant with socio-economic dynamics of the resident community;
- Be of good moral conduct and stature;
- Be self-disciplined and has been in community leadership position;
- Certificate of good conduct from the Directorate of Criminal Investigations; And
- Certificate in Computer applications;



**B. DEPARTMENT OF CIRCULAR ECONOMY, SANITATION AND SOLID WASTE MANAGEMENT**

**5) TOWN ADMINISTRATOR, JOB GROUP 'M' , FIVE (5) POSTS**

**REF MCPSB /MOL/2025/06/05**

**Terms of service –Permanent and Pensionable**

**Duties and responsibilities**

- Implementing the decisions and functions of the Town Board;
- Overseeing the affairs of the Town;
- Developing and adopting policies, plans, strategies and programs for the Town;
- Maintaining a comprehensive data base and information system of the Administration and providing public access;
- Ensuring preparation and submission to the County Treasury for consideration and submission to the County Assembly through respective County Chief Officers for approval as part of the Annual County Appropriation Bill;
- Establish, implement and monitor performance management systems;
- Coordinating operations related to solid waste management at the Sub Counties;
- Supervision of sanitation officers in the Sub Counties on waste collection and disposal;
- Implementation of directives on solid waste management;
- Coordinate enforcement of cases related to illegal dumping throughout the County;
- Supervision of environmental monitoring, investigation and operations of disposal sites, transfer station and composting facilities;
- Perform such other functions as delegated by the Town Committee;
- Any other related duties as may be assigned from time to time by supervisor.

**Requirements for appointment**

- Be a Kenyan citizen;
- Bachelor's degree in any of the following disciplines: - Public Administration; Business Administration/management; Community Development or any other Social Sciences;
- A Minimum experience of not less than four (4) years in administration or management in the public or private sector or in a comparable relevant position;
- Must be computer literate from a recognized institution;
- Understanding national goals, policies and development objectives of vision 2030;
- Excellent communication and interpersonal skills;
- Satisfies requirement of chapter six of the constitution of Kenya 2010 on leadership and Integrity.

*N.B Women and People living with disability are encouraged to apply and should clearly indicate the type of disability.*

## **HOW TO APPLY**

Interested applicant 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)).

No online application will be accepted. Mandera County Public Service Board is an equal opportunity employer and corruption free entity.

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 on or before **4<sup>th</sup> July, 2025 at 4.00pm**. Only shortlisted applicants will be contacted.

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 AG. SECRETARY/CEO  
MANDERA COUNTY PUBLIC SERVICE BOARD,  
P.O. BOX 356-70300, MANDERA.