



## **MOMBASA COUNTY PUBLIC SERVICE BOARD**



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### **INTERNAL ADVERTISEMENT**

Pursuant to the provisions of Article 235 of Constitution of Kenya (2010), Mombasa County Public Service Board wishes to consider applications from highly qualified, results oriented and self-motivated Kenyan citizens serving in the Mombasa County Public Service for appointment to the following positions.

#### **ACCOUNTANT II JOB GROUP 'J' (5 POSTS)**

#### **TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

##### **Duties and Responsibilities**

- i. Preparation and verification of vouchers in accordance with the laid down rules and regulations.
- ii. Primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc. and
- iii. Any other duties assigned by the supervisor.

##### **Requirement for appointment**

- i. Bachelor's Degree in Commerce (Accounts option of Finance), / Bachelor in Business Management (Accounting Option) from a recognized University or any other relevant equivalent qualification.
- ii. Knowledge of the Public Finance Management Act and subsidiary legislation Membership of a relevant professional body preferably ICPAK.
- iii. Computer literacy
- iv. Knowledge of professional standards.
- v. Good Communication skills

#### **ADMINISTRATIVE OFFICER III JOB GROUP 'J' (24 POSTS)**

#### **TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

##### **Duties and Responsibilities**

- i. Act as the point of contact for all employees,
- ii. Providing administrative support and managing their queries.

- iii. Managing office stock, preparing regular reports (e.g. expenses and office budgets) and organizing company records.

**Requirement for Appointment.**

- i. Degree in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development, Supply chain, Trade, economics or any other social science from a recognized Institution;
- ii. Certificate in computer applications from a recognized Institution

**ARCHITECTURAL ASSISTANT II JOB GROUP 'J' (3 POSTS)**

**TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

**Duties and Responsibilities**

- i. Interpretation of Architects' rough sketches into finished drawing
- ii. Preparation of shames design drawings working drawings, detail drawings,
- iii. Specification notes & Schedules for all types of buildings to the engineer's
- iv. Model Making and preparation of site inspection reports
- v. Preparation of production drawings for public buildings & institutions

**Requirement for appointment**

- i. Be a Kenyan citizen;
- ii. Bachelor's Degree in Architecture or any other relevant qualifications from a recognized institution.
- iii. Structural and Architectural Design
- iv. Computer proficiency

**ASSISTANT COMMUNITY HEALTH OFFICER III JOB GROUP 'H' (7 POSTS)**

**TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

**Duties and Responsibilities**

- i. Collecting Health related data at household level for analysis
- ii. Maintaining and updating community health unit registers and keeping records
- iii. Identify common ailments and minor injuries at community level
- iv. Identify & referring health cases to appropriate health facilities
- v. Managing community Health resourcing center
- vi. Identifying defaulters of Health Interventions

**Requirement for appointment**

- i. Certificate in any of the following disciplines;
- ii. Community Health, Psychology, Counseling, Social Work or Community Development from a recognized institution; and

- iii. Certificate in computer application skills from a recognized institution.

**ASSISTANT HUMAN RESOURCE MANAGEMENT OFFICER III JOB GROUP 'H'  
(10 POSTS)**

**TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

**Duties and Responsibilities**

- i. Handling simple tasks of analytical nature.
- ii. Supervise Clerical Officers & other supporting staff
- iii. Keeping & Updating Human Resource Records.

**Requirement for appointment**

- i. At least C- in Kenya Certificate of Secondary Education
- ii. Diploma in Human Resource Management/Records Management or its equivalent from a recognized institution.
- iii. Certificate in computer applications from a recognized institution.

**ASSISTANT FISHERIES OFFICER III JOB GROUP 'H' (2 POSTS)**

**TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

**Duties and Responsibilities**

- i. Assist in delivering fisheries extension services including conducting field days and training fishers
- ii. Collecting and compiling fisheries statistical data
- iii. Participating in fish quality assurance activities and marketing and value addition
- iv. Compilation and initial analysis of fisheries statistics;
- v. Participation in fish stocking programs;
- vi. Assisting in distribution of fish feeds;
- vii. Inspection of fish business premises;
- viii. Enforcement of fisheries rules and regulations;
- ix. Supervision of junior fisheries personnel in the stations and substations; and
- x. Control and surveillance of fisheries resources.

**Requirement for appointment**

- i. Diploma in either Fisheries Management, Natural Resource Management or equivalent and relevant qualification from a recognized institution;
- ii. Certificate in Computer applications skills from a recognized institution.

**ICT ASSISTANT III JOB GROUP 'H' (10 POSTS)**  
**TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

**Duties and Responsibilities:**

- i. Writing and testing simple computer programs according to instructions and specifications
- ii. Assisting in the implementation of the computer systems;
- iii. Providing user support and training of users
- iv. Repairs and maintenance of ICT equipment and associated peripherals
- v. Monitoring the performance of ICT equipment's
- vi. Reporting any faults for further action.

**Requirement for appointment**

- i. Diploma in Information Technology/Education or its related equivalent from a recognized Institution.
- ii. Strong knowledge of computer fundamentals, operating systems, office productivity software (e.g., Microsoft office, Google workspace) and internet tools
- iii. Excellent communication and interpersonal skills to effectively convey technical information to participants with varying levels of computer proficiency

**LEGAL CLERK ASSISTANT III JOB GROUP 'H' (2 POSTS)**

**TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

**Duties and Responsibilities:**

- i. Conducting research, performing legal analysis and preparing legal documents.
- ii. Prepare draft opinions for legal cases that will act as the foundation for Judges and Solicitors Lawyer.
- iii. Preparing for the case, which includes reviewing and preparing legal documents, such as affidavits, legal complaints and petitions.

**Requirement for Appointment**

- i. A Diploma in law or having registered for a Diploma with the Kenya School of Law will be an added advantage.
- ii. Qualified under Section 12 and 13 of the Advocates Act.
- iii. Possess leadership skill, ability to work under pressure, organization skills, problem solving.
- iv. Demonstrate professional competence in work performance and results

## **SUPPLY CHAIN MANAGEMENT OFFICER II JOB GROUP 'J' (5 POSTS)**

### **TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

#### **Duties and Responsibilities**

- i. Warehousing
- ii. Distribution, stock control, logistics or Market surveys.
- iii. Preparation of annual- procurement plans
- iv. Preparation of supply chain management reports

#### **Requirement for Appointment**

- i. Bachelor's Degree in Procurement and Supply Chain Management or its equivalent and relevant qualification from a recognized institution;
- ii. Member of Kenya Institute of Supplies Management (KISM) will be an added advantage.
- iii. Shown merit and ability as reflected in work performance results.

## **ASSISTANT ENGINEER JOB GROUP 'J' (5 POSTS)**

### **TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

#### **Duties and Responsibilities**

- i. Research, design, evaluate, install, operate, and maintain mechanical products, equipment, systems and processes to meet requirements,
- ii. Applying knowledge of engineering principles.
- iii. Confer with engineers or other personnel to implement operating procedures, resolve system malfunctions, or provide technical information

#### **Requirement for appointment**

- i. Bachelor's degree in Mechanical Engineering or its equivalent qualification from a recognized institution;
- ii. Registered by Engineers Registration Board of Kenya as a Graduate Engineer; and
- iii. A certificate in computer application skills.

## **CLERICAL OFFICER II JOB GROUP 'F' (50 POSTS)**

### **TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

#### **Duties and Responsibilities**

- i. Compiling statistical records, sorting, filling & dispatching letter
- ii. Maintaining an efficient filling system

- iii. Processing appointment, promotion discipline, transfers & other related duties
- iv. Competition of financial or statistical records
- v. Compiling data & drafting simple letters

#### **Requirement for appointment**

- i. A candidate must have a Kenya Certificate of Secondary Education (KCSE) mean grade C (Minus) or its approved equivalent.
- ii. Proficiency in computer applications.

### **ECONOMIST II JOB GROUP 'K' (5 POSTS)**

#### **TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

##### **Duties and Responsibilities**

- i. Providing economic planning data and analysis
- ii. Formulation of development strategies
- iii. Identification, preparation, evaluation of development projects
- iv. Determining project viability & setting project priorities
- v. Computerizing and analyzing of data

#### **Requirement for appointment**

- i. Degree in Economics, Statistics, Finance or related field from a recognized Institution;
- ii. A master degree in the relevant field will be an added advantage;
- iii. Knowledge and relevant work experience of not less than five (5) years;
- iv. Excellent Communication and interpersonal skills;
- v. Knowledge in use of Monitoring and Evaluation tools;

### **EMERGENCY MEDICAL TECHNICIAN JOB GROUP 'H' (1 POST)**

#### **TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

##### **Duties and Responsibilities**

- i. Planning & Implementing care intervention
- ii. Administration of basic medication to provide outcome
- iii. Ensuring a tidy and safe clinical environment and ensuring safe custody of patient belongings
- iv. Working in Basic Life Support Units as patient attendance
- v. Assessing patient and establishing their emergency medical care needs

#### **Requirement for appointment**

- i. Diploma in any health-related field
- ii. EMT certification from a recognized Institution
- iii. Basic life support/ advanced life support certification
- iv. Computer application Certificate.

## **FILM OFFICER II JOB GROUP 'J' (2 POSTS)**

### **TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

#### **Duties and Responsibilities**

- i. Organizing & executing all stages of simple scripted new, documentaries features, animation and commercial film projects
- ii. Planning, Coordinating and management of all activities of film production such as research, script writing, producing, directing, editing, filming, sound operations and film processing

#### **Requirement for Appointment**

Be a Kenyan Citizen

- i. Have a diploma in any of the following fields:— Film and Theatre Arts, Film and Video Production, Film and Animation, Photography and Video Production, Video Editing and Photography Production, Performing Arts and Film Technology, or equivalent qualification from a recognized institution;
- ii. Have a clear understanding of the working of the media and the socio-political environment in Kenya;
- iii. Possess advanced computer application skills;
- iv. Any other related course will be an added advantage

## **LAND SURVEYOR II JOB GROUP 'J' (2 POSTS)**

### **TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

#### **Duties and Responsibilities**

- i. Perform survey, parcel, right of way and easement record research at a variety of public and private facilities.
- ii. Perform survey calculations, write legal descriptions, prepare staking files, perform volume calculations, create, check and certify plats and plans.

#### **Requirement for appointment**

- i. Bachelor's degree in any of the following disciplines: Land Surveying and Photogrammetry, Geometrics, Geometric Engineering, Technology in Geometrics, Technology in Geo informatics, Geo-spatial Engineering, Philosophy in

- Technology (Survey) or equivalent qualification from a university recognized in Kenya; and
- ii. Registered as a member of Institution of Surveyors of Kenya.

### **ORTHOPAEDIC TRAUMA TECHNICIAN III JOB GROUP 'H' (1 POST)**

#### **TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

##### **Duties and Responsibilities**

- i. Interpreting radiological images of orthopedic & trauma cases
- ii. Manipulating & reducing fractures and dislocations, fixing & removing casts from patients
- iii. Correcting congenital talipes Equino-varus (C.T.E.V)
- iv. Sensitizing and creating awareness on orthopedic trauma condition to the Community
- v. Counseling patients on issues regarding orthopedic trauma

##### **Requirement for appointment**

- i. KCSE Certificate
- ii. Certificate in Orthopedic Technology from a recognized university or any other recognized medical training institution.

### **PHARMACIST JOB GROUP 'M' (2 POSTS)**

#### **TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

##### **Duties and Responsibilities**

- i. Screening prescription for legal validity
- ii. Drug contraindication
- iii. Drug interaction
- iv. Appropriateness of dose
- v. Frequency and duration of dosing and patients convenience
- vi. Preparing and dispensing medicines according to good dispensing practices
- vii. Counseling patients on use of medicine.
- viii. Making extemporaneous preparations
- ix. Participating in ward rounds
- x. Identifying medicinal Gaps and challenges
- xi. Maintaining a daily activity log book for recording all activities undertaken

##### **Requirement for appointment**

- i. Be a Kenyan Citizen;
- ii. Have Bachelor of pharmacy Degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board;



- iii. Have successfully completed one (1) year internship.
- iv. Have Registration Certificate by the Pharmacy and Poisons Board;
- v. Have Certificate in Computer application Skills from a recognized institution and
- vi. Have a valid practicing license

## **PHYSICAL PLANNER JOB GROUP 'K' (2 POSTS)**

### **TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

#### **Duties and Responsibilities**

- i. Undertaking feasibility studies on physical, social, economic and environmental characteristics
- ii. Implementing physical plans for County, urban areas and cities; Processing development applications
- iii. Maintaining physical planning records

#### **Requirement for Appointment**

- i. Be a Kenyan Citizen;
- ii. Bachelor's degree in any of the following disciplines: - Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- iii. Corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter) is desirable;
- iv. Must be registered by the Physical Planners Registration Board;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

## **ASSISTANT PHYSIOTHERAPIST II JOB GROUP 'J' (1 POST)**

### **TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

#### **Duties and Responsibilities**

- i. To manage neurological, orthopedic and trauma conditions.
- ii. To identify, assess, and manage / rehabilitate different types of impairments.
- iii. To use different types of modalities in management of different conditions.
- iv. To independently run a department and take care of treatment modalities.
- v. To compile reports according to stipulated report guidelines.
- vi. To work in collaboration with other stakeholders in all departments.
- vii. Safeguarding and ensuring maintenance of equipment and appliances.
- viii. Performing administrative duties.
- ix. Any other duties as may be assigned from time to time.

## **Requirement for Appointment**

- i. Must be a Kenyan Citizen
- ii. KCSE Certificate
- iii. Diploma in Physiotherapy from a recognized institution;
- iv. Certificate of Registration from the Physiotherapy Council of Kenya (PCK).
- v. Valid Practice License from the Physiotherapy Council of Kenya (PCK).

## **CLINICAL PSYCHOLOGIST II JOB GROUP 'J' (2 POSTS)**

### **TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

#### **Duties and Responsibilities**

- i. Identifying a patient's psychological, emotional and behavioral problems
- ii. Developing and implementing treatment plans and therapeutic processes for patients
- iii. Helping patients define plans and goals to achieve personal, educational and social development and adjustment
- iv. Monitoring the progress of patients through meetings and sessions
- v. Helping clients make positive progress in their lives and providing support and advice to Careers
- vi. Conducting scientific research of behavior and brain function to determine better treatments
- vii. Testing for patient patterns that can help understand and predict behavior
- viii. Developing and implementing clinical research programs

## **Requirement for Appointment**

- i. Bachelor's degree in Psychology or Health/Medical Psychology, Counselling Psychology, Medical Education, Medical Sociology from a recognized institution;
- ii. Registration with the relevant professional regulatory bodies; and
- iii. One-year internship practice in a health facility under supervision of a senior psychologist/ registered mental health professional.
- iv. Certificate in computer applications from a recognized institution

## **SOCIAL WELFARE OFFICER III JOB GROUP 'H' (5 POSTS)**

### **TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

#### **Duties and Responsibilities**

- i. Provide welfare programs and services to the Persons with Disabilities

- ii. Provide social security for the aged and destitute through the network of residential care homes and non-institutional services.

### **Requirement for Appointment**

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification; and
- iii. Diploma in any of the following disciplines: Sociology, Social Work, Psychology, Mental Health, Anthropology, Counselling or equivalent qualification from a recognized institution

### **TRADE DEVELOPMENT OFFICER II JOB GROUP 'J' (4 POSTS)**

#### **TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

#### **Duties and Responsibilities**

- i. Collecting and compiling economic and trade related data;
- ii. Disseminating business information to the business community;
- iii. Compiling data on recovery of loans owed to the joint Loans Board (JLB) and Enterprise Development Fund (EDF).
- iv. facilitating international trade promotion activities through trade fairs and exhibitions; Management of day to day operations of the county Market and attend to Traders Complaint
- v. Implementing trade related development projects.

### **Requirement for Appointment**

- i. Diploma in any of the following disciplines; Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, International Trade/Business//Relations or its equivalent from a recognized institution;
- ii. Certificate in computer applications from a recognized institution and
- iii. Demonstrated merit and shown ability as reflected in work performance and results

### **SENIOR SUPPORT STAFF JOB GROUP 'D' (50 POSTS)**

#### **TERMS OF SERVICE: THREE (3) YEARS CONTRACT**

#### **Duties and Responsibilities**

- i. Undertaking cleaning duties in the area of deployment
- ii. Performing messengerial duties
- iii. Preparing tea and washing utensils
- iv. Undertaking any other related duties
- v. Guiding junior support staff

- vi. Handling confidential duties in the area of deployment as required

### **Requirement for Appointment**

- i. Be a Kenyan citizen;
- ii. Holder of Kenya Certificate of Secondary Education, or KCE Division IV, or Kenya Certificate of Primary Education plus 2 year's relevant experience;
- iii. At least three (3) months' experience in a related field;
- iv. Fulfil the requirements of Chapter Six of the Constitution

### **HOW TO APPLY**

Interested and qualified candidates are required to complete employment application details from Mombasa County Public Service Board website **[www.mcpsb.go.ke](http://www.mcpsb.go.ke)**

Certified copies of relevant Academic and Professional certificates and transcripts, Identity card or Passport and any other relevant supporting documents should be attached.

Submission for the Job Applications should be done on or before 4.30 p.m. on **Thursday 14<sup>th</sup> March, 2024.**

### **KINDLY NOTE:**

This is an Internal Job Advertisement and is meant for persons currently serving in the County Government of Mombasa **ONLY**

County Government of Mombasa is an equal opportunity employer. Youth, Women and Persons Living with Disabilities, Marginalized and Minority communities are encouraged to apply.

Canvassing in any form will lead to automatic disqualification.

Please be informed that Mombasa County Public Service Board DOES NOT USE AGENTS nor CHARGE ANY FEE for its services.

ONLY Short listed candidates will be contacted and they shall be required to produce originals of their National Identity Card, Academic and Professional certificates, Transcripts and Certified copies of Clearance certificates Directorate of Criminal Investigations (Certificate of Good Conduct), Kenya Revenue Authority, Ethics & Anti-Corruption Commission (EACC), Higher Education Loans Board, Credit Reference Bureau, Clearance certificate from Commission for University Education (for holders of degrees from foreign Universities) and any other relevant documents during interviews.

Further information is available on the Mombasa County Public Service Board website.

In case of any queries on the application process you can reach us via our official communication channels email address ***info@mcpsb.go.ke*** and also via telephone number: **+254 780 564465 ONLY**.

SECRETARY/CEO,

**MOMBASA COUNTY PUBLIC SERVICE BOARD**