



# MOMBASA COUNTY PUBLIC SERVICE BOARD



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## EXTERNAL 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 for appointment to the following positions in the County Government of Mombasa.

### **INSPECTORATE OFFICER J/G 'F' (206 POSTS)**

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

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

Duties and Responsibilities at this level will entail: -

- Enforcing County By-laws, national and international laws enacted from time to time.
- Carry out patrol and guard access/exit points
- Detection and apprehension of criminals within the legal framework in their areas of operation.
- Crowd control
- Collect information and report on matters of security interest
- Controlling movements of vehicles, bikes, hand carts and animals in the County
- Safeguarding County Government properties and possessions
- Controlling unauthorized persons from access to restricted areas
- Perform any other duties as may be directed from time to time

##### **Requirements for Appointment**

- Be a Kenyan Citizen
- KCSE Mean Grade D- (Minus) OR KCPE with 3 years relevant working experience.
- Physical fitness
- Possession of Basic First Aid Certificate will be an added advantage
- Certificate of good conduct

### **RIDER J/G 'F' (14 POSTS)**

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

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

- Riding a vehicle as authorized
- Carrying out routine checks on motorbike cooling, oil, electrical and brake system, tyre pressure

- Detecting and reporting malfunctioning of motorbike systems
- Maintenance of work tickets for bike assigned
- Ensuring security and safety of the bike on or off the road
- Overseeing safety of passengers and/or goods therein maintaining cleanliness of the vehicle
- Patrol areas inaccessible to police cars or cover a wider area than an officer on foot Traffic management

### **Requirements for appointment**

- Be a Kenyan citizen
- Kenya Certificate of Secondary Education KCSE Mean Grade D- (Minus) OR KCPE with 3 year's relevant working experience.
- Be physically fit,
- Rider's license
- Possession of Basic First Aid Certificate will be an added advantage

### **CLERICAL OFFICER II J/G 'F' (16 POSTS)**

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

#### **Duties and Responsibilities**

- Compiling statistical records;
- Sorting out letters and filing them
- Dispatching letters and maintaining an efficient filing system
- Assist in processing appointments, promotions, discipline cases, transfers and other
- Related duties in human resource management
- Preparing payment vouchers; computation of financial or statistical records based routine or special sources of information
- Compiling data and drafting simple letters.

### **Requirements for appointment**

- Be a Kenyan citizen
- Kenya Certificate of Secondary Education (KCSE) Mean Grade C (Plain) OR it's approved equivalent
- Proficiency in Computer application

### **DRIVER I J/G 'F' (14 POSTS)**

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

#### **Duties and Responsibilities**

- Driving a vehicle as authorized
- Carrying out routine checks on vehicles cooling, oil, electrical and brake system, tyre pressure etc.
- Detecting and reporting malfunctioning of vehicle systems
- Maintenance of work tickets for vehicle(s) assigned

- Ensuring security and safety of the vehicle on or off the road
- Overseeing safety of passengers and/or goods therein
- Maintaining cleanliness of the vehicle

### **Requirements for appointment**

- Be a Kenyan citizen
- Kenya Certificate of Secondary Education (KCSE) Mean Grade D (Plain) OR its equivalent OR Kenya Certificate of Primary Education (KCPE) with more than four (4) years of working experience
- A valid driving license free from any current endorsement(s) for the class (es) of vehicles
- First Aid Certificate course
- Passed suitability test for driver grade III
- Certificate of good conduct

### **RECORDS MANAGEMENT OFFICER III, J/G 'H' (1 POST)**

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

#### **Duties and Responsibilities**

- Compiling records
- Sorting, filing and dispatching letters
- Maintaining an efficient filing system
- Repairing and maintaining files including renewing file covers
- Storing, arranging, indexing and classifying records
- Dispatching mails and maintaining registers
- Guiding files disposal

### **Requirements for appointment**

- Be a Kenyan citizen
- Diploma in Records Management or its equivalent from a recognized institution.
- Officers with one (1) year experience will have an added advantage

### **HUMAN RESOURCE MANAGEMENT ASSISTANT III J/G 'H' (2 POSTS)**

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

#### **Duties and Responsibilities**

- The officer may be required to implement certain decisions within the existing rules, regulations and procedures.
- An officer will handle simple tasks of analytical nature.
- Supervise clerical officers and other supporting staff.
- Verification of information relating to recruitment, appointment, transfers.
- Human Resource Management records and complement control
- Document cases for the Departmental Human Resource Management Advisory Committee and assisting in the implementation of the decisions.

## **Requirements for Appointment**

- Be a Kenyan citizen
- Diploma in Human Resource Management, Records Management or its equivalent from a recognized institution.
- Officers with one (1) year experience will have an added advantage
- Proficiency in Computer application

## **SENIOR SUPPORT STAFF JOB GROUP 'D' (6 POSTS)**

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

#### **Duties and Responsibilities**

- Undertaking cleaning duties in the area of deployment
- Performing messengerial duties
- Preparing tea and washing utensils
- Undertaking any other related duties
- Guiding junior support staff
- Handling confidential duties in the area of deployment as required

#### **Requirement for Appointment**

- Be a Kenyan citizen
- Holder of Kenya Certificate of Secondary Education, or KCE Division IV, or Kenya Certificate of Primary Education plus 2 year's relevant experience;
- At least three (3) months' experience in a related field;
- 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 **24th May, 2024.**

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.