



MOMBASA COUNTY PUBLIC SERVICE BOARD



1st Floor, Betting Control Building P.O. Box 80076-80100 Mombasa Kenya Tel: +254 742581415/ +254 780564465 Email: info.mcpsb@mombasa.go.ke

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 within the

Mombasa Investment Corporation. (MIC)

A) CHIEF EXECUTIVE OFFICER JOB REF NO. MIC/001/2023 (1 POST) (RE-ADVERTISEMENT)

Terms of Employment – contract for a term of three (3) years and may be eligible for re - appointment subject to acceptable performance.

Duties & Responsibilities

1. Be the Accounting Officer in line with the PFM Act 2012 and PFM Regulations 2015, as well as the Public Procurement and Asset Disposal Act 2015 and its Regulations;
2. Responsible for the day-to-day management and operations of the Corporation and shall have control over all personnel and other activities of the Corporation.
3. Providing coherent leadership of the Corporation, conveying and executing the vision, mission and strategic intent of the Corporation;
4. Advising the County Government and other stakeholders on how to accelerate growth of private investments in the county;
5. Guide in the advisory of relevant policies and legislation in regard to the Investment sector;
6. Overseeing the preparation of the Corporation's strategic and annual work plans;

7. Overseeing the implementation of Corporation's policies and plans governing the Corporation in liaison with the Board and other relevant authorities;
8. Ensuring there is effective communication between the management, the Board and other stakeholders;
9. Ensuring achievement of the corporation's financial and operating goals and objectives;
10. Developing and recommending to the Board the corporation's annual operating budgets;
11. Ensuring compliance to all constitutional provisions, statutory provisions, local and applicable international Policies and Regulations;
12. Monitoring and controlling the corporation's performance and finances in accordance with the budgets approved by the Board of Directors;
13. Acting as the corporation's principle spokesperson and creates a positive corporate image for Mombasa Investment Corporation;
14. Keeping abreast with developments in the investment sector;
15. Overseeing the acquisition, maintenance and efficient utilization of the corporation's physical assets;
16. Coordinating the preparation of reports for the Board's consideration and implementing the decisions of the Board;
17. Fostering conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya;
18. Providing leadership in the development of the Corporation's programs and ensuring quality through the development and implementation of standards, systems and procedures, regular evaluation and performance management system;
19. Maintaining a conducive work environment for attracting, retaining and motivating employees while fostering a corporate culture that promotes ethical practices and good corporate citizenship;

20. Directing the execution of risk management policy and framework that ensures the corporation has adequate systems and processes of accountability, risk management, internal controls and business continuity;
21. Representing the corporation in investment events.

Requirements for appointment

1. Be a Kenyan citizen;
2. Possess a degree in economics, logistics, accounting, finance or any other related field from a recognized university; a Master's degree will be an added advantage;
3. Have had experience in senior management for a period of not less than seven (7) years
4. Professional qualification and membership to a professional body where applicable;
5. Demonstrate a clear understanding of local, national and international policies and regulatory frameworks governing the investment sector
6. Proficiency in computer applications
7. Fulfil the requirements of Chapter Six of the Constitution

PERSONAL QUALITIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS.

1. Leadership skills
2. Analytical skills
3. Communication skills
4. Strategic and innovative thinking
5. Interpersonal skills
6. Ability to mobilize resources
7. Negotiation skills

B) CORPORATION SECRETARY JOB REF NO. MIC/004/2023 (1 POST)-(RE-ADVERTISEMENT)

Terms of Service-contract for a term of five (5) years and may be eligible for reappointment subject to acceptable performance.

Duties & Responsibilities

1. Designing, defining and implementing the legal strategy;
2. Issuing legal opinions to the CEO and the Board at their request;
3. Secretary to the Board;
4. Ensuring compliance to the law;
5. Initiating legislative drafting;
6. Validating and developing contracts for the Corporation and its staff;
7. Co-coordinating litigation management, appointment of external lawyers and ensure representation of the Corporation in courts or other judicial authorities;
8. Actively participating in the development, implementation and execution of corporate strategy by guiding the planning and review process;
9. Leading periodic reviews of strategy in line with external and internal political, economic, social, environmental change drivers and advice on the strategic implications of these factors;
10. Advising management to enable a shared understanding of best practice and to ensuring that planning outcomes are highly effective and well aligned with the direction and objectives of the Corporation;
11. Facilitating the strategic review and planning processes with the heads of Directorates, to enable the development of aligned and integrated plans;
12. Ensuring implementation of audit recommendations from internal and external audits;
13. Leading and supporting management in the application and implementation of new policies and procedures;

14. Custodian of the documents of the Corporation;
15. Implementing good corporate governance;
16. Working closely with the CEO and the Chairman to develop, maintain and execute robust Board succession plans;
17. Establishing and maintaining an appropriate framework and procedure for monitoring, identifying, measuring, assessing, reporting and managing risks arising from Governance issues.

REQUIREMENTS FOR APPOINTMENT

1. Be a Kenyan citizen;
2. Bachelor's degree in law from a recognized University;
3. Master's Degree in a related field from a recognized University will be an added advantage;
4. Must be a Certified Secretary CS (K);
5. Must be an Advocate of the High Court of Kenya;
6. Must be a member of the Law Society of Kenya;
7. Have had experience in senior management for a period of not less than five (5) years;
8. Fulfil the requirements of Chapter Six of the Constitution.

PERSONAL QUALITIES, SKILLS & COMPETENCIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS.

1. Knowledge of relevant legislations, Corporation law
2. Leadership skills;
3. Communication skills;
4. Strategic and innovative thinking;
5. Interpersonal skills
6. Negotiation skills;
7. Collaboration skills.



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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 position at

THE COAST GENERAL TEACHING & REFERRAL HOSPITAL. (CGTRH)

(A) MEDICAL PHYSICIST JOB GROUP 'M' (1 POST)-(RE-ADVERTISMENT)

Terms of service - 3 Years contract.

Duties and Responsibilities

1. Treatment of Cancer patients
2. QA/QC in Radiotherapy, Nuclear Medicine and Diagnostic Radiology
3. Brachytherapy
4. Supervise both diagnostic and therapy radiographers in treatment of cancer patients
5. Radiation Dosimetry
6. Administer radioactive drugs to the patients for diagnostic or therapy on radiotherapist, radiologists, Nuclear Medicine specialist, prescription.

Required qualifications

1. Masters of science in medical physics
2. Bachelor of Science in Physics
3. One year experience from working in a busy Radiotherapy Center of busy Hospital



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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 within the **County Government under the Department of Health**

A) CARDIOTHORACIC SURGEON JOB GROUP 'R' (1 POST)

Terms of service - 3 Years contract.

Duties and Responsibilities

1. To attend to all emergency surgeries as per rota
2. To attend to all patients with cardiac thoracic symptoms requiring surgery
3. Run at least one specialized cardiothoracic clinic per week
4. Attend to all patients in ward rounds related to specialty
5. Have two theatre lists for cardiothoracic surgeries
6. To be part of educative programs in the facility
7. To perform any other responsibility as directed by Head of Department and Institutional Head

Required Qualifications

1. Bachelor of Medicine and Surgery from a recognized institution.
2. Master degree or post graduate degree in general surgery from a recognized institution, and fellowship in cardiothoracic surgery /masters degree in cardiothoracic surgery
3. Demonstrated a high degree of administrative capability coupled with broad professional experience and competence.
4. Registered with Kenya Medical Practitioners and Dentist Board and specialist recognition for cardiothoracic surgery
5. Extensive and stable work history as a Cardiothoracic Surgeon.

6. The ability to perform under pressure.
7. Good interpersonal skills

B) CLINICAL OFFICER (ONCOLOGY) JOB GROUP 'L' (1 POST)

Terms of service - 3 Years contract.

Required Qualifications

1. Diploma in clinical medicine and surgery from a recognized Institution;
2. Higher Diploma in Oncology.
3. Minimum of two years from working in a busy Oncology Center of a busy Hospital.
4. Registration Certificate issued by the Clinical officer council of kenya;
5. Valid practicing license
6. Certificate in Computer application skills from a recognized institution.

Duties and Responsibilities

1. Assessing, planning, implementing Oncology interventions and evaluating patient's outcomes;
2. Providing appropriate oncology service including integrated Management of oncology Illnesses (IMCI), and providing health education and counseling to patients/clients on identified health needs;
3. Referring patients and clients appropriately;
4. Facilitating patients' admission and initiating discharge plans;
5. Maintaining records on patient's/clients health condition and care;
6. Ensuring a tidy and safe clinical environment; and
7. Collecting and compiling data.

C) EMERGENCY MEDICAL TECHNICIAN - JOB GROUP 'H' (1 POST)

Terms of service - 3 Years contract.

Duties and Responsibilities

1. Working in an Intermediate Life Support unit as an emergency care provider or an ambulance operator (driver);
2. Assessing, history taking, diagnosing, planning, implementing emergency medical care interventions and reassessing patient outcomes;
3. Administration of authorized medication;
4. Initiating basic intravenous therapies, providing autonomous Basic Life Support interventions and supervised Advanced Cardiac Life Support interventions;
5. Maintaining the Patient Care Reports and keeping patient records;
6. Identifying, managing and referring emergency medical care cases;
7. Referring patients, experts and specimen to appropriate facilities.

Required Qualifications

1. Diploma in any of the following disciplines: Emergency Medical Services, Emergency Medical Technology; or any other equivalent qualification from a recognized training institution **OR** a valid certificate in Emergency Medical Technician - Advanced Course or Emergency Medical Services Instructor Course from the Kenya Red Cross Society or the Kenya Council of Emergency Medical Technicians;
2. Kenya Certificate of Secondary Education (KCSE) mean grade C, with at least a C+ (plus) in Biology or Chemistry and a D in English or Kiswahili; or its equivalent qualification **OR** a Valid Emergency Medical Technician - Basic Certificate;
3. A valid class BCE driver's license with Public Service Vehicle authorization; or any other equivalent qualification from a recognized training institution;
4. A valid practicing license from a recognized licensing institution

D) THEATRE NURSE JOB GROUP 'L' (2 POSTS) (RE-ADVERTISEMENT)

Terms of service - 3 Years contract.

Duties and Responsibilities

1. Manage an operating room or unit
2. Collaborate with hospital administration and public health office in designing the lay-out of theatre
3. Apply the nursing process in providing the pre, intra and post-operative care for the patient undergoing surgery
4. Be conversant with and address medico- legal issues in surgical procedures
5. Ensure infection prevention and control measures are followed in the operating room
6. Ensure there is availability of quality nursing commodities and equipment in the operating room
7. Ensure that the machines used in the operating room are in good working condition
8. Be conversant with operative procedures carried out in the operating room
9. Should have excellent communication and teamwork abilities

Required Qualifications

1. Diploma in any of the following disciplines: Kenya Registered Community Health
2. Nursing, Kenya Registered Nursing, or Kenya Registered Nursing in Mental Health and Psychiatry from a recognized institution;
3. Higher Diploma in pre-operative Nursing or It's equivalent from a recognized institution;
4. Nursing Registration Certificate issued by the Nursing Council of Kenya;
5. Valid practicing license from the Nursing Council of Kenya;

6. Two (2) years' work experience in Peri- Operative/Theatre Nursing and care.

E) CLINICAL OFFICER (ENT) JOB GROUP 'L' (1 POST)

Terms of service - 3 Years contract.

Duties and responsibilities

1. 1st on call in any case of ENT emergency
2. Clerking and seeing Patients in ENT clinic and Emergency
3. Removal of Foreign bodies in ears, nose and throat that do not need general anaesthesia
4. Minor procedures under local anaesthesia like keloid excision, incision and drainage of abscesses and dressing
5. Ear syringing
6. Prescribe medications for ENT diseases and conditions
7. Teaching and mentoring interns and students attached to the ENT clinic

Required Qualifications

1. Diploma in clinical medicine and surgery from a recognized Institution;
2. Higher Diploma in Clinical Medicine and Surgery in Ear, Nose, Throat,(ENT) from a recognized Institution;
3. Certificate of Registration from the Clinical Officers' Council;
4. Valid Professional Practice License from the Clinical Officers' Council;
5. Proficiency in computer applications.



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Introduction

In accordance with the National Police Service Act, the County Government is seeking to recruit qualified individuals to serve as Non-State Members of the County Policing Authority Board. The County Policing Authority (CPA) is established to foster accountability, transparency, and public participation in policing within the county. It plays a key role in ensuring that policing services are aligned with the needs of the local community, while upholding national policing standards.

About the County Policing Authority

The CPA is responsible for developing proposals on police performance priorities, monitoring crime trends, and ensuring accountability to the public. It provides a platform for public participation in all aspects of county policing and plays an oversight role in police budgeting and performance. Members will serve a vital role in bridging the gap between the public and law enforcement, ensuring the police service is responsive and effective.

A) MEMBERS OF THE COUNTY POLICING AUTHORITY BOARD.

Members from the following sectors:

1. Business sector **(1 POST)**
2. Community-based organizations **(1 POST)**
3. Women's groups **(1 POST)**
4. Persons with special needs **(1 POST)**
5. Religious organizations **(1 POST)**
6. Youth groups **(1 POST)**

Terms of service - 2 Years contract.

Functions of the County Policing Authority:

1. Propose police performance priorities in the county.
2. Monitor crime trends and set targets for police operations, with special attention to vulnerable groups such as women and children
3. Provide public oversight and feedback on police service delivery
4. Ensure accountability of policing services to the county's residents
5. Receive and review reports from Community Policing Forums and Committees
6. Ensure compliance with national policing standards and report regularly to the Inspector-General, the Cabinet Secretary, and the County Assembly

Members Required Qualifications:

1. Be ordinarily resident or employed in the county for a continuous period of not less than three years.
2. Demonstrate good moral character and integrity.
3. Be of sound mind and have no criminal record.
4. Not be bankrupt or have violated the Constitution.
5. Candidates applying to this position MUST attach identification/certification of membership to the respective positions.

Members will be paid allowances as determined by Salary and Remuneration Commission

B) SECRETARY — COUNTY POLICING AUTHORITY BOARD (1 POST)

Introduction

The County Government is seeking to recruit a dynamic and qualified individual to serve as the Secretary of the County Policing Authority Board (CPA). This role is integral to ensuring the smooth operation and coordination of the Board's activities in line with the National Police Service Act. The Secretary be responsible for the administrative and operational support necessary for the CPA to fulfill its oversight and public participation mandate effectively.

About the County Policing Authority

The CPA is a body established to promote transparency, accountability, and public engagement in the county's policing services. The Authority is tasked with developing police performance priorities, monitoring crime trends, and ensuring that policing aligns with community needs while adhering to national standards. The Secretary will provide key support in organizing meetings, keeping records, and ensuring the efficient communication and implementation of the Board's decisions.

Terms of service - 2 Years contract.

Duties & Responsibilities:

1. Provide administrative and secretarial support to the CPA Board, ensuring the efficient planning and scheduling of Board meetings.
2. Draft and distribute notices, agendas, and minutes of Board meetings, ensuring compliance with statutory requirements.
3. Maintain proper records and files of the Board's proceedings, resolutions, and decisions.
4. Liaise with community organizations, law enforcement agencies, and other stakeholders to facilitate public engagement and communication.
5. Assist in the preparation and submission of reports to relevant authorities, including the County Government, Inspector-General, and County Assembly. Ensure compliance with legal and regulatory frameworks governing the operations of the CPA Board.
6. Coordinate all logistical arrangements for the Board's activities, including handling queries from members of the public and stakeholders.
7. Provide support in monitoring the implementation of decisions made by the Board.

Required Qualifications:

1. Bachelor's degree in Business Administration, Law, Social Sciences, or a related field.
2. A minimum of 5 years of experience in an administrative or secretarial role, preferably within a public or legal institution.
3. Proven track record in organizing meetings, drafting minutes, and maintaining official records.
4. Excellent written and verbal communication skills, with a high level of attention to detail.
5. Strong organizational and multitasking abilities, with a capacity to meet tight deadlines.
6. Ability to work collaboratively with diverse stakeholders, including law enforcement, Government, and Community groups.
7. Knowledge of public sector governance, legal frameworks, and policing matters will be an added advantage.

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**

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 **11th November 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.