



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 Mombasa Water Supply & Sanitation Co. LTD (**MOWASCO**)

GENERAL MANAGER-FINANCE JOB GROUP 2. ONE (1) POST

Terms of Service – 5 Years Contract

Duties and Responsibilities

- 1) Formulates the company's financial management strategy and ensures appropriate implementation.
- 2) Safeguards sound corporate governance by identifying financial risks and implementing proper controls to mitigate them.
- 3) Spearheads formulation, implementation, and review of sound financial policies, systems and procedures to sustain the company.
- 4) Develops systems for competent management of financial resources
- 5) Guarantees timely and accurate preparation, analysis, accounting and reporting of financial data to aid management decision making
- 6) Advises management on the financial viability of proposed investments and projects
- 7) Ensures financial reports are prepared and submitted in compliance with the company and statutory requirements.
- 8) Manages all financial relationships with external agencies
- 9) Prepares budgets and periodic financial performance reports for presentation to the Board of Directors and other authorized users.
- 10) Directs, manages, motivates and develops staff in the finance function Liaises and provides support to internal and external auditors on audit matter
- 11) Establishes appropriate and sound standards and procedures for internal and third-party payments across the Company.
- 12) Ensures adequate controls are in place to facilitate seamless payment and efficient financial management.
- 13) Liaises with the General Manager Commercial Services to ensure revenue generation is optimized for funding all the company's financial obligations.

- 14) Budgeting and budgetary control to enhance financial planning, monitoring and control
- 15) Develop and enforces implementation of debt management and control policies and procedures.
- 16) Oversees statutory and regulatory financial compliance
- 17) Any other duties as may be assigned by the Managing Director from time to time.

Requirements for Appointment

- i. Be a Kenyan Citizen.
- ii. Bachelor's Degree in Commerce/Business Management/Administration in Finance or Accounting option from a recognized institution.
- iii. Related Master's Degree.
- iv. Certified Public Accountant (CPA-K)
- v. Membership with ICPAK/ ACCA/ CFA or any other relevant and recognized professional body; in good standing.
- vi. Certificate in Computer application
- vii. At least eight (8) years of similar experience, five (5) of which should have been in a management position in a busy and dynamic work environment.
- viii. Demonstrate a high degree of professional and technical competence as reflected in work performance and results.
- ix. Shown outstanding capability in Financial Management.

Personal Qualities, skills and competencies in addition to the above requirements.

- Business analytical skills and Attention to the detail.
- Leadership and Managerial skills.
- Proficiency in MS Office Suite, and contemporary Accounting systems and practices
- Experience working the Enterprise Resource Planning is preferred
- Excellent interpersonal, communication and public relations Skills
- Ingenuity on risk analysis and management
- A team player and change driver
- Ability to uphold collective responsibility
- High levels of Integrity and ethical conduct

GENERAL MANAGER-ENGINEERING AND STRATEGY (RE – ADVERTISEMENT) JOB GROUP 2. ONE (1) POST

Terms of Service – 5 Years Contract

Duties and Responsibilities

- i. Implements technical goals & strategies as guided by the company's corporate plan, mission and vision.
- ii. Safeguards sound corporate governance by identifying risks and implementing proper controls to mitigate those risks
- iii. Spearheads formulation, implementation, enforcement and review of sound water and wastewater systems, policies and procedures.
- iv. Proactively develop and implement technical proposals and solutions for continuous growth and development of the water and wastewater network and delivery mechanisms.
- v. Oversees planning and co-ordination of development of quality infrastructure, maintenance of engineering instalments (capacity works) and related issues.
- vi. Safeguards against Non-Revenue Water (NRW) through prompt pipeline repairs/maintenance, complete and accurate metering of all consumers
- vii. Ensures that water and wastewater services infrastructure is operated and maintained to the required technical and regulatory standards.
- viii. Provides technical expertise and advice in the acquisition of contractors and consultants for major water and wastewater works.
- ix. Provides overall supervision of staff, contractors and consultants for all major works
- x. Guarantees quality and safety of water supplied to consumers.
- xi. Offers professional advice to management on the acquisition of capital assets and related issues.
- xii. Facilitates timely initiation and completion of technical audits and implementation of corrective actions as may be necessary.
- xiii. Oversees preparation of departmental reports and budgets to facilitate decision-making
- xiv. Executes performance management and review of staff within the technical division through performance contracts, appraisals and reviews
- xv. Liaises with the Human Resource division to enforce employee discipline, safeguard wellness and safety of the staff within the division
- xvi. Provides wholesome leadership to employees in the Engineering division to foster a cohesive, motivated and engaged workforce
- xvii. Any other duties as may be assigned by the Managing Director from time to time

Requirements for appointment

- i. Be a Kenyan Citizen
- ii. Bachelor's degree in Civil/ Mechanical/Water Engineering or related disciplines from a recognized institution.
- iii. Related Master's Degree is an added advantage
- iv. Registered Engineer with EBK / IEK or equivalent professional body; in good standing

- v. Certificate in Computer application.
- vi. At least eight (8) years of similar experience, five (5) of which should have been in a management position in a busy and dynamic work environment

Personal Qualities, skills and competencies in addition to the above requirements.

- Understanding of/experience in technical dimensions related to Water Engineering technologies, fresh water harvesting and wastewater treatment, distribution and disposal, etc.
- Ability to leverage emerging technology including ICT, Engineering and other emerging innovations to improve operational efficiency, cost management and service delivery.
- Understanding of laws, regulations and standards affecting water harvesting, treatment and distribution and able to put in place sound compliance framework.
- Certified training in Operational Stealth and Safety (OHS) is preferred
- Sound Knowledge of standards for water quality, sanitation etc.
- Demonstrable financial management skills
- Excellent interpersonal, communications, conflict resolution skills and
- Willingness/flexibility to work in a field based setup
- Project Management skills
- Understanding and ability to set up water Vendors point and enterprises.
- Water CAD, Arch CAD, and AutoCAD knowledge.
- Proficient in MS Office Suite and Enterprise Resource Planning
- High level of integrity and ethical conduct

WASTE WATER ENGINEER JOB GROUP 4. ONE (1) POST

Terms of service-Permanent & pensionable

Duties and Responsibilities

- Monitoring and guidance on industrial effluent discharge at all wastewater Treatment Plants.
- Wastewater quality control and environmental conservation.

- Researching and implementing innovative technologies and processes to minimize pollution, conserve resources, and enhance the overall sustainability of wastewater management practices.
- Ensure that the plant and equipment are maintained as per the set schedules/ SOPs.
- Maintain cleanliness and orderliness in the wastewater treatment plants and their immediate surroundings.
- Record and document all wastewater operations meticulously and compile essential reports as required.
- Ensure work plans and maintenance/preventative schedules are prepared, maintained and implemented across all stations.
- Champion the drafting of policy of alternative revenue sources from the treatment plants and products and fees.
- Ensure all waste generated or separated, both solid and liquid is appropriately handled and disposed in compliance with the relevant standards.
- Ensure all the stations have access controls and are properly and adequately guarded in line with company policy.
- Formulate health and safety standards for each station to be adhered to by the staff and visitors/customers.
- Work in close liaison with Operations Manager - Waste Water to ensure operations in all the stations are efficient and effective.
- Monitor raw water sewage quality for appropriate action in case of deviation, this shall be in liaison with the quality assurance officer for identification of culprits especially the trade dischargers.
- Supervision and performance management of the employees stationed at treatment plants, pump stations and related sections.
- Any other duties as may be assigned by supervisor from time to time

Requirements for appointment

- i. Be a Kenyan Citizen
- ii. Bachelor of Science Degree in Civil Engineering/Sanitation/Wastewater/Environmental Management or related disciplines from a recognized institution
- iii. A certificate in sewerage Engineering or management from a recognized institution.
- iv. Registered Engineer with IEK/EBK or equivalent professional body; in good standing

- v. At least five (5) years' similar experience two (2) of which must be at supervisory level in a busy and dynamic work environment.

Personal Qualities, skills & competencies in addition to the above requirements.

- Proficiency in wastewater treatment processes, including biological, chemical, and physical methods.
- Familiarity with regulations governing wastewater management and the ability to ensure compliance.
- Strong engineering skills to design and evaluate wastewater infrastructure, such as pipelines, treatment plants, and pumping stations.
- Capability to troubleshoot and address issues related to wastewater systems, ensuring efficient and uninterrupted operations.
- Understanding of the environmental impact of wastewater management and the ability to implement sustainable and eco-friendly practices.
- Proficient project management skills to plan, execute, and monitor wastewater projects, including budgeting and resource allocation.
- Analytical skills to assess water quality data and make informed decisions to improve treatment processes.
- Effective communication, interpersonal, planning and coordination skills.
- Commitment to safety protocols and the ability to create and enforce safety procedures in a hazardous work environment.
- Flexibility to adapt to evolving wastewater technologies and industry best practices.
- Precise attention to detail to ensure accurate designs and data analysis for optimal wastewater treatment.
- Collaboration skills to work with cross-factorial teams and coordinate efforts for successful wastewater management.
- Familiarity with relevant software and tools for wastewater modeling, data analysis, and design.
- Preparedness for handling emergencies, such as spills or equipment failures, to minimize Environmental damage and public health risks
- High levels of integrity and ethical conduct.

MANAGER, SUPPLY CHAIN MANAGEMENT JOB GROUP 3. ONE (1) POST

Terms of Employment – Permanent & Pensionable.

Duties and responsibilities

- Oversee development, review and implementation of policies, procedures, strategies, and manuals that safeguard integrity of the procurement processes
- Oversee the procurement and asset disposal processes in line with the Public Procurement and Asset Disposal Act 2015, and Public Procurement and Asset Disposal Regulations (PPADR), 2020, and other relevant laws
- Propose the membership of relevant committees under the Act to the Managing director for consideration and appointment
- Monitor contract management and report any significant departures from the contract terms and conditions to the Managing Director;
- Coordinate secretariat services to the evaluation, inspection & acceptance, and disposal
- Provide professional advice to the Managing Director on procurement and asset disposal matters for decision making
- Spearhead the compliance with all procurement statutory requirements and Government Circulars
- Review periodic reports on matters relating to procurement and asset disposal, recommend for approval by the Managing Director and submission to the National Treasury, PPRA, Ethics and Anti- Corruption Commission in line with the Act and regulations;
- Spearhead the development, recommend for approval and oversee the implementation of the Company's annual procurement plan, budgets & disposal plan.
- Oversee implementation and effective use of e-procurement system and inventory & asset management system for the purpose of control and managing inventory, stores and assets.
- Oversee the research on market trends to inform the placing of orders or recommend appropriately awards of all procurement matters;
- Monitor supplier's performance to assess ability to meet quality and delivery requirements;
- Develop and maintain mutually beneficial relationships with the Company's suppliers and service providers;

- Manage all stakeholders by providing advice and responding to all procurement related matters promptly and professionally.
- Coordinate external auditing (by Government and donors) and evaluation of Supply Chain Management processes and procedures;
- Oversee development and implementation of departmental risk management framework
- Develop and supervise implementation of the departmental annual work plan & budgets and evaluate performance to achieve the Company's strategic objectives.
- Develop and present management papers for the relevant Board Committee meetings.
- Issue certificates to contractors confirming delivery and acceptance of goods, works and services, where the contract is not complex and specialized;
- In liaison with the HR function, provide holistic leadership to staff in the department, including performance management, discipline, wellness and mentorship/coaching to safeguard departmental productivity, cohesion and staff motivation.
- Any other duty as may be assigned by supervisor from time to time

Requirements for appointment

- Be a Kenyan Citizen
- Bachelor's degree in Supply Chain Management or related disciplines from a recognized institution or Any other business-related degree with a Diploma from Chattered Institute of Purchasing and Supplies (CIPS)
- Related Master's Degree is an added advantage
- Certified Procurement & a Supply Professional (CPSP-K) or equivalent certification from recognized institution
- Registered member of KISM with a valid practicing License
- At least six (6) years of similar experience in utility or service industry, three (3) of which should have been in a management position in a busy and dynamic work environment

Personal Qualities, skills & competencies in addition to the above requirements.

- Excellent understanding of procurement principles Proficient in MS Office
- Good communication, interpersonal, Negotiation and coordination skills
- In-depth understanding of the various procurement Acts
- Excellent Knowledge of Microsoft office applications
- Proven ability to be flexible and work hard, both independently and in a team
- Environment, in a high-pressure on-call environment with changing priorities.
- High levels of integrity and ethical conduct.



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)**

CHIEF EXECUTIVE OFFICER JOB REF NO. MIC/001/2023 (1 POST)

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

Duties & Responsibilities

- i. 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;
- ii. 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.
- iii. Providing coherent leadership of the Corporation, conveying and executing the vision, mission and strategic intent of the Corporation;
- iv. Advising the County Government and other stakeholders on how to accelerate growth of private investments in the county;
- v. Guide in the advisory of relevant policies and legislation in regard to the Investment sector;
- vi. Overseeing the preparation of the Corporation's strategic and annual work plans;
- vii. Overseeing the implementation of Corporation's policies and plans governing the Corporation in liaison with the Board and other relevant authorities;
- viii. Ensuring there is effective communication between the management, the Board and other stakeholders;
- ix. Ensuring achievement of the corporation's financial and operating goals and objectives;
- x. Developing and recommending to the Board the corporation's annual operating budgets;
- xi. Ensuring compliance to all constitutional provisions, statutory provisions, local and applicable international Policies and Regulations;

- xii. Monitoring and controlling the corporation's performance and finances in accordance with the budgets approved by the Board of Directors;
- xiii. Acting as the corporation's principle spokesperson and creates a positive corporate image for Mombasa Investment Corporation;
- xiv. Keeping abreast with developments in the investment sector;
- xv. Overseeing the acquisition, maintenance and efficient utilization of the corporation's physical assets;
- xvi. Coordinating the preparation of reports for the Board's consideration and implementing the decisions of the Board;
- xvii. Fostering conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya;
- xviii. 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;
- xix. Maintaining a conducive work environment for attracting, retaining and motivating employees while fostering a corporate culture that promotes ethical practices and good corporate citizenship;
- xx. 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;
- xxi. Representing the corporation in investment events.

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. 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;
- iii. Have had experience in senior management for a period of not less than seven (7) years
- iv. Professional qualification and membership to a professional body where applicable;
- v. Demonstrate a clear understanding of local, national and international policies and regulatory frameworks governing the investment sector
- vi. Proficiency in computer applications
- vii. Fulfil the requirements of Chapter Six of the Constitution

PERSONAL QUALITIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS.

- i. Leadership skills
- ii. Analytical skills
- iii. Communication skills
- iv. Strategic and innovative thinking
- v. Interpersonal skills
- vi. Ability to mobilize resources
- vii. Negotiation skills

GENERAL MANAGER PARTNERSHIPS & NETWORKING - JOB REF NO. MIC/002/2023. ONE (1) POST

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

Duties & Responsibilities

- i. Identifying potential partners based on the Corporation needs, goals, and current partnerships;
- ii. Working with internal and external partners to develop new investment opportunities;
- iii. Developing a balanced funding mix of donor sources and solicitation programs tailored to the needs of the Corporation that will enable it to attract, retain and motivate donors and fundraising volunteers;
- iv. Using data analysis and market research to mobilize resources and identify opportunities for new partnerships;
- v. Establishing and nurturing strategic partnership relationships with new and ongoing strategic partners;
- vi. Engaging and liaise with County Departments, National Government, international partners and other non-state actors in the process of policy formation to assist in projects related to the Corporation;
- vii. Managing long-term relationships with partners and negotiating terms of partnership agreements to ensure that both parties are meeting their obligations and benefitting from the relationship;
- viii. Developing economic, cultural and technical exchanges between Mombasa city with corresponding communities worldwide through Sister Cities initiatives;
- ix. Evaluating the performance of existing partnerships in order to identify opportunities for improvement and resolving conflicts;

- x. Preparing partnership and networking directorate plans and budget as required.
- xi. Developing marketing strategies and tactics to promote the partnership to stakeholders.
- xii. Attending meetings, visiting partner institutions to discuss project activities and explore other collaborations.
- xiii. Maintaining collaboration and regular communication with strategic partners to ensure smooth and impactful collaboration.
- xiv. Assisting in negotiation and drafting of agreements with strategic partners.
- xv. Working closely with the Chief Executive Officer to develop, maintain and execute the Corporation's plans.

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in Business Administration or related field from a recognized University;
- iii. Master's Degree in a related field from a recognized University will be an added advantage;
- iv. Have had experience in senior management for a period of not less than five (5) years
- v. Professional qualification and membership to a professional body where applicable;
- vi. Have knowledge and a clear understanding of intergovernmental relations and partnerships;
- vii. Proficiency in computer applications
- viii. Fulfill the requirements of Chapter Six of the Constitution

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

- i. Leadership skills
- ii. Communication skills
- iii. Strategic and innovative thinking
- iv. Interpersonal skills
- v. Ability to mobilize resources
- vi. Negotiation skills
- vii. Collaboration skills

**GENERAL MANAGER PROJECTS & INVESTMENTS FINANCE JOB REF NO.
MIC/003/2023 (ONE POST)**

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

Duties & Responsibilities

- i. Overseeing the implementation and monitoring of project performance and carrying out research to promote sustainability of relevant and high-quality projects;
- ii. Coordinating with cross-discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules;
- iii. Meeting with project team members to identify and resolve issues;
- iv. Submitting project deliverables and ensuring that they adhere to quality standards;
- v. Preparing status reports by gathering, analysing, and summarizing relevant information;
- vi. Establishing effective project communication plans and ensuring their execution;
- vii. Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget;
- viii. Conducting post-project evaluation and identifying successful and unsuccessful project elements;
- ix. Enterprise Resource Planning project oversight;
- x. Providing daily management, monitoring and technical support with regards to the assigned project activities;
- xi. Conducting on-going monitoring and evaluation of the performance against the targeted results in accordance with Corporation requirements and impact framework;
- xii. Providing regular updates on a consistent basis to various internal and /or external Stakeholders and prepare progress reports as per the needs and in line with any specific Requirements in play and within the set deadlines;
- xiii. Conducting timely and sound financial management of the available resources as to ensure smooth project implementation within the set budget;
- xiv. Providing support in developing, updating and adapting relevant strategic or operational documentation for the projects;
- xv. Coordinating and facilitating improved information and knowledge management within the team for the purpose of monitoring and evaluation, organizational learning and reporting, with a particular responsibility for maintaining and improving the activities databases/ lesson learnt log.

Xvi. Working closely with the Chief Executive Officer to develop, maintain and execute the Corporation's plans

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in Business Administration or related field from a recognized University;
- iii. Master's Degree in a related field from a recognized University will be an added advantage;
- iv. Have had experience in senior management for a period of not less than five (5) years
- v. Professional qualification and membership to a professional body where applicable;
- vi. Have knowledge and a clear understanding of project management Proficiency in computer applications
- vii. Fulfil the requirements of Chapter Six of the Constitution

PERSONAL QUALITIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS.

- i. Leadership skills
- ii. Communication skills
- iii. Supervisory skills
- iv. Monitoring and evaluation skills
- v. Strategic and innovative thinking
- vi. Interpersonal skills
- vii. Ability to mobilize resources
- viii. Negotiation skills
- ix. Collaboration skills

CORPORATION SECRETARY JOB REF NO. MIC/004/2023 (ONE POST)

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

Duties & Responsibilities

- i. Designing, defining and implementing the legal strategy;
- ii. Issuing legal opinions to the CEO and the Board at their request;
- iii. Secretary to the Board;
- iv. Ensuring compliance to the law;

- v. Initiating legislative drafting;
- vi. Validating and developing contracts for the Corporation and its staff;
- vii. Co-ordinating litigation management, appointment of external lawyers and ensure representation of the Corporation in courts or other judicial authorities;
- viii. Actively participating in the development, implementation and execution of corporate strategy by guiding the planning and review process;
- ix. 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;
- x. 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;
- xi. Facilitating the strategic review and planning processes with the heads of Directorates, to enable the development of aligned and integrated plans;
- xii. Ensuring implementation of audit recommendations from internal and external audits;
- xiii. Leading and supporting management in the application and implementation of new policies and procedures;
- xiv. Custodian of the documents of the Corporation;
- xv. Implementing good corporate governance;
- Xvi. Working closely with the CEO and the Chairman to develop, maintain and execute robust Board succession plans;
- xvii. Establishing and maintaining an appropriate framework and procedure for monitoring, identifying, measuring, assessing, reporting and managing risks arising from Governance issues.

REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in law from a recognized University;
- iii. Master's Degree in a related field from a recognized University will be an added advantage;
- iv. Must be a Certified Secretary CS (K);
- v. Must be an Advocate of the High Court of Kenya;
- vi. Must be a member of the Law Society of Kenya;
- vii. Have had experience in senior management for a period of not less than five (5) years;

viii. Fulfil the requirements of Chapter Six of the Constitution.

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

- i. Knowledge of relevant legislations, Corporation law etc;
- ii. Leadership skills;
- iii. Communication skills;
- iv. Strategic and innovative thinking;
- v. Interpersonal skills;
- vi. Negotiation skills;
- vii. Collaboration skills.

PROJECT MANAGER JOB REF NO. MIC/005/2023(ONE POST)

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

Duties & Responsibilities

- i. Overseeing the implementation and monitoring of project performance;
- ii. Supervising a wide range of duties which include planning the delivery of overall program and its activities in accordance with the mission and the goals of the corporation;
- iii. Monitoring approved expenditures of a project; prepare financial statements as well as maintaining records pertaining to activities in that particular area;
- iv. Preparing and monitoring of project/ programme implementation;
- v. Coordinating with cross-discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules;
- vi. Meeting with project team members to identify and resolve issues;
- vii. Submitting project deliverables and ensuring that they adhere to quality standards;
- viii. Preparing status reports by gathering, analyzing, and summarizing relevant information;
- ix. Establishing effective project communication plans and ensuring their execution;
- x. Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget;
- xi. Coordinating the development of user manuals, training materials, and other documents as needed to enable successful implementation and turnover of the process or system to the clients;

- xii. Obtaining customer acceptance of project deliverables;
- xiii. Managing customer satisfaction within the project transition period;
- xiv. Conducting post-project evaluation and identifying successful and unsuccessful project elements;
- xv. Enterprise Resource Planning project oversight;
- xvi. Providing daily management, monitoring and technical support as regards the assigned project;
- xvii. Any other duties as may be assigned

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in Business Administration, Statistics or a related field from a recognized University;
- iii. Master's Degree in a related field from a recognized University will be an added advantage;
- iv. Have had experience in management for a period of not less than five (5) years;
- v. Expertise in analysing data using statistical software. e. g R Gui ,SPSS and Advance Excel;
- vi. Literacy in using MS Project to schedule projects;
- vii. Professional qualification and membership to a professional body where applicable;
- viii. Have knowledge and a clear understanding of project management proficiency in computer applications;
- ix. Fulfil the requirements of Chapter Six of the Constitution.

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

- i. Leadership skills
- ii. Communication skills
- iii. Team building
- iv. Conflict management
- v. Monitoring and evaluation skills
- vi. Ability to work under pressure
- vii. Strategic and innovative thinking
- viii. Interpersonal skills

ix. Collaboration skills

MANAGER- INVESTOR RELATIONS (EASE OF DOING BUSINESS) -JOB REF NO.MIC/006/2023 (ONE POST)

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

Duties & Responsibilities

- i. Developing brand strategies that are geared towards improvement of the Corporation's brand image;
- ii. Developing investment guidelines e.g. Investment portfolios and investor guidebooks;
- iii. Producing and distributing corporate publications for both internal and external circulation e.g. placement of adverts in print and electronic media;
- iv. Organising and facilitating public relations activities and events like trade fairs and exhibitions;
- v. Formulating, reviewing and implementing policies on investments, public relations and Corporate Social Responsibility (CSR);
- vi. Preparing the Investment promotion budget and the marketing plans in line with the corporate strategy;
- vii. Developing and implementing Corporate Communications Strategy including the public relations and communications plan e.g. Draft speeches, Create web and media content;
- viii. Undertaking internal and external marketing research for management decision, in order to identify the key constraints that are preventing a market from functioning effectively;
- ix. Developing of communication strategies for new products and re-positioning of existing products;
- x. Collating and analysing market intelligence, competitor activities as well as the performance of the Corporation's products in the market and advising management accordingly;
- xi. Managing the Mombasa Investment Corporation's brand portfolio by analysing and recommend growth strategies and tactics;
- xii. Benchmarking Mombasa Investment Corporation's brand with competition and develop effective counter strategies;
- xiii. Liaising with internal and external entities on public affairs matters;
- xiv. Maintaining media contacts and relations;

- xv. Overseeing the customer service response, acknowledgement and address complaints;
- xvi. Maintaining positive relationships with all stakeholders;
- xvii. Any other duties as may be assigned.

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in Business Administration, Marketing or related field from a recognized University;
- iii. Master's Degree in a related field from a recognized University will be an added advantage;
- iv. Have had experience in management for a period of not less than five (5) years;
- v. Professional qualification and membership to a professional body where applicable;
- vi. Proficiency in computer applications
- vii. Fulfil the requirements of Chapter Six of the Constitution

PERSONAL QUALITIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS.

- i. Leadership skills
- ii. Communication skills
- iii. Team building
- iv. Ability to work under pressure
- v. Strategic and innovative thinking
- vi. Interpersonal skills
- vii. Collaboration skills

PROCUREMENT MANAGER - JOB REF NO. MIC/007/2023 (ONE POST)

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

Duties & Responsibilities

- i. Providing advisory/professional opinion on procurement matters to the Accounting officer to ensure compliance with the Public Procurement and Asset Disposal Act 2015 and relevant laws;
- ii. Carrying out procurement and disposal activities in accordance with the Public Procurement and Asset Disposal Act 2015, relevant laws and the Corporation's Procurement Manual and Policies;

- iii. Preparing and implementing the Corporation's Annual Procurement Plan;
 - iv. Developing and implementing inventory management systems;
 - v. Maintaining and continually updating the list of registered suppliers;
 - vi. Carrying out the receiving, opening and evaluation of Quotations, Bids, Tenders, Proposals and Expressions of Interest;
 - vii. Reviewing and maintaining all records of purchased goods, works and services, including costs, deliveries and inventories;
- Undertaking market surveys of items in the procurement plan to ensure value for money;
- ix. Ensuring maintenance of optimal stock levels and carrying out quarterly and annual stock take;
 - x. Providing secretariat services to the procurement committees which shall be constituted by the Accounting Officer;
 - xi. Ensuring strict compliance with the prevailing procurement laws in the acquisition of all goods, works and services in the Corporation;
 - xii. Preparing and submitting statutory reports to Public Procurement Regulatory Authority (PPRA) and other relevant authorities;
 - xiii. Liaising with the Public Procurement Regulatory Authority and any other relevant institution on various issues regarding public procurement and disposal of assets;
 - xiv. Reviewing procurement needs of the organisation from time to time;
 - xv. Managing stores in the Corporation;
 - xvi. Responsible for Disposal of surplus and obsolete stores and equipment;
 - xvii. Coordinating the advertisement of procurement and disposal opportunities;
 - xviii. Any other duties as may be assigned.

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in Business Administration, Supply Chain Management or a related field From a recognized University;
- iii. Master's Degree in a related field from a recognized University will be an added advantage;
- iv. Have had experience in management for a period of not less than five (5) years;
- v. Professional qualification and membership to a relevant professional body;
- vi. Proficiency in computer applications;

vii. Fulfil the requirements of Chapter Six of the Constitution.

PERSONAL QUALITIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS.

- i. Leadership skills
- ii. Communication skills
- iii. Team building
- iv. Ability to work under pressure
- v. Knowledge of relevant legislations
- vi. Interpersonal skills
- vii. Collaboration skills

SENIOR FINANCE & ACCOUNTS OFFICER JOB REF NO. MIC/008/2023(ONE POSITION)

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

Duties & Responsibilities

- i. Developing and reviewing financial control systems that protect the Corporation's assets;
- ii. Preparing complete, accurate and timely financial statements;
- iii. Overseeing cash flow management of the Corporation;
- iv. Developing relationships with financial institutions;
- v. Developing optimal capital structure to enhance business expansion, minimize Corporation's cost of capital and risk of financial distress;
- vi. Efficient management of current assets, current liabilities, turnover and enhanced management of working capital and cash conversions cycles;
- vii. Formulating the Corporation's financial strategy and coordinating preparation of annual budgets for resource allocation;
- viii. Analyzing business financial performance;
- ix. Advising management on all matters of financial management and undertaking financial assessments;
- x. Developing, implementing and ensuring compliance with financial policies and procedures;
- xi. Coordinate financial audits and ensure implementation of recommendations;
- xii. Ensuring compliance with applicable financial statutory obligations and circulars;

- xiii. Reviewing bank reconciliations;
- xiv. Ensuring tax compliance in all operations of the Corporation;
- xv. Preparing final financial reports at the end of the financial year;
- xvi. Ensuring monthly processing of payroll;
- xvii. Ensuring monthly processing and reconciliation of payments;
- xviii. Assessing financial viability of all Corporation investments

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in Business Administration, (preferably with a major in finance, economics or statistics) or a related field from a recognized University;
- iii. Master's Degree in a related field from a recognized University will be an added advantage;
- iv. Have had experience in management for a period of not less than five (5) years;
- v. Must be an ICPAK member;
- vi. Proficiency in computer applications;
- vii. Fulfil the requirements of Chapter Six of the Constitution.

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

- i. Leadership skills
- ii. Communication skills
- iii. Ability to work under pressure
- iv. Knowledge of relevant legislations
- v. Public accounting audit experience strongly preferred
- vi. Monitoring and evaluation skills.
- vii. Interpersonal skills
- viii. Collaboration skills

PROJECT MANAGEMENT OFFICER 1 -JOB REF NO. MIC/009/2023 (ONE POSITION)

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

Duties & Responsibilities

- i. Assist in overseeing the implementation and monitoring of project performance;
- ii. Assist in supervising a wide range of duties which include planning the delivery of overall Program and its activities in accordance with the mission and the goals of the corporation;
- iii. Monitoring approved expenditures of a project; prepare financial statements as well as maintaining records pertaining to activities in that particular area;
- iv. Preparing and monitoring of project/ programme implementation;
- v. Coordinating with cross-discipline team members to make sure that all parties are on track with project requirements, deadlines, and schedules;
- vi. Meeting with project team members to identify and resolve issues;
- vii. Submitting project deliverables and ensuring that they adhere to quality standards;
- viii. Preparing status reports by gathering, analyzing, and summarizing relevant information;
- ix. Establishing effective project communication plans and ensuring their execution;
- x. Facilitating change requests to ensure that all parties are informed of the impacts on schedule and budget;
- xi. Coordinating the development of user manuals, training materials, and other documents as needed to enable successful implementation and turnover of the process or system to the clients;
- xii. Obtaining customer acceptance of project deliverables;
- xiii. Managing customer satisfaction within the project transition period;
- xiv. Conducting post-project evaluation and identifying successful and unsuccessful project elements;
- xv. Enterprise Resource Planning project oversight;
- xvi. Providing daily management, monitoring and technical support as regards the assigned project;
- xvii. Any other duties as may be assigned.

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in Business Administration or related field from a recognized University;
- iii. Master's Degree in a related field from a recognized University will be an added advantage;
- iv. Have had experience in management for a period of not less than three (3) years;

- v. Proficiency in computer applications;
- vi. Fulfil the requirements of Chapter Six of the Constitution.

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

- i. Leadership skills
- ii. Communication skills
- iii. Team building
- iv. Conflict management
- v. Monitoring and evaluation skills
- vi. Ability to work under pressure
- vii. Strategic and innovative thinking
- viii. Interpersonal skills
- ix. Collaboration skills

ICT OFFICER I - JOB REF NO. MIC/010/2023 (ONE POST)

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

Duties & Responsibilities

- i. Maintaining and developing the ICT infrastructure to ensure best value and to support fit for Purpose systems and solutions.
- ii. Providing effective and efficient ICT support;
- iii. Help install and support of all ICT hardware and software;
- iv. Maintain local and wide area networks and support remote working;
- v. Performing system backups and recovery;
- vi. Proactive assessment of user needs in terms of software and applications and installation of the same on computers for all relevant users in the corporation;
- vii. Consistent and timely troubleshooting support provided to all projects and personnel;
- viii. Developing and implementing the corporation's ICT policies and ICT strategic plan;
- ix. Providing leadership and direction to the ICT and Digital Service and ensure that the service is efficient, effective and delivers value for money;

- x. Providing direction and guidance with respect to the corporation's information systems on the selection, implementation and operation of security and controls;
- xi. Managing the available workforce and ICT resources to ensure that the planning, Development and delivery of specified ICT services achieve agreed levels of service and data integrity;
- xii. Keeping abreast of new methods and trends in ICT technology and products in order to advance and improve the corporation's ICT capability;
- xiii. To be the principal adviser to management by providing strategic advice and guidance in all aspects of ICT as required;
- xiv. Enhancing office IT system through appropriate upgrades and advise on changes or improvements required;
- xv. Any other duties as may be assigned.

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in Information Communication Technology, Computer Engineering, Computer Science, Business Information Technology or a related field from a recognized University;
- iii. Master's Degree in a related field from a recognized University will be an added advantage;
- iv. Have had experience for a period of not less than five (5) years in providing ICT services;
- v. Demonstrated a high level of professional competence and outstanding management qualities in computerized information systems;
- vi. Fulfil the requirements of Chapter Six of the Constitution.

PERSONAL QUALITIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS.

- i. Communication skills
- ii. Team building
- iii. Ability to work under pressure
- iv. Attention to detail
- v. Interpersonal skills
- vi. Collaboration skills

EXECUTIVE PERSONAL ASSISTANT - JOB REF NO. MIC/011/2023 (ONE POST)

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

Duties & Responsibilities

- i. Ensuring the collection and maintenance of records on all aspects including planning and organizing the Corporation's activities;
- ii. Acting as the point of contact between the Corporation's CEO, employees, relevant stakeholders and external partners;
- iii. Managing information flow in a timely and accurate manner;
- iv. Managing scheduling for the Corporation's CEO;
- v. Coordinating travel arrangements;
- vi. Overseeing the performance and be able to guide and mentor the other clerical staff;
- vii. Rack daily expenses and prepare weekly, monthly or quarterly reports;
- viii. Drafting, reviewing and sending communications on behalf of the Corporation's CEO;
- ix. Organizing and preparing for meetings;
- x. Take minutes during meetings;
- xi. Answering and respond to phone calls, communicating messages and information to the Corporation's CEO;
- xii. Assisting the Corporation's CEO in preparing reports, presentations, memorandums, proposals and correspondences.
- xiii. Any other duties as may be assigned.

REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan citizen;
- ii. Bachelor's Degree or Diploma from a recognized Institution;
- iii. Additional qualifications as Personal Assistant or Secretary is an added advantage.;
- iv. At least five (5) years' experience in a related field, two (2) years in a senior position;
- v. Familiarity with office gadgets and applications (e.g. e-calendars and copy machines)
- vi. Proficiency in computer applications;
- vii. Fulfil the requirements of Chapter Six of the Constitution.

PERSONAL QUALITIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS.

- i. Excellent time management and organization skills;
- ii. Excellent verbal and written communication skills;
- iii. Great customer service and interpersonal skills;
- iv. Discretion and confidentiality
- v. Knowledge of office procedures
- vi. Ability to work under pressure
- vii. Attention to detail
- viii. Collaboration skills

FINANCE ANALYST (ONE POSITION) JOB REF NO. MIC/012/2023

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

Duties & Responsibilities

- i. Writing data-backed reports to support the management team in taking strategic business decisions;
- ii. Measuring financial risk associated with investment decisions;
- iii. Consolidating and analyzing financial data, while taking into account the Corporation's goals and financial standing;
- iv. Providing creative alternatives and recommendations to reduce costs and improve financial performance of the Corporation;
- v. Assembling and summarizing data to structure reports on financial status and risks;
- vi. Developing financial models, conducting benchmarking and process analysis;
- vii. Conducting business studies on past, future and comparative performance and develop forecast models;
- viii. Identifying trends, advising the Corporation and recommending actions to the Senior Finance & Accounts Officer based on sound analysis;
- ix. Reconciling transactions by comparing and correcting data;
- x. Consulting with management to guide and influence long term and strategic decision making within the broadest scope;
- xi. Studying industry-specific research and available data to predict trends
- xii. Any other duties as may be assigned.

REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in Business Administration, (preferably with a major in finance, economics or statistics) or a related field from a recognized University;
- iii. Master's Degree in a related field from a recognized University or CFA credentials will be an added advantage;
- iv. Have had experience in working as a financial analyst for a period of not less than five (5) years;
- v. Proficiency in computer applications;
- vi. Fulfil the requirements of Chapter Six of the Constitution

PERSONAL QUALITIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS.

- i. Excellent reporting, presenting and communication skills;
- ii. Strategic thinking and organizational skills;
- iii. Ability to work under pressure;
- iv. Monitoring and evaluation skills;
- v. Interpersonal skills;
- vi. Collaboration skills.

LIASON OFFICER (ONE POSITION) JOB REF NO. MIC/013/2023

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

Duties & Responsibilities

- i. Collaborating and communicating successfully with other entities outside of the corporation;
- ii. Assist in establishing and nurturing strategic partnership relationships with new and ongoing strategic partners;
- iii. Collecting, analyzing, and utilizing data and feedback to identify opportunities to improve the relationship between the corporation and the other entities;
- iv. Proactively solving conflicts and addressing issues that could occur between the corporation and the other entities;
- v. Compiling and maintaining partnership databases, reports, or updates about important issues for the partnership directorate;

- vi. Maintaining collaboration and regular communication with strategic partners to ensure smooth and impactful collaboration;
- vii. Assisting in negotiation and drafting of agreements with strategic partners;
- viii. Using data analysis and market research to mobilize resources and identify opportunities for new partnerships;
- ix. Assist in developing a balanced funding mix of donor sources and solicitation programs tailored to the needs of the Corporation that will enable it to attract, retain and motivate donors and fundraising volunteers;
- x. Developing marketing strategies and tactics to promote the partnership to stakeholders;
- xi. Any other duties as may be assigned.

REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in Business Administration or related field from a recognized University;
- iii. Master's Degree in a related field from a recognized University will be an added advantage;
- iv. Have had experience for a period of not less than five (5) years
- v. Professional qualification and membership to a professional body where applicable;
- vi. Have knowledge and a clear understanding of intergovernmental relations and partnerships;
- vii. Proficiency in computer applications
- Viii. Fulfill the requirements of Chapter Six of the Constitution

PERSONAL QUALITIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS.

- i. Leadership skills
- ii. Communication skills
- iii. Strategic and innovative thinking
- iv. Interpersonal skills
- v. Ability to mobilize resources
- vi. Negotiation skills
- vii. Collaboration skills

HUMAN RESOURCE OFFICER (ONE POSITION) JOB REF NO. MIC/014/2023

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

Duties & Responsibilities

- i. Maintaining employee, payroll, and benefit records, and preparing HR reports;
- ii. Managing and processing the employee payroll in a timely manner;
- iii. Developing and implementing training programs for all employees;
- iv. Effectively managing recruitment functions by developing job descriptions;
- v. Managing employee relations, hiring processes, and ensuring compliance with all laws pertaining to employee eligibility, classification, compensation, benefits, and their safety in the workplace;
- vi. Bridging management and employee relations by addressing demands, grievances or other issues;
- vii. Nurture a positive working environment;
- Viii.Oversee and manage a performance appraisal system that drives high performance;
- ix. Developing and maintaining an efficient HR strategy that aligns with the corporation's strategic objectives;
- x. Orientation and training of new staff members;
- xi. Advising and providing counsel to management on compensation, benefit, and incentive plans, and assisting in development of new policies and programs;
- xii. Maintaining and disseminating employee policy handbooks;
- xiii.Providing general administrative support to senior management;
- xiv.Any other duties as may be assigned.

REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in Human Resources, Business Administration, or a related field from a recognized University;
- iii. Master's Degree in a related field from a recognized University will be an added advantage;
- iv. Have had experience for a period of not less than five (5) years in HR operations, or a related field;
- v. In-depth knowledge of labour laws and HR best practices;

- vi. Knowledge of recruiting and hiring practices, including interview techniques;
- vii. Proficiency in computer applications;
- viii. Fulfil the requirements of Chapter Six of the Constitution.

PERSONAL QUALITIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS.


- i. People oriented and results driven;
- ii. Leadership skills;
- iii. Communication skills;
- iv. Team building;
- v. Ability to work under pressure;
- vi. Attention to detail;
- vii. Interpersonal skills;
- viii. Collaboration skills

MARKETING OFFICER (ONE POSITION) JOB REF NO. MIC/015/2023

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

Duties & Responsibilities

- i. Contribute and assist in developing and implementing marketing strategies that are geared towards improvement of the Corporation's brand image;
- ii. Plan advertising and promotional campaigns for products or services on a variety of media (social, print etc.)
- iii. Assist in developing investment guidelines e.g. Investment portfolios and investor guidebooks;
- iv. Conducting market research to identify opportunities for promotion and growth;
- v. Preparing content for the publication of marketing material and oversee distribution;
- vi. Assist in organizing and facilitating public relations activities and events like trade fairs and exhibitions;
- vii. Formulating, reviewing and implementing policies on investments, public relations and Corporate Social Responsibility (CSR);
- viii. Assist in preparing the Investment promotion budget and the marketing plans in line with the corporate strategy;

- 
- ix. Assist in developing and implementing Corporate Communications Strategy including the public relations and communications plan e.g. Draft speeches, Create web and media content;
 - x. Collating and analysing market intelligence, competitor activities as well as the performance of the Corporation's products in the market and advising management accordingly;
 - xi. Liaising with internal and external entities on public affairs matters;
 - xii. Maintaining media contacts and relations;
 - xiii. Overseeing the customer service response, acknowledgement and address complaints;
 - xiv. Maintaining positive relationships with all stakeholders;
 - xv. Any other duties as may be assigned.

REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in Business Administration, Marketing or related field from a recognized University;
- iii. Master's Degree in a related field from a recognized University will be an added advantage;
- iv. Have had experience for a period of not less than five (5) years;
- v. Professional qualification and membership to a professional body where applicable;
- vi. Proficiency in computer applications
- vii. Fulfil the requirements of Chapter Six of the Constitution

PERSONAL QUALITIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS.

- i. Leadership skills
- ii. Communication skills
- iii. Team building
- iv. Ability to work under pressure
- v. Strategic and innovative thinking
- vi. Interpersonal skills
- vii. Collaboration skills

**SUPPLY CHAIN MANAGEMENT OFFICER (ONE POSITION) JOB REF NO.
MIC/016/2023**

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

Duties & Responsibilities

- i. Assist in preparing plans for the purchase of equipment, services, and supplies;
- ii. Reviewing, comparing, analysing, and approving products and services to be purchased;
- iii. Managing inventories and maintaining accurate purchase and pricing records;
- iv. Assist in carrying out procurement and disposal activities in accordance with the Public Procurement and Asset Disposal Act 2015, relevant laws and the Corporation's Procurement Manual and Policies;
- v. Assist in preparing and implementing the Corporation's Annual Procurement Plan;
- vi. Maintaining and continually updating the list of registered suppliers;
- vii. Assist in carrying out the receiving, opening and evaluation of Quotations, Bids, Tenders, Proposals and Expressions of Interest;
- viii. Reviewing and maintaining all records of purchased goods, works and services, including costs, deliveries and inventories;
- ix. Undertaking market surveys of items in the procurement plan to ensure value for money;
- x. Ensuring maintenance of optimal stock levels and carrying out quarterly and annual stock take;
- xi. Ensuring strict compliance with the prevailing procurement laws in the acquisition of all goods, works and services in the Corporation;
- xii. Assist in preparing and submitting statutory reports to Public Procurement Regulatory Authority (PPRA) and other relevant authorities;
- xiii. Reviewing procurement needs of the organisation from time to time;
- xiv. Any other duties as may be assigned.

REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in Business Administration, Supply Chain Management or a related field from a recognized University;
- iii. Master's Degree in a related field from a recognized University will be an added advantage;
- iv. Have had experience for a period of not less than five (5) years;

- v. Professional qualification and membership to a relevant professional body;
- vi. Proficiency in computer applications;
- vii. Fulfil the requirements of Chapter Six of the Constitution.

PERSONAL QUALITIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS.

- i. Leadership skills
- ii. Communication skills
- iii. Team building
- iv. Ability to work under pressure
- v. Attention to detail
- vi. Interpersonal skills
- vii. Collaboration skills

EXECUTIVE SECRETARY (ONE POSITION) JOB REF NO. MIC/017/2023

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

Duties & Responsibilities

- i. Providing high-level administrative support and assistance to the management and/or other assigned leadership staff;
- ii. Performing clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for senior staff;
- iii. Answering phones and directing the calls to the correct people;
- iv. Arranging travel and accommodations for senior management;
- v. Scheduling and attending meetings on behalf of management, taking notes and recording minutes;
- vi. Receiving incoming communication or memos, reviewing contents, determining importance, and summarizing and/or distributing contents to appropriate staff;
- vii. Performing office tasks including maintaining records, ordering supplies, and performing basic bookkeeping;
- viii. Greeting visitors and directing them to the appropriate place;
- ix. Any other duties as may be assigned.

REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan citizen;
- ii. Bachelor's Degree or Diploma from a recognized Institution;
- iii. Additional qualifications as Personal Assistant or Secretary is an added advantage.;
- iv. At least three (3) years experience in a related field;
- v. Proficiency in computer applications;
- vi. Fulfil the requirements of Chapter Six of the Constitution.

PERSONAL QUALITIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS

- i. Excellent time management and organization skills;
- ii. Excellent verbal and written communication skills;
- iii. Great customer service and interpersonal skills;
- iv. Discretion and confidentiality;
- v. Knowledge of office procedures;
- vi. Ability to work under pressure;
- vii. Attention to detail;
- viii. Collaboration skills.

LEGAL OFFICER II (ONE POSITION) JOB REF NO. MIC/018/2023

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

Duties & Responsibilities

- i. Drawing and vetting of contracts, agreements and other legal documents;
- ii. Undertaking legal research;
- iii. Developing, implementing and reviewing legal policies and procedures to ensure that they are in accord with the existing legislation;
- iv. Coordinating the corporation's complaint management system;
- v. Monitoring compliance with legal and statutory requirements of the organisation;
- vi. Assist in designing, defining and implementing the legal strategy;
- vii. Assist the Corporation Secretary in issuing legal opinions to the CEO and the Board at their request;

- viii. Ensuring compliance to the law and implementing good corporate governance;
- ix. Assist in co-ordinating litigation management, appointment of external lawyers and ensure representation of the Corporation in courts or other judicial authorities;
- x. Supporting management in the application and implementation of new policies and procedures;
- xi. Carry out any other duties relating to laws of the country or the corporation as may be directed from time to time.

REQUIREMENTS FOR APPOINTMENT

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in law from a recognized University;
- iii. Master's Degree in a related field from a recognized University will be an added advantage;
- iv. Must be an Advocate of the High Court of Kenya
- v. Must be a member of the Law Society of Kenya
- vi. Have had experience for a period of not less than five (5) years
- vii. Fulfil the requirements of Chapter Six of the Constitution

PERSONAL QUALITIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS

- i. Knowledge of relevant legislations, Corporation law etc.
- ii. Leadership skills
- iii. Communication skills
- iv. Strategic and innovative thinking
- v. Interpersonal skills
- vi. Negotiation skills
- vii. Collaboration skills

SENIOR SUPPORT STAFF SUPERVISOR (ONE POSITION) JOB REF NO. MIC/019/2023

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

Duties & Responsibilities

- i. Collecting and delivering documents outside and within the organization;
- ii. Serving refreshments to staff and guests/visitors;

- iii. Ensuring the safety of the office by locking all doors and windows and storage of important documents and materials;
- iv. Providing low-level administrative support and assistance to other staff;
- v. Cleaning and maintaining office cleanliness;
- vi. Ensuring proper disposal of waste;
- vii. Ensuring proper arrangement of items in the office;
- viii. Any other duties as may be assigned.

REQUIREMENTS 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. Have had experience for a period of not less than one (1) year;
- iv. Fulfil the requirements of Chapter Six of the Constitution.

PERSONAL QUALITIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS.

- i. Excellent time management and organization skills;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Ability to work under pressure
- v. Attention to detail
- vi. Collaboration skills

JOB ADVERTISEMENT FOR THE POSITION OF A CHIEF DRIVER (ONE POSITION) JOB REF NO. MIC/020/2023

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

Duties & Responsibilities

- i. Driving office vehicles for the transport of authorized personnel;
- ii. Responsible for the day-to-day maintenance of the assigned vehicle, check oil, water, battery, brakes, tires etc., performs minor repairs and arranges for other repairs;
- iii. Detecting and reporting malfunctioning of vehicles systems, maintenance of work tickets for vehicles;

- iv. Ensuring security of the vehicles;
- v. Overseeing safety of the passengers;
- vi. Ensuring that in the event of an accident, rules/policies and traffic regulations are followed;
- vii. Maintaining cleanliness of the assigned vehicle;
- viii. Any other duties as may be assigned.

REQUIREMENTS 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. Pass suitability test for driver grade;
- iv. Holder of a valid driving license;
- v. At least two (2) years driving experience;
- vi. Fulfil the requirements of Chapter Six of the Constitution.

PERSONAL QUALITIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS.

- i. Cautious with defensive driving skills;
- ii. Excellent time management and organization skills;
- iii. Ready to work for long hours;
- iv. Communication skills;
- v. Interpersonal skills;
- vi. Ability to work under pressure
- vii. Attention to detail
- Viii. Collaboration skills

SUPPORT STAFF (ONE POSITION) JOB REF NO. MIC/021/2023

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

Duties & Responsibilities

- i. Collecting and delivering documents outside and within the organization;
- ii. Serving refreshments to staff and guests/visitors;

- iii. Cleaning and maintaining office cleanliness.
- iv. Messengerial duties;
- v. Ensure proper disposal of waste.
- vi. Ensure proper arrangement of items in the office.
- vii. Any other duties as may be assigned.

REQUIREMENTS 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.

PERSONAL QUALITIES IN ADDITIONAL TO THE ABOVE REQUIREMENTS.

- i. Excellent time management and organization skills;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Ability to work under pressure
- v. Attention to detail
- vi. Collaboration skills

REMUNERATION

The salary and other benefits attached to these positions will be determined by the Board of Management in accordance with the approved salary structure.



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 position at **THE COAST GENERAL TEACHING & REFERRAL HOSPITAL. (CGTRH)**

(A) PAEDIATRIC EMERGENCY AND CRITICAL CARE CONSULTANT JOB GROUP 'R' (ONE POST)

Terms of service - 3 months contract.

Duties and Responsibilities

1. Be able to manage a pediatric emergency unit, a pediatric intensive care and manage newborn intensive care unit
2. Be able and available to take care of all pediatric emergencies (intubation, ventilation) and all life support issues.
3. Be able to train and mentor other personnel on critical intervention and care

Requirement for Appointment

1. Should have bachelors in medicine and surgery with masters in Pediatrics or equivalent from are cognized university surgery from a recognized University.
2. Subspecialty degree or diploma in pediatric emergency and critical care
3. Having registered by the Kenya Medical practitioner and dentist board
4. At least five years' experience in a related field.

(b) ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER III, JOB GROUP 'H' (4 POSTS)

Terms of service - 3 months contract.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under The guidance of a senior officer.

- i. Receiving and documenting patients at hospital reception; registering and booking
- ii. Appointment for patients to clinics and consultants;

- iii. Storing and retrieving medical records documents; preparing clinics;
- iv. Updating bed bureau; editing of patient case records;
- v. Gathering data from different sources; capturing data from service points;
- vi. Maintaining record safety and confidentiality;
- vii. storing and retrieving medical records;
- viii. Balancing daily bed returns;
- ix. Creating and maintaining master index; updating patient master index;
- x. Directing patients to relevant clinics;
- xi. Scheduling of patients to the consultants and specialty clinic;
- xii. Assigning codes to diseases and surgical procedures according to the international classification of diseases and procedures in medicine; and
- xiii. Preparing health records and reports.

Requirements for appointment

- i) Diploma in Health Records and Information Technology from a recognized institution ; and
- ii) Certificate in computer application skills from a recognized institution.
- iii) Satisfy the requirements of chapter six (6) of the constitution of Kenya

(c) MAXILLO FACIAL JOB GROUP 'R' (ONE POST)

Terms of Service-Permanent & Pensionable

Duties and Responsibilities

1. Head sub unit of maxillofacial surgery on Dental department
2. Review and participate in treatment of all cases involving facial, head and neck trauma
3. Be available for all elective and every cases related to his/her field. Shall be on call for all cases related to maxillofacial.
4. Participate in any camps held at CGTRH related to the field.
5. Be involved in training Dental Interns and medical officer's interns who rotate or are attached to the unit.
6. Be a team player involved in management of department and any other duties allocated by HOD or CEO of the institution

Requirements for appointment

1. Should have bachelors in Dentistry with masters in maxillofacial surgery from a recognized University.
2. Registered as a specialist in maxillofacial surgery with KMDB

3. Five (5) years' experience in the related field.

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 **15th December, 2023**
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.