



**NATIONAL DROUGHT MANAGEMENT AUTHORITY  
MANDERA COUNTY**

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P.O Box 340-70300  
MANDERA  
KENYA

REF: MAN/NDMA/HSNP/GEN/CORR/VOL.I (2)

Date 22<sup>nd</sup> September, 2023

**VACANCY ANNOUNCEMENT**

NDMA implements the Hunger Safety Net Programme (HSNP), a Government of Kenya and World Bank initiative that delivers regular cash transfers to selected poor households in eight Arid Counties namely Marsabit, Mandera, Turkana, and Wajir, Garissa, Isiolo, Samburu and Tana River.

The Board of the National Drought Management Authority (NDMA) is seeking to recruit competent individuals to fill the following positions in Mandera County on contract terms;

**1. HSNP Program Officer (1 Post)**

**The public is notified of the following:**

1. Detailed job descriptions, requirements and applicant's bio- data form is available on the website [www.ndma.go.ke](http://www.ndma.go.ke)
2. Applicants **MUST** fill the Bio-Data Form whose link will be availed in the Authority's website. Applicants who will not fill the bio data form will have their applications rejected.
3. All applications **MUST** be received on or before **9<sup>th</sup> October 2023 by 5:00 pm.**
4. NDMA is an equal opportunity employer. Persons with disability, females, marginalized and minorities are encouraged to apply
5. There are **NO** fees charged by NDMA for any application of these positions
6. Canvassing of any form will result in disqualification of the candidate
7. **ONLY** shortlisted candidates will be contacted

**How to Apply**

Interested qualified applicants are requested to submit a cover letter, detailed CV, copies of certificates & testimonial with the title of the position clearly indicated in the email subject line to [cdc.mandera@ndma.go.ke](mailto:cdc.mandera@ndma.go.ke). and also fill the **Bio-data form** whose link will be provided in the Authority's website. Applicants who will not fill the bio data form will have their applications rejected

Successful candidates will be required to fulfill the requirements of Chapter Six (6) of the Constitution of Kenya specifically clearance from the following institutions;

- 1) Kenya Revenue Authority
- 2) Higher Education Loans Board
- 3) Ethics and Anti-corruption Commission
- 4) National Police Service (Certificate of good Conduct)
- 5) Credit Reference Bureau

Applications should be addressed to;

**Chief Executive Officer,  
National Drought Management Authority  
P. O. Box 53547 00200  
NAIROBI, KENYA**

Applications may also be dropped at the Authority's offices in Mandera County located at Mandera town, during working hours between 8am and 5pm. Those applicants submitting physical applications **MUST** also complete the Bio-Data Form.