REPUBLIC OF KENYA

GOVERNMENT OF MAKUENI COUNTY

MAKUENI COUNTY PUBLIC SERVICE BOARD
P.O BOX 49 – 90300 MAKUENI Tel: 0115105310/020 2026751
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VACANCIES

Makueni County Public Service Board is a body corporate established under Section 57 of the County Governments Act 2012 whose mandate includes appointing persons to hold or act in the offices of County Public Service.

Makueni County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per Article 176 of the Constitution of Kenya 2010 and Section 59 of the County Governments' Act 2012.

OFFICE OF THE GOVERNOR

1. **Assistant Director, Records Management (1 Post)**
   Salary: Job Group 'P'
   Salary Scale: Ksh. 92,030 x 4,100 – 96,130 x 4,520 – 100,650 x 4,920 – 105,570 x 5,070 - 110,640 x 5,300 - 115,940 x 5,560 – 121,500 x 5,840 – 127,340 x 6,070 – 133,410 p.m.
   Terms of service: Permanent & Pensionable

Duties and Responsibilities

The duties and responsibilities at this level will include: Initiation, development, interpretation and implement records management policies, guidelines and procedures; training and career development and records management staff and their deployment and utilization; responsible for efficient and effective Management of Registry Services; preparation and submission of budget estimates for registries; initiation and disposal of files, documents and other records in accordance with government regulations; In addition, the officer will be responsible for supervision, guidance and development of staff working under him/her.

Requirements for Appointment

For appointment to this grade, the officer must have:-

i) A Bachelor's Degree in Information Science/Records Management or in any of the Social Sciences from a recognized institution;
ii) A Master's Degree in Information Science/Records Management or equivalent qualifications from a recognized Institution;

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iii) At least nine (9) years' relevant experience in the public service or private sector; and
iv) Demonstrate outstanding professional competence and administrative ability in the management of records function.

2. Assistant Director, Public Relations and Communication (1 Post)
Salary: Job Group 'P'
Salary Scale: Ksh. 92,030 x 4,100 – 96,130 x 4,520 – 100,650 x 4,920 – 105,570 x 5,070 - 110,640 x 5,300 - 115,940 x 5,560 – 121,500 x 5,840 – 127,340 x 6,070 – 133,410 p.m.
Terms of service: Permanent & Pensionable

Duties and Responsibilities

An officer at this level will be responsible for: Analyzing information on programmes, significant events and impact on the customers in a specific sectoral area; researching on possible causes of negative publicity on the government on both local and National Press and assisting in the development of appropriate strategies to address the situation; identifying government events that require packaging for dissemination to the media and the public; and preparing and organizing fora where government programmes and projects can be propagated and promoted.

In addition the officer will prepare media supplements, documentaries, press releases/media features and ; regularly attend meeting at the public communication office to deliberate on cross-cutting issues that require to be centrally disseminated by the office of public communications.

Requirements for Appointment

For appointment to this grade, an officer must have:

i) A Bachelor's degree in any of the following disciplines: Mass Communication, Public Relations, Communications Studies, Journalism, International Relations, Social Sciences or any other approved equivalent qualifications from a recognized institution;
ii) A Master's degree in any of the following disciplines: Communication Studies; Mass Communication; Journalism, Public Relations; Information Science, Social Sciences or any other approved equivalent qualifications from a recognized institution;
iii) At least nine (9) years' relevant experience in the public service or private sector;
iv) Good oral and written communication skills in both English and Kiswahili;
v) Be a person of high integrity, motivated and a team player; and
vi) Demonstrated professional competence and managerial capability as reflected in work performance and results.

3. Public Communications Officer III (1 Post)
Salary: Job Group 'H'
Salary Scale: Ksh. 28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170 – 33,170 x 1,250 - 34,420 x 1,300 – 35,720 x 1,380 – 37,100 p.m.
Terms of service: Permanent & Pensionable

Duties and Responsibilities

This will be the entry and training grade for Public Communications Officers. The officer will be deployed the Department Headquarters or in the Public Communications Office to assist in the public communications function. Specific duties and responsibilities will include: information

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gathering on topical issues within the Department, verifying its authenticity, editing and dispatching the information for dissemination to the public and media under the guidance of a senior officer.

Requirements for Appointment

For appointment to this grade, a candidate must have:

i) A Diploma in any of the following disciplines: Journalism, Mass Communication, International Relations, Photojournalism/Photography, TV and Film Production, Communication Studies, Public Relations or any other approved equivalent qualifications from a recognized Institution; and
ii) Two (2) years relevant work experience in a similar setting will be an added advantage; and
iii) Compliance with the requirements of Chapter Six of the Constitution of Kenya, 2010.

4. **Information Officer III (1 Post)**

Job Group 'H'
Terms of service: Permanent & Pensionable
Salary Scale Ksh.28,620x1,110 – 29,730x1,120 – 30,850x1,150 – 32,000x1,170 – 33,170x1,250 – 34,240x1300 – 35,720x1,380 – 37,100 p.m.

Duties and Responsibilities
An officer at this grade will: Assist in information services work; gathering news, verifying authenticity of news; initial editing and dispatching news and features to the Departmental Headquarters and media houses.

Requirements for Appointment

For appointment to this grade, a candidate must have:

i) Kenya Certificate of Secondary Education (K.C.S.E) mean grade C with a minimum of C+ in English or Kiswahili and C in any other relevant subject or equivalent qualifications from a recognized institution; and
ii) Diploma in any of the following: Journalism, Mass Communication, Internal Relations, Communication Studies, or any other approved equivalent qualifications from a recognized Institution.

5. **Support Staff (1 Post)**

Salary: Job Group 'F'
Salary Scale: Ksh.20,560x680 – 21.240x700 – 21,940x780 22,720x800 – 23,520x950 – 24,470x950 – 25,420x1,040 26,460 p.m.
Terms of service: Permanent & Pensionable

Duties and Responsibilities
Duties and responsibilities will entail: Ensuring general office cleanliness; collecting and dispatching mails; preparing and serving beverages; operating basic office equipment; and ensuring safe custody of the office facilities.

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Requirements for Appointment
For appointment to this grade, an officer must have:

i) Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or equivalent qualification from a recognized institution.

OFFICE OF THE COUNTY ATTORNEY

1. **Director Legal Affairs (1 Post)**
   Salary: Job Group 'R'
   Salary Scale: KShs. 127,340 x 6,070 – 133,410 x 6,380 – 139,790 x 6,570 – 146,360 x 6,770 – 153,130 x 6,960 – 160,090 x 7,160 – 167,250 x 7,820 – 175,070 x 7,820 – 182,890 p.m.
   Terms of service: Permanent & Pensionable

Duties and Responsibilities
The Director will: initiating policy research formulation and reform; undertaking research on legal issues; reviewing legislation, legal documents/instruments, opinions and briefs; preparing County/periodic reports and ensuring compliance with Regional and International instruments; preparing cabinet briefs, papers and memoranda; developing strategies for stakeholder consultations and engagements; developing proposals for reform and emerging legal issues; ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity; and advising departments on policy and legal issues

In addition, as director in the unit he/she will be responsible for implementation and realization of the Strategic Plans and Objectives in respect of the Legal function; coordinating and implanting work plans for the directorate; preparing and implementing performance appraisals; preparing directorate budgets; managing resources; overall supervision, control discipline, staff training and development; perform any other function as may be necessary for the effective discharge of the duties and exercise of the powers of the Office of the County Attorney, as directed by the County Solicitor.

Requirements for appointment
For appointment to this grade an officer must have:-

i) Bachelor of Laws (LL.B) degree from a recognized university;
ii) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
iii) Masters degree in Law or any other social science from a recognized university;
iv) Demonstrable experience in litigation of over ten (10) years.
v) Attended a Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution;
vi) Current Certificate of good standing from the Law Society of Kenya;
vii) Conversance with both original and appellant processes before Kenyan tribunals and courts of law;
viii) Demonstrable managerial, administrative and professional competence in work performance and exhibit a thorough understanding of County, policies, objectives and ability to relate them to proper management of legal affairs;
ix) Held Practicing Licence as an advocate continuously for the last ten (10) years as at the date of application;
x) Current Practicing License; and

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xi) Demonstrable track record of performance as an Advocate of the High Court of Kenya with evidence.

DEPARTMENT OF WATER, SANITATION AND IRRIGATION

1. Director Governance and Compliance (1 Post)
Salary: Job Group 'R'
Salary Scale: KShs. 127,340 x 6,070 – 133,410 x 6,380 – 139,790 x 6,570 – 146,360 x 6,770 – 153,130 x 6,960 – 160,090 x 7,160 – 167,250 x 7,820 – 175,070 x 7,820 – 182,890 p.m.
Terms of service: Permanent & Pensionable

Duties and Responsibilities.
An officer at this level will be the head of the Governance & Compliance function and will be responsible for providing strategic leadership, policy direction and oversight in governance, compliance, ethics and institutional integrity within the department. Duties and responsibilities will include: providing strategic leadership and direction in the development and implementation of governance and compliance policies, strategies and programmes; spearheading the promotion of good governance, ethics, integrity, transparency and accountability. advising the Chief Officer and County Executive Committee Member on governance, compliance and institutional risk management matters; coordinating compliance with constitutional, statutory, regulatory and policy requirements governing the relevant sector; providing oversight in governance, compliance audits, investigations and risk management programmes; coordinating the development, implementation and review of governance and compliance frameworks and performance standards; providing strategic leadership in implementation of audit recommendations and continuous institutional improvement initiatives; coordinating collaboration with oversight institutions, regulatory agencies, development partners and other stakeholders; overseeing resource planning, budgeting, performance management and capacity building within the Directorate; preparing strategic governance and compliance reports for departmental and county leadership; and performing any other lawful duties as may be assigned by the immediate supervisor.

Requirements for Appointments
For appointment to this grade, a candidate must have:

i) Bachelor's Degree in any of the following Disciplines: Water Resource Management, Hydrology or Hydrogeology, Engineering Hydrology, Meteorology, Water Resources and Environmental Management, Water and Environmental Sciences, Soil and Water Engineering, Geology or Geo informatics, Veterinary Medicine, Environmental Science, Civil Engineering, Environmental Studies, Natural Resource Management, Anthropology, Sociology, Public Administration, Public Policy, Public Administration, Business Administration, Commerce, Economics, Law, Project Management, International Relations, Peace and Conflict Studies, Community Development, Social Work, Statistics, Demography, Governance and Leadership, Criminology and Security Studies, Communication and Public Relations, Environmental Law, Water Law or its equivalent from a recognized institution;
ii) Master's Degree in any of the following Disciplines: Water Resource Management, Hydrology or Hydrogeology, Engineering Hydrology, Meteorology, Water Resources and Environmental Management, Water and Environmental Sciences, Soil and Water Engineering, Geology or Geo informatics, Veterinary Medicine, Environmental Science,

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Civil Engineering, Environmental Studies, Natural Resource Management, Anthropology, Sociology, Public Administration, Public Policy, Public Administration, Business Administration, Commerce, Economics, Law, Project Management, International Relations, Peace and Conflict Studies, Community Development, Social Work, Statistics, Demography, Governance and Leadership, Criminology and Security Studies, Communication and Public Relations, Environmental Law, Water Law or its equivalent from a recognized institution;

iii) At least twelve (12) years of professional experience three (3) of which must be in a senior management position in public or private sector.

iv) Successfully completed a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;

v) Membership to a relevant professional body;

vi) Demonstrated exceptional professional competence, strategic leadership, policy formulation and organizational management capability;

vii) Demonstrated high administrative capability coupled with broad experience in economic planning, policy analysis and research or the production of statistical data.

viii) Demonstrated outstanding professional competence and wide experience in sectoral policy formulation and implementation matched with clear appreciation of county's economic needs; and

ix) Demonstrated a high degree of administrative ability and leadership.

DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES AND COOPERATIVES DEVELOPMENT

1. Livestock Production Officer (4 Posts)
Salary: Job Group 'K'
Salary scale: Kshs. 41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710 – 46,120 x 1,920 – 48,040 x 2,000 - 50,040 x 2,290 – 52,330 x 2,350 – 54,680 x 2,550 – 57,230 p.m.
Terms of service: Permanent & Pensionable

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. Duties and responsibilities at this level will entail; preparing livestock technical information; providing technical advice in animal production, livestock marketing, range management, apiculture, and ranching, promoting economic livestock farming; participating in organizing extension activities which include field days, agricultural shows, field demonstrations, farmer field schools and farm visits; participating in collaborative research activities; disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis, on farm feed formulation; implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep , goats, pigs, poultry, rabbits, camels, donkeys breeding programmes, fodder production and conservation, value addition to livestock products, apiculture, emerging livestock and other animal husbandry interventions; and capturing, maintain and storing livestock data.

Requirements for appointment
For appointment to this grade, a candidate to this grade must have: -

i) Bachelor's degree in any of the following disciplines; animal science, animal production, agriculture, apiculture, food science and technology, agribusiness, range management,

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natural resource management, livestock/ agricultural economics, dairy technology or agricultural education and extension from a recognized institution; and Land and Environmental Management, Land and Water Management; Soil Environment and Land Use Management; Soil Science or equivalent qualification from a recognized institution.

2. **Agricultural Officer (3 Posts)**
Salary: Job Group 'K'
Salary scale: Kshs 41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710 – 46,120 x 1,920 – 48,040 x 2,000 - 50,040 x 2,290 – 52,330 x 2,350 – 54,680 x 2,550 – 57,230 p.m.
Terms of service: Permanent & Pensionable

Duties and responsibilities
This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities will entail: - Co-ordinate crop production, land development, agricultural extension and project management. Further duties and responsibilities will entail management of information desks within the department.

Requirements for appointment
For appointment to this grade, a candidate to this grade must have:

i) Bachelors of Science degree in any of the following fields: -
ii) Food Science, Home Economics, Agriculture; Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agricultural Education, or any other relevant qualification from a recognized institution;

3. **Assistant Animal Health Officer III (1 Post)**
Salary: Job Group 'H'
Salary Scale: Salary: 28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170 – 33,170 x 1,250 - 34,420 x 1,300 – 35,720 x 1,380 – 37,100 p.m.
Terms of service: Permanent & Pensionable

Duties and responsibilities
This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a more experienced officer. Duties and responsibilities will entail:- participating in animal health field demonstrations and agricultural shows; participating in sample collection and dispatch; inspecting livestock stock routes; and collecting data and writing technical reports; demonstrating and training on milking techniques and external parasite control techniques such as dipping, spraying and dusting; carrying out vaccination, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, debeaking and hoof trimming; carrying out simple treatment of animals; participating in disease search and reporting; keeping records on animal breeding, animal health, milk production, dipping data; and maintaining dairy units.

Requirements for appointment;
For appointment to this grade, a candidate must have:

i) Diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Environmental Health, Clinical Pathology and Laboratory Diagnosis, Poultry Science, Veterinary, Public Health and Meat Technology or Animal Health and Range Management from a recognized institution; and
ii) Been registered and retained by the Kenya Veterinary Board.

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4. **Animal Health Assistant III (2 Posts)**
Salary: Job Group 'G'
Salary Scale: 25,420 x 1,040 – 26,460 x 1,070 – 27,530 x 1,090 – 28,620 x 1,110 – 29,730 x 1,120 - 30,850 x 1,150 – 32,000 x 1,170 – 33,170 p.m.
Terms of service: Permanent & Pensionable

Duties and responsibilities
This entry and training grade for this cadre. An officer at this level will work under the guidance of a more experienced officer. Duties and responsibilities will entail: - carrying out simple treatment of animals; participating in disease search and reporting; demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting; carrying out vaccination; and undertaking closed castration, dehorning, de-worming, disbudding, docking, debeaking and hoof trimming.

Requirements for appointment;
For appointment to this grade, a candidate must have:

i) Certificate lasting not less than two (2) years in any of the following disciplines: - Animal Health, Environmental Health, Animal Health and Production from a recognized institution; and
ii) Been registered by the Kenya Veterinary Board;

5. **Driver III (2 Posts)**
Salary: Job Group 'D'
Salary Scale: Salary: Ksh. 18,250 x 510 - 18,760 x 580 – 19,340 x 580 – 19,920 x 640 – 20,560 x 680 – 21,240 x 700 - 21,940 x 780 – 22,720 p.m.
Terms of service: Permanent & Pensionable

Duties and responsibilities
This is the entry grade into Drivers cadre. Duties and responsibilities at this level will involve driving a motor vehicle as authorized; Carrying out routine checks on the vehicle's cooling oil, electrical and brake systems, tyre pressure, etc; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicle assigned; ensuring security and safety for the vehicle on and off the road; safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle

Requirements for appointment;
For appointment to this grade, a candidate must have:

i) Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized institution;
ii) Valid driving license free from any current endorsement(s) for the class(es) of vehicle(s) an officer is required to drive;
iii) Attended first aid certificate course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or its equivalent from a recognized institution;
iv) Passed Suitability Test for Driver Grade III;
v) Passed practical Test for Drivers conducted by the respective Ministry/Department
vi) Valid certificate of good conduct from the Kenya Police; and
vii) At least two (2) years driving experience.

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DEPARTMENT OF ICT, EDUCATION AND INTERNSHIP

1. Director Information Communication Technology (1 Post)
Salary: Job Group 'R'
Salary Scale: KShs. 127,340 x 6,070 – 133,410 x 6,380 – 139,790 x 6,570 – 146,360 x 6,770 – 153,130 x 6,960 – 160,090 x 7,160 – 167,250 x 7,820 – 175,070 x 7,820 – 182,890 p.m.
Terms of service: Permanent & Pensionable

Duties and Responsibilities

An officer at this level will be responsible to the Chief Officer, Information Communication Technology. Duties and responsibilities at this level will include: Development and management of information of ICT policies and programmes within the County Public Service; drawing IT plans for implementation; coordinating of all Information Technology Programms in the County Public Service; Overseeing the preparation and utilization of Departmental Budget; coordinating staff matters; and preparing ICT status reports and ensuring professional standards and guidelines are adhered to.

Requirements for Appointment

For appointment to this grade, an officer must have:

i) Bachelor's degree in Computer Science, Information Communication Technology; Information Technology, Computer Engineering, Electrical Engineering, Electronic Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Cyber Security or equivalent qualification a recognized institution;
ii) Master's degree in Computer Science, Information Communication Technology; Information Technology, Computer Engineering, Electrical Engineering, Electronic Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Cyber Security or equivalent qualification a recognized institution;
iii) At least twelve (12) years' relevant experience in Information Communication Technology, three (3) of which must be in a senior management position in public or private sector.
iv) Attended a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution;
v) Demonstrated a high level of competence and outstanding management qualities in computerized information systems; and
vi) A thorough understanding of the national goals and objectives and the ability to interpret and apply them to the computing management concepts.

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2. ECDE Teacher III - 3 Posts (Re-advertisement)
Salary: Job Group "H"
Salary Scale: Ksh.28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170 – 33,170 x 1,250 – 34,240 x 1,300 – 35,720 x 1,380 – 37,100 p.m.
Terms of service: Permanent & Pensionable
ECDE Centres: Utumoni (Tulimani Ward), Nguluni (Kee Ward), Yangua (Kisau/Kiteta).

This will be the entry grade for teachers with a Diploma in ECDE. A teacher at this level will work under the supervision of a more senior teacher for the purposes of professional mentoring and growth

Duties and Responsibilities

i) Class teaching;
ii) Role modeling, guidance and counseling, mentoring and motivation of the learners;
iii) Preparing reports;
iv) Ensuring the safety and security of learners;
v) Identifying, initiating, developing and facilitating play learning activities that will enable learners enjoy living and learning through play;
vi) Developing relevant play/learning materials for all learners;
vii) Preparing and developing schemes of work, lessons plans, daily programme of activities, assessment and evaluation of learners' progress and keeping professional records.

Requirements for Appointment

For direct appointment to this grade, a candidate must have:-

i) Kenya Certificate of secondary Education(KCSE) minimum grade C (Plain) or its equivalent; OR
ii) Kenya Certificate of secondary Education(KCSE) minimum grade D+(plus) or its approved equivalent plus Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent;
iii) Diploma in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent;
iv) Registered by the Teachers Service Commission;
v) A certificate in computer applications;
vi) Certificate of Good Conduct from the National Police Service;
vii) Valid medical report from a registered government health facility.

In addition to the above requirements, an ECDE teacher must have the following:
Personal Qualities

- Creative and innovative
- Professionalism and integrity
- Relate well with Children, parents, and members of the society
- Modest and of sound mind

Core Competencies

- Team Player
- Ability to think creatively and constructively;
- Excellent Communication skill.

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Note: Teachers serving in the listed ECDE Centres will have an added advantage.

DEPARTMENT OF DEVOLUTION, PUBLIC PARTICIPATION, COUNTY ADMINISTRATION AND SPECIAL PROGRAMMES

1. **County Principal Superintendent (1 Post)**
   Salary: Job Group: "N"
   Salary scale: Ksh.60,080x2,850 – 62,930x2,930 – 65,860x3,080 – 72,480x3,690 – 76,170x3,890 – 80,060x3,900 – 83,960x4,010 – 87,970x4,060 – 92,030x4,100 – 96,130 p.m.
   Terms of service: Permanent & Pensionable

An officer at this rank may be deployed at the headquarters as a County Commander,

Duties and responsibilities

Duties and responsibilities at this rank will entails: - enforcing various county laws and other relevant acts; participating in regular patrols in the parking areas to ensure orderly parking and traffic management; maintaining county laws, sanity and order in market and other business premises; performing the duties of traffic marshals; overseeing cleanliness and orderliness of station of duty; receiving and scrutinizing charge sheets from investigation officers; scrutinizing charge sheets frominvestigation officers; giving evidence in Court where County has interest in trafficmatters; checking on insurance and facilitating the insurance of County vehicles; handling drills and parade matters; receives and scrutinizes charge sheets from investigation officers; peruses and advised on investigations witness in court; produces exhibits in Court; bonds prosecution witnesses and takes pleas in court; safe custody of exhibits; coordinates with the heads of respective enforcements in preparation of cases and witness and produces the past record of an accused personin Court; and supervising and maintaining discipline amongst his subordinates

Requirements for Appointment

For appointment to this grade, an officer must have: -

i) Bachelor's Degree or its equivalent in the following disciplines: - Security Management and policing Studies; Criminology and Fraud Management; Criminology and Security Studies; Criminology and Criminal Justice; Crime Prevention and Management or any other relevant field from a recognized institution
ii) Certificate in Basic paramilitary Training held at an approved government training institution
iii) Nine (9) years relevant experience in the public service or private sector;
iv) Certificate in Security Management and Policing Studies lasting not less than four (4) weeks or its equivalent from a recognized institution
v) Certificate in Senior Management Course lasting not less than four (4)weeks or its equivalent from a recognized institution;
vi) Meet the requirements of Chapter Six (6) of the Constitution of Kenya 2010 on Leadership and Integrity and Article 232 on values and Principles of Public Service.

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DEPARTMENT OF FINANCE, PLANNING, BUDGET AND REVENUE

1. Director Supply Chain Management Services (1 Post)
Salary: Job Group 'R'
Salary Scale: Ksh. 127,340 x 6,070 – 133,410 x 6,380 – 139,790 x 6,570 – 146,360 x 6,770 – 153,130 x 6,960 – 160,090 x 7,160 – 167,250 x 7,820 – 175,070 x 7,820 – 182,890 p.m.
Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This will entail - Coordinating formulation, interpretation, implementation of public procurement and asset disposal policies, guidelines, regulations, systems, standards and procedures; providing technical advice and support to the County and other procurement entities on procurement matters; advising procuring entities on the implementation of the Public Procurement and Asset Disposal Act and its attendant regulations and other statutes that impact on Supply Chain Management function; overseeing implementation of the e-procurement system; providing secretariat services to the tender opening and evaluation committees; facilitating research, market surveys and benchmarking on best practices; overseeing analysis of reports on implementation of procurement, inventory management and assets disposal processes and procedures; preparing reports on implementation of the Preference and Reservation Scheme.

In addition, the officer will also be responsible for: overseeing development and review of county specific draft policy on management of assets in line with laid down regulations; overseeing implementation of development projects; overseeing prequalification of suppliers, review of tenders, pre- qualification and evaluation of bids; overseeing preparation of procurement plans; providing secretariat services to various tender processing Committees; providing guidance and support to target groups on the procurement process; and liaising with the user Departments, Disposal Committee and the Accounting Officer on disposal of unserviceable, obsolete, obsolescent or surplus stores, equipment and assets; and managing performance, building capacity of staff.

Requirements for Appointment

For appointment to the grade, a candidate must have: -

i) Bachelor's degree in any of the following disciplines: - Procurement and Supply Chain Management, Commerce, Business Administration, Economics, Business Management or Marketing, Law or any other equivalent qualification from a recognized institution;
ii) Master's degree in any of the following disciplines: - Procurement and Supplies Management, Logistics and Supply Chain Management, Business Administration, Commerce, Entrepreneurship or its equivalent qualification from a recognized institution;
iii) Certified Procurement and Supply Professional of Kenya (CPSP-K) or Advanced Diploma in Supplies Management Final Stage (FIS) or Chartered Institute of Purchasing and Supply (CIPS);
iv) At least twelve (12) years' relevant experience in Supply Chain Management or a comparable and relevant field, three (3) of which must be in a senior management position in public or private sector.

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v) Membership of the Kenya Institute of Supplies Management (KISM);
vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
vii) Certificate in Strategic Leadership Course lasting not less than six (6) weeks from a recognized institution;

2. **Director, Socio-Economic Planning (1 Post)**
Salary: Job Group 'R'
Salary Scale: Ksh.127,340x6,070 – 133,410x6,380 – 139,790x6,570 – 146,360x6,6770 – 153,130x6,960 – 160,090x7,160 – 167,250x7.820 – 182,890 p.m.

Duties and Responsibilities
Will head the Socio-Economic Planning Directorate and will be responsible to the Chief Officer for the formulation and coordination of the Economic Planning policies, strategies and programmes. Specific duties will include: - Coordinating integrated development planning within the county; ensuring linkages between county plans and national planning framework; preparing any studies, reports and functional plans necessary in the preparation of county goals and policies; ensuring collection, collation, storage and updating of data and information suitable for planning process; program analysis and design in light with the established goals, priorities and policies; ensuring meaningful engagement of citizens in the planning process and coordination of external resource mobilization

Requirements for Appointment
For appointment to the grade, a candidate must have: -

(i) Bachelor's Degree in any of the following disciplines: - Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution;
(ii) Master's Degree in any of the following disciplines: - Economics (Policy Management, Multilateral Trading Systems, Econometrics, Public Finance, Development, Environment, Health, Agriculture, International Trade and Finance, Cooperation and Human Development, Transport, Labour, Industrial), Statistics, Project Planning and Management, Philosophy in Economics, Public Policy, Economics of Development, Rural Economics from a recognized institution;
(iii) Certificate in Strategic Leadership Course lasting not less than six (6) weeks from a recognized institution
(iv) Membership to a relevant professional body;
(v) At least twelve (12) years' relevant experience in Socio-Economic Planning, three (3) of which must be in a senior management position in public or private sector.
(vi) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
(vii) Demonstrated professional competence and managerial capability coupled with appreciation of the county's economic development needs and strategies and production of statistical data; and
(viii) Demonstrated high administrative capability coupled with broad experience in economic planning, policy analysis and research or the production of statistical data.
(ix) Have demonstrated outstanding professional competence and wide experience in sectoral policy formulation and implementation matched with clear appreciation of county's economic needs; and
(x) Have demonstrated a high degree of administrative ability and leadership.

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3. Assistant Director Internal Audit (1 Post)
Salary: Job Group 'P'
Salary Scale: Ksh. 92,030 x 4,100 – 96,130 x 4,520 – 100,650 x 4,920 – 105,570 x 5,070 - 110,640 x 5,300 - 115,940 x 5,560 – 121,500 x 5,840 – 127,340 x 6,070 – 133,410 p.m.
Terms of Service: Permanent and Pensionable

Duties and Responsibilities,
Assistant Director Internal Audit will be responsible to the Director Internal Audit for the management of Internal Auditing activities. Duties and responsibilities at this level will include but not limited to the following; Planning and coordination of audit activities including developing and implementation of risk-based annual audit plans; coordination of audit assignments across departments and units, allocation of resources and supervision of audit teams to ensure audits are completed within set timelines; reviewing audit working papers and ensuring quality assurance; ensuring audits comply with professional standards as set by the Institute of Internal Auditors; reporting and advisory through reviewing audit reports before submission to senior management, audit committees, or Boards; follow up on implementation of audit recommendations from internal and external auditors; ensuring compliance with requisite Laws, Regulations, Policies and Procedures governing public entities.

Requirements for appointment
For appointment to this grade, a candidate must have:

i) Be a Kenyan citizen;
ii) Be in possession of Bachelor's degree in Commerce (Accounting or Finance Option), Business Administration (Accounting Option) from a recognized institution or any other equivalent recognized qualification;
iii) Be in possession of Master's degree in either Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution;
iv) Be in possession of a at least one of the following professional qualifications:
    - Certified Public Accountant of Kenya (CPA(K))
    - Certified Internal Auditor (CIA).
    - Certified Information Systems Auditor (CISA).
    - Certified Fraud Examiner (CFE) or
    - Any other equivalent professional qualification.

v) At least nine (9) years relevant experience in audit, finance, or risk management with at least two (2) of which must be in a senior management position;
vi) Be a registered member and in good standing of the Institute of Internal Auditors (IIA) or the Institute of Certified Public Accountants of Kenya (ICPAK), or Certified Information SystemsAuditor (CISA), or Information Systems Audit and Control Association (ISACA);
vii) Have demonstrated wide administrative capabilities and a high degree of competence in managing the audit function at a high level including the ability to device, develop and implement strategic corporate and operational audit plans; and
viii) Be in possession of a management course lasting not less than 4 weeks from a recognized institution;
ix) Demonstrated a high degree of integrity at the previous position and be a team player.

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4. **Principal Budget Officer (1 Post)**
   Salary: Job Group 'N'
   Salary Scale: Ksh.60,080 x 2,850 – 62,930 x 2,930 – 65,860 x 3,080 – 72,480 x 3,690 – 76,170 x 3,890 – 80,060 x 3,900 – 83,960 x 4,010 – 87,970 x 4,060 – 92,030 x 4,100 – 96,130 p.m.
   Terms of Service: Permanent and Pensionable

Duties and Responsibilities.
Duties and responsibilities at this level shall entail: - coordinating and analyzing medium term expenditure framework (MTEF) budget; Assisting departments in costing of programmes; incorporating departmental inputs into the budget; communicating approved annual estimates to various departments and ensuring there is timely adjustments of work plans commensurate with the resources voted in the budget; determining performance indicators for programmes; initial preparation of responses to all budgetary matters including all issues raised by County Assembly Oversight Committees; Assist desk officers to coordinate the preparation of budget estimates for various departments; analyzing project proposals; analyzing budget estimates; analyzing fiscal returns; preparing fiscal reports; and preparing briefs on financial management.

Requirements for Appointment

For appointment to this grade, a candidate must have;

(i) A Bachelor's Degree in any of the following, Commerce (Finance option), Business Management or Finance, Economics, Business Administration plus Certified Public Accountant CPA-K or Association of Chartered Certified Accountants (ACCA) or Chartered Financial Analyst (CFA).
(ii) At least six (6) years relevant experience in the public service or in the private sector;
(iii) Attended and successfully completed a Senior Management course lasting not less than four (4) Weeks;
(iv) Attended and successfully completed a certificate course in Public Financial Management; and;
(v) Shown outstanding professional competence and ability in the budget function.

5. **Statistician II (1 Post)**
   Salary: Job Group 'K'
   Salary Scale: Ksh.41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710 – 46,120 x 1,920 – 48,040 x 2,000 – 50,040 x 2,290 – 52,330 x 2,350 – 54,680 x 2,550 - 57,230 p.m.
   Terms of Service: Permanent and Pensionable

This is the entry grade for Statistician cadre. An officer at this level will be responsible for a specific sector, location, service or area of activity.

Duties and Responsibilities
Duties and responsibilities at this level will involve: collecting, collating, and analyzing data in the relevant sectors; compiling sector specific draft reports; providing support in the preparation of policy briefs and reports on the relevant sectors; capturing data on budgetary requirements and uploading information in the Integrated Monitoring and Evaluation System; management of a specific economic sector or an area of statistical activity; drawing up survey questionnaires and setting up control procedures for receiving returns and undertaking the necessary action; writing

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and submitting reports on specific assignments; and direction and supervision of technical and other supporting staff.

Requirements for Appointment
For appointment to this grade, a candidate must have: -

i) Bachelor's degree in any of the following disciplines: - Economics, Statistics, Economics and Mathematics, Economics and Statistics, Economics and Finance from a recognized institution.

6. **Budget Officer (1 Post)**
   Salary: Job Group 'K'
   Salary Scale: Ksh.41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710 – 46,120 x 1,920 – 48,040 x 2,000 – 50,040 x 2,290 – 52,330 x 2,350 – 54,680 x 2,550 - 57,230 p.m.
   Terms of Service: Permanent and Pensionable

Duties and Responsibilities
This is the entry and training grade for the Budget Officers Cadre. An officer at this level will work under a more senior officer. Specific duties and responsibilities at this level shall include: - Gathering, compiling and analyzing information on commitment and expenditure trends and; Initiating appropriate corrective action as may be required; compiling information required on budget monitoring and expenditure control including expenditures of salaries and allowances; and initial processing of re-allocations within the budgets.

Requirements for Appointment
For appointment to this grade, a candidate must have: -

i) A Bachelor's Degree in any of the following: Commerce (Finance option), Business Management or Finance, Economics, Business Administration plus Certified Public Accountant CPA-K or Association of Chartered Certified Accountants (ACCA) or Chartered Financial Analyst (CFA).

7. **Internal Auditor (3 Posts)**
   Salary: Job Group 'K'
   Salary Scale: Ksh.41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710 – 46,120 x 1,920 – 48,040 x 2,000 – 50,040 x 2,290 – 52,330 x 2,350 – 54,680 x 2,550 - 57,230 p.m.

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. Duties and responsibilities will entail: vouching sample transactions in audit investigation and verification; preparing engagement and work plans; recording proceedings of entry and exit meetings; collecting and analysing data and statistics; and preparing audit working papers.

Requirements for Appointment
For appointment to this grade, a candidate must have:-

i) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option), Actuarial Science, Accounting, Finance from a recognized institution and passed part II of the Certified Public Accountants (CPA) Examination;

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OR

ii) Passed Part III of the Certified Public Accountants (K) examination or its approved equivalent qualification.

8. **Administration Officer I (1 Post)**
Job Group 'K'
Salary Scale: Ksh.41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710 – 46,120 x 1,920 – 48,040 x 2,000 – 50,040 x 2,290 – 52,330 x 2,350 – 54,680 x 2,550 - 57,230 p.m.

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. Duties and responsibilities will entail: Preparing administrative reports; participating in the development of administrative plans and budget to facilitate purchase of appropriate office supplies and equipment; Ensuring office supplies equipment are in good working conditions to enhance efficiency; drafting correspondences; Administrative vehicles management; compiling data on staff; Inspecting works done by outsourced service providers; Coordinating payments of outsourced service providers; and Raising purchase requisitions as per the needs of the division and administrative services or purchases; and make follow up on the purchase and distribution of the goods and service.

Requirements for Appointment
For appointment to this grade, a candidate must have: -

i) Bachelor's degree in any of the following disciplines: Business Administration, Business Management, Public Administration, or its equivalent qualification from a recognized institution.

DEPARTMENT OF GENDER, CHILDREN, YOUTH SPORTS AND SOCIAL SERVICES

1. **Sports Officer (1 Post)**
Salary: Job Group 'K'
Salary Scale: Ksh. 41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710 – 46,120 x 1,920 – 48,040 x 2,000 - 50,040 x 2,290 – 52,330 x 2,350 – 54,680 x 2,550 – 57,230 p.m..
Terms of Service: Permanent and Pensionable

Duties and Responsibilities
This is the entry and training grade for the Sports Officers cadre. An officer at this level will be deployed in a Sub County Sports Office. Duties and responsibilities will entail: coordinating and evaluating fitness testing for trainees; maintaining and updating documentation centre for sports; developing sports talents; preparing teams and organizing sports competitions; advising on use of Sports facilities and equipment; and recommending exceptionally talented athletes to the County Sports office, Sports Federation, clubs or sports academies for further training; coordinating activities of sports federation; sensitizing sports fraternity on matters of national interest relating to HIV/AIDS, drugs and substance abuse; and coordinating programmes for vulnerable sports groups.

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Requirements for Appointment

For appointment to this grade, an officer must have:-

i) Bachelor's degree in any of the following disciplines: Physical Education; Sports Science; Leisure and Recreation Management, Health Science, Data Management, Business Administration/ Management, ICT, Project Management, Community Development, Criminology, Sports Law, Marketing, Sociology, Psychology, Social Work, Development Studies, Political Science, Public Administration, Communication & Public Relations, Hospitality & Tourism any other related course from a recognized institution.

2. **Sports Assistant III (2 Posts)**
Salary: Job Group 'H'
Salary Scale: Kshs. 28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170 – 33,170 x 1,250 - 34,420 x 1,300 – 35,720 x 1,380 – 37,100 p.m.
Terms of service: Permanent & Pensionable

Duties and Responsibilities

This is the entry and training grade for the Sports Assistants cadre. An officer at this level will be deployed in a Sports office. Duties and responsibilities will involve: organizing sports functions and competitions; coaching and officiating during sports activities; coordinating fitness classes; coordinating scouting for sports talent and establishing a data base; mobilizing sportsmen and sportswomen to form teams and clubs; collecting and collating data on sports programmes; ensuring proper maintenance of records of sports tools, equipment and facilities; identifying and recording suitable sports venues; conflict resolution; stakeholder engagement; imparting sports skills to athletes and other trainees; administering basic First Aid for minor sports injuries; and gathering relevant sports information from the field and other relevant bodies.

Requirements for Appointment
For appointment to this grade, a candidate must have:

i) Kenya Certificate of Secondary Education (KCSE) or its equivalent qualifications from a recognized institution;

ii) Diploma in Health Science, Data Management, Business Administration/Management, ICT, Project Management, Community Development, Criminology, Sports Law, Marketing, Sociology, Psychology, Social Work, Development Studies, Political Science, Public Administration, Communication & Public Relations, Hospitality & Tourism any other related course from a recognized institution; and

iii) First Aid Certificate from a recognized institution.



DEPARTMENT OF LANDS, URBAN PLANNING AND DEVELOPMENT, ENVIRONMENT AND CLIMATE CHANGE

EMALI –SULTAN HAMUD MUNICIPALITY

1. **Internal Auditor (1 Post)**
   Salary: Job Group 'K'
   Salary Scale: Ksh.41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710 – 46,120 x 1,920 – 48,040 x 2,000 – 50,040 x 2,290 – 52,330 x 2,350 – 54,680 x 2,550- - 57,230 p.m.

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. Duties and responsibilities will entail: vouching sample transactions in audit investigation and verification; preparing engagement and work plans; recording proceedings of entry and exit meetings; collecting and analysing data and statistics; and preparing audit working papers.

Requirements for Appointment
For appointment to this grade, a candidate must have:-

i) Bachelor's degree in any of the following fields: Commerce (Accounting or Finance option), Business Administration (Accounting or Finance option), Actuarial Science, Accounting, Finance from a recognized institution and passed part II of the Certified Public Accountants (CPA) Examination;

OR

Passed Part III of the Certified Public Accountants (K) examination or its approved equivalent qualification.

2. **Social Development Officer I (1 Post)**
   Salary: Job Group 'K'
   Salary Scale: Ksh.41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710 – 46,120 x 1,920 – 48,040 x 2,000 – 50,040 x 2,290 – 52,330 x 2,350 – 54,680 x 2,550 - 57,230 p.m.

Duties and Responsibilities
Duties and responsibilities will entail: mobilizing local resources for the implementation of community development projects; identifying group and individuals to benefit from social development programmes; sensitizing communities on affirmative action for persons with disabilities; coordinating the activities of groups and communities; guiding communities to develop community action plans; managing and resolving conflicts within community groups and projects; training communities and groups on livelihoods projects; registering persons with disabilities, poor and vulnerable individuals to benefit from social development programmes; preparing reports on social development programmes; and collecting sex and disability disaggregated social development related data.

Requirements for Appointment
For appointment to this grade, a candidate must have:-

i) Bachelor's degree in any of the following fields: Sociology, Anthropology, Social Work, Psychology, Community Development, Project Development/ Management,

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Disability Studies, Counselling, Gender Studies, Gender and Development, Business Administration/Management or equivalent qualification from a recognized institution.

WOTE MUNICIPALITY

1. Social Development Officer I (1 Post)
Salary: Job Group 'K'
Salary Scale: Ksh.41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710 – 46,120 x 1,920 – 48,040 x 2,000 – 50,040 x 2,290 – 52,330 x 2,350 – 54,680 x 2,550 - 57,230 p.m.

Duties and Responsibilities
Duties and responsibilities will entail: mobilizing local resources for the implementation of community development projects; identifying group and individuals to benefit from social development programmes; sensitizing communities on affirmative action for persons with disabilities; coordinating the activities of groups and communities; guiding communities to develop community action plans; managing and resolving conflicts within community groups and projects; training communities and groups on livelihoods projects; registering persons with disabilities, poor and vulnerable individuals to benefit from social development programmes; preparing reports on social development programmes; and collecting sex and disability disaggregated social development related data.

Requirements for Appointment
For appointment to this grade, a candidate must have:-

i) Bachelor's degree in any of the following fields: Sociology, Anthropology, Social Work, Psychology, Community Development, Project Development/ Management, Disability Studies, Counseling, Gender Studies, Gender and Development, Business Administration/Management or equivalent qualification from a recognized institution.
ii) One (1) year experience in a relevant field from the Public Service or in the Private Sector.

2. Assistant Social Development Officer II (1 Post)
Salary: Job Group 'H'
Salary Scale: Kshs. 28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170 – 33,170 x 1,250 - 34,420 x 1,300 – 35,720 x 1,380 – 37,100 p.m.
Terms of service: Permanent & Pensionable

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 and more experienced officer. Duties and responsibilities will involve: Working with communities and self-help groups to identify their social economic needs; guiding communities to identify and mobilize local resources for implementation of development projects; mainstreaming disability in programmes and projects; training communities and groups on livelihood projects; registering persons with disabilities, poor and vulnerable individuals for social development programmes; collecting data on accessibilities on opportunities for men and women; and mobilizing communities for implementation of the development programmes and projects.

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Requirements for Appointment

For appointment to this grade, a candidate must have:

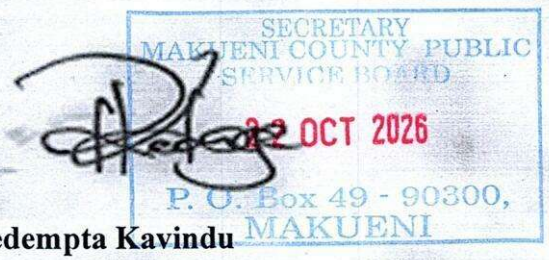
i) Diploma in any of the following programmes: Community Development, Project Development/Management, Social Work, Sociology, Social Development, Psychology, Gender and Development, Counseling, Health and Community Development, Entrepreneurship, Business Administration/Management or equivalent qualification from a recognized institution

HOW TO APPLY

Interested and qualified persons are requested to make their applications ONLINE through the Boards website: www.makuenipsb.go.ke or jobs portal: http://kazi.makuenipsb.go.ke/jobs/

Please Note:

i) Applicants should provide all the details requested for in the advertisement.
ii) It is an offence to include incorrect information in the application.
iii) Details of academic and professional certificates not obtained by closure of the advert should not be included;
iv) Only shortlisted and successful applicants will be contacted and their names published on the Board's website;
v) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates, transcripts and testimonials during interviews;
vi) Academic qualifications obtained from foreign universities MUST be accompanied by letter of recognition or equivalent of qualifications from the Commission of University Education (CUE);
vii) Canvassing in any form will lead to automatic disqualification;
viii) It is a criminal offence to present fake certificates/documents;
ix) The Makueni County Government is an equal Opportunity Employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply;
x) Affirmative action as stipulated in the constitution shall be applied;
xi) **Beware of fraudsters soliciting bribes from the public while masquerading as Board staff. The Board does not charge any fees for job applications, shortlisting, interviews or appointments. Payment of any form of fee will lead to automatic disqualification; and**
xii) Applications should reach the Board on or before **5:00 pm.** on **Wednesday, 18th November, 2026.**



CS Redempta Kavindu
Secretary/CEO
MAKUENI COUNTY PUBLIC SERVICE BOARD