



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

INTERNAL ADVERTISEMENT

Makueni County Public Service Board wishes to recruit competent and qualified serving public officers in the Government of Makueni County to fill the following vacant positions:

DEPARTMENT OF ROADS, TRANSPORT, ENERGY AND PUBLIC WORKS

1. VACANCY IN THE GRADE OF DRIVER I JOB GROUP 'F' – (5 POSTS)

Duties and Responsibilities

Duties and responsibilities at this level will involve driving a 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(s) assigned, ensuring security and safety of the vehicle on and off the road; overseeing safety of the passengers and/or goods therein, and maintaining cleanliness of the vehicle.

a. Requirements for Appointment

For appointment to this grade one must have:

- i. Served in the grade of Driver II for a minimum period of three (3) years,
- ii. A valid driving license free from any current endorsement(s) for the class(es) of vehicle(s) the officer is required to drive;
- iii. Passed Occupational Trade Test II for Drivers;
- iv. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
- v. Attended a refresher course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- vi. Attended a First- Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute Highway and Building Technology (KIHBT) or its equivalent from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.
- viii. A valid Certificate of good conduct from the Kenya Police



2. VACANCY IN THE GRADE OF CHIEF DRIVER, JOB GROUP 'H' (1 POST)

Duties and Responsibilities

Duties and responsibilities will involve driving the assigned vehicle, carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake systems, etc.; detecting and reporting malfunctioning of the vehicle systems; maintenance of work ticket(s) for vehicle(s) assigned; ensuring security and safety of the vehicle on and off the road; overseeing safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle(s). In addition, the officer may be required to supervise and guide staff in a fleet office

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Driver for a minimum period of three (3) years;
- ii. Passed Occupational Trade Test I for Drivers;
- iii. A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) the officer is required to drive;
- iv. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
- v. Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- vi. Attended a 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 any other recognized Institution; and
- vii. Demonstrated outstanding professional competence and integrity in work performance and results.
- viii. A valid certificate of good conduct from the Kenya Police

3. VACANCY IN THE GRADE OF PRINCIPAL DRIVER, JOB GROUP 'J' – (1 POST)

a. Duties and Responsibilities

This is the highest grade in this cadre. Duties and responsibilities will involve driving the assigned vehicle, carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake systems, etc.; detecting and reporting malfunctioning of the vehicle systems; maintenance of work ticket(s) for vehicle(s) assigned, ensuring security and safety of the



vehicle on and off the road, overseeing safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle(s). In addition, the officer may be required to supervise and guidestaff working under him/her in Fleet Management office

b. Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Chief Driver for a minimum period of three (3) years;
- ii. Passed Occupational Trade Test I for Drivers;
- iii. A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) the officer is required to drive;
- iv. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution
- v. Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution,
- vi. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- vii. Demonstrated outstanding professional competence in workperformance and results.
- viii. A valid certificate of good conduct from the Kenya Police.

4. VACANCY IN THE GRADE OF PLANT OPERATOR I JOB GROUP 'F' – (1 POST)

a. Duties and Responsibilities

Duties and responsibilities at this level will involve; operating plants of difficult ratings, A or B, keeping records of all inventory of all plants in the unit; formulating and administering working techniques, assisting in costing and evaluating small roads and accesses, preparing maintenance schedules for service of plants, organizing, managing and controlling operations and plants in small construction projects and units; carrying out filter and oil changes and small adjustment not requiring special tools and to assist in training of junior plant operators.

b. Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Plant Operator II for a minimum period of three (3) years and be able to operate three (3) different plants of 'difficulty rating' A
- ii. A valid driving license free from any current endorsement(s) for the class(es)



- of equipment(s) the officer is required to drive;
- iii. Passed Occupational Trade Test II for Operators;
- iv. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- v. Attended a Refresher Course for operators lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized. Institution;
- vi. Attended a First- Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute Highway and Building Technology (KIHBT) or its equivalent from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

5. VACANCY IN THE GRADE OF PRINCIPAL PLANT OPERATOR, JOB GROUP 'J' – (1 POST)

a. Duties and Responsibilities

This is the highest grade in this cadre. Duties and responsibilities will involve operating the assigned plant, carrying out daily and weekly checks on the equipment; detecting and reporting malfunctioning of the equipment systems; maintenance of work ticket(s) for equipment assigned, ensuring security and safety of the equipment on and off the road, carrying out road repairs; and maintaining cleanliness of the equipment. In addition, the officer may be required to supervise and guide staff working under him/her in Fleet Management office

b. Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Chief Operator for a minimum period of three (3) years;
- (ii) Passed Occupational Trade Test I for Operators;
- (iii) A valid driving license free from any current endorsement(s) for class (es) of vehicle(s) the officer is required to drive;
- (iv) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution
- (v) Attended a Refresher Course for operators lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution,

- (vi) Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- (vii) Demonstrated outstanding professional competence in work performance and results.

6. VACANCY IN THE GRADE OF SENIOR ARCHITECTURAL ASSISTANT, JOB GROUP 'L' – (2 POSTS)

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail supervision of the drawing office and the works on site; preparation and checking of finished working drawings; analysis of technical information required by project teams at each design stage; coordination, organization and scheduling of work to ensure smooth flow; training and development of technical staff under him/her.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Architectural Assistant I or in a comparable and relevant position in the Public Service for at least three (3) years;
- (ii) A Diploma or Technician Certificate Part III in any of the following disciplines: Building/Civil Engineering, Architecture, Interior Design or its equivalent and relevant qualification from a recognized institution;
- (iii) Shown administrative ability, wide knowledge and experience in preparation of drawings and management of drawings office; and
- (iv) Shown merit and ability as reflected in work performance and results.

7. VACANCY IN THE GRADE OF SENIOR SUPERINTENDING ENGINEER (ROADS), JOB GROUP 'N' – (2 POSTS)

(a) Duties and Responsibilities

An officer at this level may be deployed in any of the units at the Ministry Headquarters, as a District Roads Engineer or a Resident Engineer. Duties will include: detailed design, supervision of construction, rehabilitation and maintenance of classified and unclassified roads; design of bridges and drainage structures; preparation of tender documents; formulation and review of specifications for roads equipment; monitoring the execution of roads development projects and supervision and training of engineers and technical staff.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Superintending Engineer (Roads/Materials) or comparable and relevant position in the Public Service for at least three (3) years;
- ii. A Bachelor's Degree in Civil Engineering or its equivalent and relevant qualification

- from a recognized institution;
- iii. Been registered by the Engineers Registration Board of Kenya;
- iv. Current valid annual Practicing Licence from the Engineers Registration Board of Kenya;
- v. Corporate Membership with the Institution of Engineers of Kenya (IEK);
- vi. Attended a Management Course lasting not less than four (4) weeks from a recognized Institution; and
- vii. Demonstrated general administrative ability required for direction, control and implementation of civil engineering programmes.

8. VACANCY IN THE GRADE OF SENIOR SUPERINTENDENT (BUILDINGS), JOB GROUP 'L' – (1 POST)

(a) Duties and Responsibilities

An officer at this level will be deployed as a Clerk of Works for buildings under construction or as a supervisor of maintenance works.

As a Clerk of Works, duties and responsibilities entail assisting in the planning of supervision programmes for a number of buildings; compilation of site weekly reports, monitoring and supervision of works in progress; assisting in preparation of monthly physical progress reports of individual projects; ensuring specifications and standards are adhered to during construction; arranging for testing of materials; and preparation of cost estimates and schedule of materials for simple buildings on labour contracts.

As a Supervisor of maintenance works, duties will involve supervision of artisans carrying out repairs and alteration of existing buildings; preparation of cost estimates and schedule of materials; control of usage of materials on site.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Superintendent (Buildings) or comparable and relevant position in the Public service for at least three (3) years;
- ii. A Diploma in Building and Civil Engineering or Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution; and
- iii. Shown merit and ability as reflected in work performance and results.

9. VACANCY IN THE GRADE OF SENIOR QUANTITY SURVEY ASSISTANT, JOB GROUP 'L' – (6 POSTS)

(a) Duties and Responsibilities

Duties and responsibilities at this level entails: preparation of Bills of Quantities and specifications, site measurements and preparation of interim payment certificates and final accounts; control of specialized units relating to fees, pre-contract documentation, contract

documentation and maintenance of contract records. In addition, the officer will carry out cost control, variation orders and assists in the audit of final accounts relating to contracts.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Quantity Survey Assistant I or in a comparable and relevant position in the Public service for at least three (3) years;
- (ii) a Diploma or a Technician Certificate Part III in any of the following fields: Quantity Survey, Building/Civil Engineering, or its equivalent and relevant qualification from a recognized institution; and
- (iii) shown merit and ability as reflected in work performance and results.

10. VACANCY IN THE GRADE OF LABORATORY TECHNOLOGIST I, JOB GROUP 'K' – (1 POST)

(a) Duties and Responsibilities

Roads

Duties and responsibilities at this level will entail: collecting, registering, drilling cores and, analyzing samples; collecting samples from the field for investigations; undertaking analytical and/or diagnostic work on geological, concrete, water, rock, and bitumen samples; maintaining laboratory equipment; carrying out construction control tests; and administering occupational tests.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Laboratory Technologist II for a minimum period of three (3) years;
- ii. Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Building/Civil Engineering, Earth or Sciences Biotechnology from a recognized institution;
- iii. Certificate in Computer application skills from a recognized institution;
- iv. Shown merit and ability as reflected in work performance and results.

11. VACANCY IN THE GRADE OF SUPERINTENDENT (MECHANICAL-MVP), JOB GROUP 'K'– (4 POSTS)



(a) Duties and Responsibilities

An officer in this grade will be deployed within the County Central Mechanical Workshop or Sub-County Workshops. An officer at this level will work under the supervision of a senior officer in carrying out the repair work on Motor Vehicles and plant machinery within a given station; the officer will be required to inspect motor vehicles and plants with a view to repairing or boarding; he is also required to inspect and give valuation reports on motor vehicles as required. The officer may also be deployed to carry out duties in a fleet management office. The officer will supervise junior staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Diploma (Automotive) or other approved equivalent qualification;
- ii. Driving License;
- iii. served in the grade of Senior Inspector (mechanical) or in a comparable and relevant position in the Public service for at least three (3) years; and
- iv. Shown merit and ability as reflected in work performance and results.

12. VACANCY IN THE GRADE OF SUPERINTENDENT (BUILDINGS), JOB GROUP 'K' – (1 POST)

(a) Duties and Responsibilities

An officer at this level will be deployed as a Clerk of Works for buildings under construction or as a Supervisor of maintenance works.

As a Clerk of Works, the duties and responsibilities at this level entail reading and interpreting Architectural and Engineering drawings, comparing their details with work on site and compiling site weekly reports; assisting in planning a building programme for a group of buildings, ensuring that construction work in progress is in accordance with specifications and taking details of provisional items.

As a Supervisor of maintenance works, duties will involve supervision of artisans carrying out repairs and alteration of existing buildings; preparation of cost estimates and schedule of materials.

(b) Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Inspector (Buildings) or in a comparable and relevant position in the Public service for a at least three (3) years;
- (ii) Diploma in Building and Civil Engineering or Construction Technician



Certificate Part III, or its equivalent and relevant qualification from a recognized institution; and.

- (iii) Shown merit and ability as reflected in work performance and results.

HOW TO APPLY

All applications clearly specifying the Position applied for must be received on or before **Thursday, 18th August, 2022**, and should be addressed to:-

**Secretary/CEO
Makueni County Public Service Board
P.O. Box 49 - 90300
MAKUENI**

NOTE:

- (i) The Job Application Form can be downloaded from the County Public Service Board website; www.makuenipsb.go.ke
- (ii) Only Shortlisted candidates will be contacted
- (iii) Shortlisted candidates will be required to produce the following documents during the interview:
- Original Identity Card/passport;
 - Letter of 1st Appointment;
 - Confirmation letter to the Permanent and Pensionable Establishment;
 - Letter of promotion to the current job group;
 - Original academic certificates;
 - Original Professional certificates.
 - Registration certificate (where necessary)
- (iv) The Makueni County Government is an equal Opportunity Employer; Youth, Women, Persons with Disabilities and other disadvantaged persons are encouraged to apply.


**SECRETARY/CEO
MAKUENI COUNTY PUBLIC SERVICE BOARD**

