



MAKUENI COUNTY PUBLIC SERVICE BOARD
P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751
Email: cpsb@makueni.go.ke
Web: www.makuenipsb.go.ke

VACANCY

INTERNAL ADVERTISEMENT

THE COUNTY TREASURY

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

1. SENIOR ASSISTANT OFFICE ADMINISTRATOR, JOB GROUP 'L'

Duties and Responsibilities

Duties and responsibilities at this level will entail: taking oral dictation; managing e-office; word and data processing; operating office equipment; maintaining office diary, appointments and travel itineraries; attending to visitors/clients; handling telephone calls; co-ordinating schedules of meetings; ensuring security of office records, equipment and documents including classified materials; maintaining an up to date filing system in the office; establishing and monitoring procedures for record keeping of correspondence and file movements; preparing responses to simple routine correspondence; managing petty cash; ensuring security, integrity and confidentiality of data; and undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment

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

- i. Served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant for a minimum period of three (3) years;
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects: -

- a. Shorthand III (minimum 110 w.p.m.);
- b. Typewriting III (50 w.p.m.)/Computerized Document Processing III;



- c. Business English III/Communications II;
- d. Office Practice II;
- e. Commerce II;
- f. Office Management III/Office Administration and Management III;
- g. Secretarial Duties II;
- iii. Certificate of Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution;
- iv. Certificate in Computer Applications from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

HOW TO APPLY

Written applications enclosing current Curriculum Vitae, Copies of academic and professional certificates and ID card should be submitted in a sealed envelope and addressed to;

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

Or delivered by hand at the reception desk at Makueni County Public Service Board Offices located past Makueni Girls, Opposite Wote Technical Training Institute to be received on or before 5:00 p.m. on **Friday 19th August, 2022.**

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:
 - a. Original Identity Card/passport;
 - b. Letter of 1st Appointment;
 - c. Confirmation letter to the Permanent and Pensionable Establishment;
 - d. Letter of promotion to the current job group;
 - e. Original academic certificates;
 - f. Original Professional certificates.
 - g. 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
05 AUG 2022
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