

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



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

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:

DEPARTMENTS OF:

- 1) EDUCATION, SPORTS AND ICT
- 2) OFFICE OF THE COUNTY SECRETARY

1. VACANCY IN THE GRADE OF DEPUTY DIRECTOR, OFFICE ADMINISTRATIVE SERVICES, JOB GROUP 'Q' (1 POST)

Duties and responsibilities

The Senior Assistant Director will deputize the Deputy Director in the administration and management of the office administrative services function. Specific duties and responsibilities will entail;- interpreting and implementing office administrative services personnel policies and procedures; participating in selection and recruitment of office administrative services personnel; verifying and analyzing office administrative services personnel data for postings and deployment; participating in organizing and budgeting for seminars and workshops for office administrative services personnel, and participating in updating bio data for office administrative service staff.

In addition, the officer will be involved in, reviewing the office administrative services personnel curriculum in liaison with the Kenya institute of Curriculum Development and Kenya National Examination council; providing technical advice on recruitment and promotion of office administrative services personnel; participating in the selection of office administrative services personnel for higher Diploma and upgrading courses; supervising office administrative personnel; and undertaking any other duties that may be assigned.



Requirements for appointment;

- i. Served in the grade of Asst. Director, Office Administrative Services JG “P” for a minimum period of three (3) years;
- ii. Bachelor’s Degree in Secretarial studies or Bachelor of Business and Office Management from a recognized institution;

OR

Bachelor’s Degree in social sciences plus a Diploma in secretarial studies from a recognized institution;

OR

Bachelor’s Degree in social sciences plus business Education Single and Group certificates (BES &GC) stages I, II and III from the Kenya National Examinations Council in the following subject

- a) Shorthand III (minimum 120 p.m.)
 - b) Typewriting 111(50 p.m.)/computerized document processing
 - c) Business English 111/communications 11
 - d) Commerce 11
 - e) Office management 111/office Administration and management 111
 - f) Secretarial duties 11
- iii. Master’s degree in business Administration/business Management from a recognized institution
 - iv. Certificate in senior Management course lasting not less than 4 weeks from a recognized institution.
 - v. Certificate in Strategic Leadership Development Programme course lasting not less than six weeks from a recognized institution
 - vi. Certificate in computer applications from a recognized institution; and
 - vii. Demonstrated professional competence, managerial capability and a thorough understanding of the provisions of the office administrative services policies and have the ability to relate them to the national goals.

2. VACANCIES IN THE GRADE OF PRINCIPAL GRADUATE ECDE TEACHER I/ JOB GROUP “P” (1 POST)

Requirements for Appointment

- i. Masters of Education degree in early childhood development and Education or any other relevant master’s in education from a recognized institution of higher learning/university as an added advantage.
- ii. Degree in Early Childhood Development Education offered by a recognized institution of higher learning.



- iii. Served in grade of Principal Graduate ECDE Teacher 1 (N) or a comparable or relevant position in the public service for at least 3 years;
- iv. Attended a senior Management course lasting not less than 4 weeks from a recognized institution;
- v. Computer literacy;
- vi. Registered by the Teachers Service Commission;
- vii. Certificate of good conduct from the National Police Service
- viii. Valid medical report from a recognized government health facility
- ix. Meet the requirements of chapter six of the constitution of Kenya, 2010
- x. Shown merit and ability as reflected in work performance and results;

In addition to the above requirements, an ECDE Teacher must have the following:

- i. Personal qualities;
- ii. Modest and of sound mind and
- iii. Relate well with young children
- iv. Core competences
- v. Think creatively and constructively
- vi. Excellent communication skills
- vii. Manage professional records

Duties and Responsibilities

- i. Facilitate learning
- ii. Developing and facilitating play/learning activities that will enable children enjoy living and learning through play in ECDE centers
- iii. Developing relevant play/learning materials for both regular and children with special needs
- iv. Participate in the training of ECDE trainers at the centers
- v. Play supervisory role over ECDE teachers in the county
- vi. Induction of new ECDE teachers
- vii. Participate in the development and implementation of the strategic plan of the county
- viii. Participate in the planning of ECDE programmes
- ix. Conduct research on ECDE
- x. Network with stakeholders in the ECDE sector
- xi. Mobilize and sensitize communities on the need for ECDE
- xii. Interpretation and implementation of the ECDE policy.

Note:

A Principal Graduate ECDE Teacher I may be deployed as a Program Officer in a county Centre for Early Childhood Education (COCECE) and will be expected to:

- 1) Administering and managing early children programmes at sub-county and community level.
- 2) Coordinating and liaising with the stakeholders in Early Childhood Development Education
- 3) Conducting training courses for early childhood teachers and other stakeholders.



- 4) Developing and disseminating county based (local) curriculum for early development programme
- 5) Identifying, designing, undertaking and coordinating research at sub- county and community level on early childhood development
- 6) Monitoring and disseminating information on early childhood programme and projects.
- 7) Documenting and disseminating information and early childhood programmes.
- 8) Developing county-based programmes that cater for the total development of children less than eight (8) years.
- 9) Developing and providing prototypes of appropriate resource materials to local community and parents.
- 10) Creating and promoting awareness on early childhood needs and demands to local communities and parents.
- 11) Mobilizing the local communities and parents to provide for the needs of holistic development of the child.
- 12) Acting as link to national government, local agencies and community on ECDE policy interpretation and implementation. Encouraging local initiatives and approaches to alternate child care systems, and
- 13) Developing a County Resource Centre for ECDE programme.

3. VACANCIES IN THE GRADE OF ASSISTANT DIRECTOR, SOCIAL DEVELOPMENT, JOB GROUP 'P' (1 POST)

Requirements for appointment;

- i. Served in the grade of Principal Social Development officer JG "N" for at least three years;
- ii. Bachelor's degree in any of the following disciplines, sociology, anthropology, social work, psychology, community development, project development /management, disability studies, counselling, gender studies, gender and development, Business administration/management or equivalent qualifications from a recognized institution;
- iii. Master's degree in any of the following fields: sociology, social work, psychology, community development, project development /management, anthropology, counselling, gender studies, social studies, gender and development, project planning /management, public Policy, disaster management, business administration/management or equivalent qualifications from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Shown outstanding professional competence and administrative ability.

Duties and responsibilities

Duties at this level will entail, implementing community mobilization, community development, social welfare, social protection, community capacity support programme (CCSP), vocational rehabilitation services, volunteerism and family promotion/protection programmes; developing action plans for social development programmes; developing strategies for social groups and communities to improve their participation in development; verifying the eligibility of identified



older persons and persons with severe disabilities for the cash transfer programmes; mainstreaming disability in programmes and projects; developing and reviewing monitoring tools for implementing social development programmes; undertaking research on social development issues in the communities; and supporting institutions of older persons in the provision of effective care and protection for vulnerable older persons.

4. VACANCY IN THE GRADE OF HUMAN RESOURCE ASSISTANT I JOB GROUP “K” (1 POST)

Requirements for appointment;

For appointment to this grade, an officer must have:

- i. Served in the grade of Human Resource Assistant II JG ‘J’ for a minimum period of three (3) years;
- ii. Diploma in Human Resource Management, Industrial Relations or Labour Relations from a recognized institution lasting not less than nine (9) months;

OR

Part II of the Certified Public Secretaries Examination from KASNEB;

- iii. Certificate in computer application skills from a recognized institution; and
- iv. shown merit and ability as reflected in work performance and results

Duties and responsibilities

Duties and responsibilities at this level will entail: verifying information relating to recruitment, appointment, transfers, training and development, discipline, establishment and complement control; implementing human resource management and development decisions within existing rules, regulations and procedures; verifying human resource data in HRIS; and processing pension documents.

5. VACANCY IN THE GRADE OF RECORDS MANAGEMENT OFFICER I JOB GROUP “K” (1 POST)

Duties and responsibilities:

Specific duties and responsibilities at this level will entail: ensuring that letters are appropriately filed and marked to action officers; Controlling and opening of files and updating file index; ensuring security of information/files in the registry; updating and maintaining up-to-date file movement records; and ascertaining the general cleanliness of the registry. The officer will guide and supervise staff working under him or her.



Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of records management Officer II JG “J” or in a relevant and comparable position in the public service for a minimum period of three (3) years;
- ii. A Diploma in any of the following: Records/Information Management, Information/Library Science or equivalent qualification from a recognized institution
- iii. Shown merit and ability as reflected in work performance and result

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:
 - 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**