

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

In order to strengthen the capacity of the Public Service, the Board wishes to recruit competent and qualified persons to fill the following positions as per Article 176 of the Constitution of Kenya 2010 and Sections 45, 50 and 51 of the County Governments Act 2012.

DEPARTMENT OF ICT, EDUCATION AND INTERNSHIP**Position: ICT Officer 1 – Systems Development (1 Post)****Job Group: K**

Salary Scale: Kshs. 38,270 x 1,470 – 39,740 x 1,520 – 41,260 x 1,710 – 42,970 x 1,920 – 44,890 x 2,000 – 46,890 x 2,110 – 49,000 x 2,170 – 51,170 p.m.

Terms: 3 Years Contract**Duties and responsibilities**

- Developing innovative, interactive prototypes and data driven software applications.
- Determining design methodologies and tool sets
- Performing unit and integration testing.
- Conducting functional and non-functional testing.
- Troubleshooting and debug applications.
- Maintaining/Extending existing applications
- Working closely with other members of the ICT Team to both develop detailed specification documents and user manuals with clear project deliverables and timelines and to ensure timely completion of deliverables.
- Communicating to the section head with efficiency and accuracy any progress and/or delays.

Required Skills

- Knowledge and skill in the use of PHP, Ajax, JavaScript, HTML5, Angular JS, JSON, jQuery



- Knowledge and skill in the design, coding, documentation, testing, and debugging of software applications
- Knowledge with MVC frameworks: Laravel, CakePHP, Zend, Symfony, CodeIgniter etc.
- Proficiency in server administration with cPanel and similar tools
- Experience in Android development and mobile programming
- Knowledge of relational databases and of relational database management systems (PostgreSQL and MySQL)
- Experience in test automation and test-driven development
- Experience working within an Agile software development environment
- Experience with Version Control Systems (Git desired)
- Must be a self-starter who is able to identify and resolve problems with limited instruction.
- Certification in applications development will be an added advantage
- Excellent communication skills and being able to work independently or in a full team

Requirements for appointment

- Degree in Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering from a recognized institution
- Minimum two years hands-on, experience in coding and software applications development.

Position: ICT Officer III - Community Information Center (CIC) Officer (1 Post)

Job Group: H

Salary Scale: Kshs. 25,470 x 1,110 – 26,580 x 1,120 – 27,700 x 1,150 – 28,850 x 1,170 – 30,020 x 1,250 – 31,270 x 1,300 – 32,570 x 1,380 – 33,950 p.m

Terms: 3 years contract

Duties and Responsibilities.

The CIC Officer will:

1. Report to the Senior ICT officer
2. Be in charge of all operations in the Center.
3. Engage in training of the community / users – A training programme and a schedule will be prepared in liaison with the Senior ICT officer
4. Be in charge of all CIC Center equipment and ensure they are well maintained and taken care of.
5. Perform minor troubleshooting, repair and maintenance of ICT equipment.
6. Be required to attain set targets as per the deadlines given.

Requirements for appointment

1. Kenya Certificate of Secondary Education mean grade C Plain with at least a C- (Minus) in mathematics and English/Kiswahili or its approved equivalent

2. Diploma in any of the following fields: Computer Science, Electrical/Electronics engineering or its equivalent qualification from a recognized institution.
3. Experience of at least 1 year in a similar position

DEPARTMENT OF WATER AND SANITATION

Position: Inspector (Water and Sewerage) (3 Posts)

Job Group: "H"

Salary Scale: 25,470 x 1,110 – 26,580 x 1,120 – 27,700 x 1,150 – 28,850 x 1,170 – 30,020 x 1,250 – 31,270 x 1,300 – 32,570 x 1,380 – 33,950 p.m

Terms of Service: 3 years contract

Duties and Responsibilities

Duties and responsibilities will entail: - planning and supervising construction works for water supplies and sewerage schemes; compiling operation and maintenance data; and supervising water supply operators and artisans.

Requirements for Appointment

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

- i. Three (3) year certificate in Technical Training from a recognized institution;
OR
Diploma in either Water Supply Technology or Water Engineering from a recognized institution; and
- ii. Certificate in computer applications from a recognized institution.

MAKUENI COUNTY PUBLIC SERVICE BOARD

Position: Records Management Officer (1 Post)

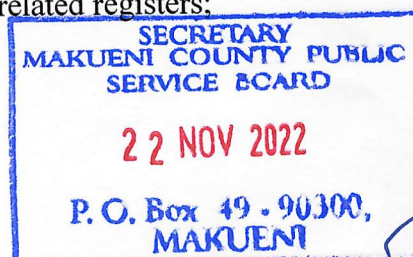
Job Group: "J"

Salary Scale: 31,270 x 1,300 – 32,570 x 1,380 – 33,950 x 1,390 – 35,340 x 1,460 – 36,800 x 1,470 – 38,270 x 1,470 – 39,740 x 1,520 – 41,260

Terms of Service: 3 years contract

Duties and Responsibilities

- Ensuring security of files and documents;
- Renewing file covers;
- Ensuring proper handling of documents;
- Pending correspondence and bring – ups;
- Receiving and dispatching letters and maintaining related registers;



- Preparing disposal schedules and disposing dead files in accordance with relevant Government regulations

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of: -

- Bachelors degree in Information Science/Records Management or any of the social sciences from a recognized institution.

HOW TO APPLY

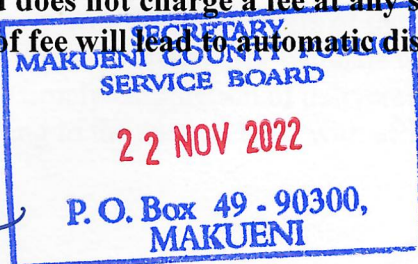
Written applications enclosing current Curriculum Vitae, Copies of academic and professional certificates, ID card, birth certificate and any other necessary documents should be submitted in a sealed envelope and addressed to;

**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 on or before 5:00 p.m. on **Wednesday, 7th December, 2022.**

NOTE:

- The Job Application Form can be downloaded from the County Public Service Board website; www.makuenipsb.go.ke (revised 2022)
- Only shortlisted candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- Shortlisted candidates will be required to produce their original National Identity card, birth certificate, academic and professional certificates and testimonials at the interview.
- The Makueni County Government is an equal opportunity employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply.
- Affirmative action as stipulated in the constitution shall be applied.
- The Board does not charge a fee at any stage of the recruitment process. Payment of any form of fee will lead to automatic disqualification.**



Secretary/CEO

MAKUENI COUNTY PUBLIC SERVICE BOARD