



MAKUENI COUNTY PUBLIC SERVICE BOARD

P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751

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VACANCIES

Pursuant to the provisions of Section 45 of the County Governments' Act, No. 17 of 2012, Makueni County Public Service Board hereby invites applications from qualified, results-oriented and self-motivated citizens to fill the following vacancies in the County Government.

1. COUNTY CHIEF OFFICERS: MCPSB: 7 POSTS (RE-ADVERTISEMENT)

The Chief Officer shall be the accounting and authorized officer in the specific department and shall be responsible to the respective County Executive Committee Member. Applicants should specify the portfolio for which they are applying for.

1. Office of the Governor, County Administration and Intergovernmental Relations
2. Devolution, Public Participation and Special Programmes
3. Public Service Management
4. Gender, Children, Youth, Sports and Social Services
5. Livestock, Fisheries and Cooperative Development
6. Energy
7. Financial Accounting Services

Duties and Responsibilities

- General administration and coordination of the respective County Department;
- Formulation and implementation of effective programs to attain the Kenya vision 2030, Makueni vision 2025 and sector goals;
- Development and implementation of strategic plans and sector development plans;
- Implementation of policies and regulations;
- Responsible for risk assessment and management
- Providing strategic policy direction for effective service delivery;
- Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- Performing any other duties as may be assigned from time to time.

Requirements for appointment

For appointment to this position, the candidate should:

- Be a Kenyan citizen;
- Be a holder of at least a first degree in the relevant field from a university recognized in Kenya;
- Possession of a master's degree in the relevant field will be an added advantage;
- Have relevant knowledge and experience of not less than five (5) years in a senior managerial position in the Public Service or Private Sector in the portfolio applied for;
- Be conversant with the Constitution of Kenya and all the devolution related legislations;
- Be a member of a professional body (where applicable) relevant to the position applied for and in good standing;
- Demonstrate a thorough understanding of devolution, the County Development plans and Vision 2030;
- Be a strategic thinker and result oriented;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and integrity;
- Have excellent communication, organizational and interpersonal skills;
- Have the ability to build a strong team;
- Have the capacity to work under pressure to meet timelines;
- Have the ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the Constitution of Kenya; and
- Be computer literate.

Terms of Service: Contract

Salary: As prescribed by the Salaries and Remuneration Commission (SRC)

2. MANAGING DIRECTOR/CHIEF EXECUTIVE OFFICER-1 POST**Requirements for Appointment**

- Be a Kenyan citizen;
- Kenya Certificate of Secondary Education (KCSE) or its equivalent qualification;
- Bachelor's degree in Economics, Business, Marketing, Finance, Agricultural sciences, Engineering or any other relevant discipline;
- Master's degree in Economics, Business, Marketing, Finance, Agricultural Sciences, Engineering or any other relevant field will be an added advantage;
- A minimum of 10 years of working experience;
- Over 5 years' experience in leading a senior team either as a head of a large business division, or overall responsibility, for a medium sized food, beverage or juice processing plant;
- Experience in marketing of fast moving consumer goods will be a plus;
- Strong planning and time management skills with the ability to prioritize tasks and meet strict deadlines;

- Strong verbal and written communication skills, including excellent presentation skills with the ability to engage audiences locally, regionally and globally;
- Valid membership to a relevant professional body will be an added advantage;
- Thorough understanding of strategic management;
- Strong computer skills including Word, Excel and Power-point;
- Attention to details and a team player;
- Sound data collection, analysis and report writing skills;

Duties and responsibilities

Reporting to the Makueni County Fruit Development and Marketing Authority (MCFDMA) board, the main duties and responsibilities of the Chief Executive Officer (CEO) will be:

- Serving as the Secretary to the MCFDMA Board;
- Providing leadership and direction to MCFDMA in all areas of responsibility including planning, administration, production, processing, packaging, quality assurance, maintenance, warehousing, shipping, purchasing, safety and environment protection;
- Representing MCFDMA in all public participation forums, consultations and meetings with stakeholders, development partners and attend to any matter of the Government of Makueni County, the Authority is called to undertake;
- Development of a sustainable fruit value chain the county;
- Coordinating and preparing business related proposals, reports and other submissions for consideration by the board;
- Ensuring that there is effective communication between MCFDMA management and other staff;
- Providing leadership to the employees of MCFDMA;
- Acting as the principal spokesperson of MCFDMA;
- Development and implementation of strategic initiative, business plans, and annual operating plans and budgets as well as establishing internal monitoring, controls and procedures;
- Attending to personnel matters, including organizational structures, staff welfare, training, industrial relations, separations, and effective management of succession plans;
- Ensure continuous achievements of the authorities financial and operating goals and objectives;
- Ensuring continual development and compliance with appropriate regulations, standard operating procedures (SOPS), and good manufacturing practices (GMPs) for all aspects of the business;
- Responsible for MCFDMA risk assessment, development and maintenance of risk register;
- Conducting any other responsibilities and mandates as specified in the Makueni County Fruits Development and Marketing Act (amendment) (2017);
- Performing any other duties as may be assigned by the board from time to time

Terms of Service: Contract

3. COUNTY SOLICITOR – 1 POST (RE-ADVERTISEMENT)

Terms of Service: 5 years' Contract

Salary Scale: Job Group "S"

Salary: 133,870 x 6,570 – 140,440 x 6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140 x 13,680 – 182,820 x 14,980 – 197,800 p.m.

Duties and responsibilities: -

1. Be the principal assistant to the County Attorney;
2. Represent or coordinate representation of the county executive in court or in any other legal proceedings to which the county executive is a party, other than criminal proceedings;
3. Advise departments in the County Executive on legislative and other legal matters;
4. Negotiate, draft, vet and interpret documents and agreements for and on behalf of the county executive and its agencies;
5. Formulation and revision of county laws;
6. Supervise litigation, drafting and conveyancing;
7. Preparation of cabinet memoranda;
8. Overseeing the finances and asset management of the office of the County Attorney, instituting operational accountability;
9. Overall supervision, control, discipline, staff training and development;
10. Perform any other, function as may be necessary for the effective discharge of the duties and the exercise of the powers of the County Attorney.
11. Overseeing the operations of the legal units and shall be answerable to the County Attorney;
12. Reviewing periodic reports, ensuring compliance with national, regional and international legal instruments, identifying and acting on impediments and constraints to the implementation of laws *and* policies;
13. Facilitating the setting up of structures and institutions for consolidating the administration of the office of the county attorney; and
14. Facilitating and coordinating financial support for development plans, facilitating the design and implementation of prioritized programs, setting long-term's goal for the development of the office, preparing cabinet briefs, papers and memoranda and advising departments on legal policy issues.

In addition, the County Solicitor will be responsible for supervision of the heads of divisions/legal units, the implementation and the realization of the strategic plans and objectives in respect of the legal function, coordinating and implementing work plans for the division/legal unit, preparing and implementing performance appraisal tools, preparing division/legal unit budget, managing resources, overall supervision, staff training and development and ensuring accountability and prudent management of the resources and assets and ensuring compliance to the values of good governance, human rights, transparency, accountability, ethics and integrity.

Requirements for Appointment

- Has at least five years' experience as an Advocate of the High Court of Kenya;
- Bachelor of Laws Degree (LL.B) from a recognized university;
- Post graduate diploma from the Kenya School of Law;
- Admission to the roll of advocates and a valid practicing licence



- Shown outstanding merit and ability in the legal profession;
- Demonstrated managerial, administrative and professional competence and work performance and exhibited a thorough understanding of national and county goals, policies, objectives and ability to relate them to proper management of the legal unit.

How to apply

Written applications enclosing duly filled Makueni County Job Application Form (*Revised 2022*) current Curriculum Vitae, Copies of academic and professional certificates and ID card clearly indicating the position applied for on the sealed **ENVELOPE** should be submitted 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 Monday, 28th November 2022.**

NOTE:

- (i) The Makueni County Job Application Form can be downloaded from the County Public Service Board website; via <https://makuenipsb.go.ke/ourservices/job-application-form/>
- (ii) Shortlisted candidates will be required to obtain clearance from the following institutions and the clearance certificates must be produced during the interviews;
 - The Criminal Investigation Department (CID).
 - Credit Reference Bureau (CRB)
 - The Higher Education Loans Board (HELB).
 - The Kenya Revenue Authority (KRA).
 - The Ethics and Anti-Corruption Commission (EACC)
- (iii) Only shortlisted candidates will be contacted.
- (iv) Canvassing in any form will lead to automatic disqualification.
- (v) Shortlisted candidates will be required to produce their original National Identity card, birth certificate, academic and professional certificates and testimonials at the interview.
- (vi) The Makueni County Government is an equal opportunity employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply.
- (vii) Affirmative action as stipulated in the constitution shall be applied.
- (viii) **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.**



**The Secretary/CEO
Makueni County Public Service Board**

