

**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 VACANCY: ADVERTISEMENT.**

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 position as per Article 176 of the Constitution of Kenya 2010 and Sections 45, 50 and 51 of the County Governments Act 2012.

**DEPARTMENT OF LANDS, URBAN PLANNING AND DEVELOPMENT,  
ENVIRONMENT AND CLIMATE CHANGE.**

**1. Director Environment, Natural Resource and Climate Change (Re-Advertisement)  
– (1 Post)**

**Salary: Job Group ‘R’****Terms: Permanent and Pensionable**

**Salary Scale: KSHS. 121,430 x 6,070 – 127,500 x 6,370 – 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 P.M.**

**(a) Requirements for Appointment**

- i. Served for not less than 12 years in Environment and Natural Resource or a comparable and relevant position in the Public or private sector with at least 5 years in a managerial position;
- ii. Bachelor’s Degree in any of the following disciplines: - Environmental Science, Environmental Conservation and Natural Resource Management, Environmental Conservation, Environmental Education, Environmental Health, Environmental Horticulture and Landscaping, Environmental Law, Environmental Management and Conservation, Environmental Resource Conservation, Environmental Studies and Community Development, Environmental Studies and Community Resource Conservation, Fisheries, Forestry, Geo-spatial Information and Remote Sensing, Agriculture, Aquatic Science, Bio-Resource Conservation and Management, Botany, Chemistry, Climate Change and Development, Coastal and Marine Resource Management, Conservation Biology, Disaster Mitigation and Sustainable Development,





- Dry land Agriculture and Enterprise Development, Earth Science with Information Technology, Ecology, Environmental and Bio-system Engineering, Environmental Chemistry, Geography, Geo-information Sciences, Horticulture, Land Resource Planning and Management, Management of Agro-Ecosystem and Environment, Marine Resource Management, Meteorology, Natural Resource Management, Range Management, Waste Management, Water Resources and Environment, Wildlife Management or Zoology from a recognized institution;
- iii. Master's degree in any of the following disciplines:- Environmental Economics, Environmental Diplomacy, Environmental Law, Environmental Science, Forest Survey for Sustainable Development, Forestry, Natural Resources Management, Environmental Governance, Environmental Policy, Geo-spatial Information and Remote Sensing, Geo-information Sciences, Environmental Planning and Management/Studies/Agro-forestry and Rural Development/Environmental Education/Health/Environmental Management and Legislation, Marine Science, Fish Science, Biological Science (Botany/ Zoology/ Aquatic Ecology/ Biology of Conservation), Management of Agro-ecosystems and Environment, Agro-Forestry, Environmental Chemistry, Climate Change Adaptation, Agriculture Resource Management, Agriculture Economics, Land and Water Management, Biodiversity Conservation, Limnology and Hydrology, Wildlife Conservation; Range Management, Meteorology, Climate Change or Sustainable Development from a recognized institution.
  - iv. Certificate in Computer Applications from a recognized institution;
  - v. demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of environment and natural resource function; and
  - vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage;

**(b) Duties and Responsibilities**

An officer at this level may be based at the Headquarters as the Head of Technical Division and will assist the respective Chief Officer in the day to day administration and management of the department.

Duties and responsibilities will involve: -

- a) Advising the County Executive Committee on policy and strategic planning and all matters related to climate change in the County;
- b) Implementing policies adopted by the Steering Committee and County Environment Committee;
- c) Coordinating, mainstreaming and integrating Environmental and climate change programs into the sectoral strategic plans;
- d) Establishing and maintaining a relationship with County, Regional and International organizations, institutions and agencies as may be appropriate for the implementation of





- the Environment and climate change policy and recommendations of the Steering Committee;
- e) Promoting and cooperating in the development, application and diffusion including transfer of technologies, practices and processes that control, reduce or prevent anthropogenic emissions of greenhouse gases in all relevant sectors including energy, transport, industry, agriculture, forestry and waste management;
  - f) Serving as the County Knowledge and Information Management Coordinator for collating, verifying, refining, and disseminating knowledge and information on Environment and climate change;
  - g) Supporting the preparation for adaptation to the adverse effects of climate change by developing elaborate, appropriate and integrated plans for water resources and agriculture and for rehabilitation of areas affected by drought, desertification and floods;
  - h) Providing analytical support on climate change to the Steering Committee;
  - i) Developing and implementing educational and public awareness, communication and outreach programmes on climate change and its effects;
  - j) Creating an environment that promotes broader multistake holder participation and public participation in addressing climate change and its adverse effects and developing adequate responses;
  - k) Assessing the performance of climate change projects towards contribution to sustainable development;
  - l) Initiating programmes for effective implementation of climate change actions;
  - m) Receiving and forwarding climate change projects to the County Executive Committee Member to present the same before the Steering Committee for purposes of approval;
  - n) Establishing and managing a county registry for appropriate mitigation actions by public and private entities;
  - o) Contributing to the preparation of the County Greenhouse Gases Inventory in consultation with the Steering Committee;
  - p) Carrying out climate risk assessments and studying human systems so as to identify options for mitigation and adaptation to climate change;
  - q) Formulating a framework strategy on climate change to serve as the basis for a program for climate change planning, research and development, extension and monitoring of activities on climate change;
  - r) Providing technical and financial assistance for climate change adaptation for vulnerable communities and areas;
  - s) Ensuring gender mainstreaming and social inclusion have been factored in the plans;
  - t) Providing local communities with technical assistance, enforcement and information management in support of Climate Change Action Plans;
  - u) Keeping records of any climate change adaptation and mitigation activities in the County;
  - v) Contributing in the preparation of County reports relating to climate change;
  - w) Preparing County Environment and climate change action Plans and the state of Environment reports
  - x) Implementation of strategic plans and coordinating the setting of performance targets;
  - y) Policy formulation, interpretation and implementation;
  - z) Negotiation, legislation and domestication of the relevant MEAs and related processes;
  - aa) Conceptualization, development, implementation and monitoring of environmental programmes, and strategic initiatives;
  - bb) Rehabilitation, restoration and conservation of fragile ecosystems including river basin, wetlands and other ecosystems;





- cc) Supporting Environmental and Social safeguards for projects and programmes in the county; and
- dd) Performing any other activity necessary to facilitate the discharge of its functions as may be assigned from time to time.

**2. Municipal Physical Planner (2 Positions)**

**Terms of Service: Three (3) Years' Contract**

**Salary: Job Group "N"**

**Salary Scale: Ksh. 56,370 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,800 – 79,740 x 3,810 – 83,550 x 3,810 – 87,360p.m**

**Duties and Responsibilities**

1. Initiating, preparing and monitoring the implementation of County and local physical and Land Use development plans;
2. Providing advice on development applications and development control matters;
3. Implementing and providing feedback on physical and land use planning guidelines and standards;
4. Managing physical and land use planning data;
5. Preparing action plans for specific projects such as residential housing schemes, shopping centers, industrial estates and recreational facilities;
6. Undertaking thematic regional studies on matters relating to physical and land use planning;
7. Preparing annual state of physical planning reports on county and local physical development plans;
8. Set agenda and convene physical planning liaison committee meetings;
9. Keeping record of deliberations and communicate decisions of the physical planning liaison committees; and
10. Management of physical and land use planning data.

**Requirements for Appointment**

For appointment to this grade, an officer must: –

1. Have a bachelor's degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
2. Be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
3. Be registered by the Physical Planners Registration Board;
4. Have a certificate in computer applications from a recognized institution; and
5. Have a minimum of 8 years' experience in Physical Planning.



**3. Municipal Superintending Engineer (Civil) (2 Positions)**

**Terms of Service: Three (3) Years' Contract**

**Salary: Job Group "N"**

**Salary Scale: Ksh. 56,370 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 x 3,590 – 72,150 x 3,790 – 75,940 x 3,800 – 79,740 x 3,810 – 83,550 x 3,810 – 87,360p.m**

**Duties and Responsibilities**

1. Ensuring that statutory regulations and safety rules are fully implemented and followed;
2. Developing technical drawings as per work request;
3. Verifying accuracy of materials and equipment;
4. Maintaining tools and equipment inventory;
5. Planning and carrying out scheduled and non-scheduled maintenance on cooling towers, roads, building and other civil structures;
6. Ensuring housekeeping and maintenance of work areas adhere to set safety standards;
7. Making sure the equipment and tools are serviced and maintained to operating standards;
8. Raising purchase requests in the plant maintenance and management system;
9. Raising notifications, creating, confirming, and completing work orders in the
10. Plant Maintenance Management System;
11. Complying with relevant ISO standards;
12. Maintaining all civil as-built drawings and manuals in good order;
13. Reviewing internal project blueprints and structural specifications;
14. Determine dimensions of structure or system and material requirements;
15. Perform any other lawful duty as may be assigned.

**Requirements for appointment: –**

1. Bachelor's degree in civil engineering or its equivalent qualification from a recognized institution;
2. Registered by Engineers Registration Board of Kenya;
3. Current valid annual Practicing License from the Engineers Registration Board of Kenya;
4. Member with the Institution of Engineers of Kenya (IEK);
5. Attended a Project Development and Management Course lasting not less than four (4) weeks from a recognized institution;
6. Certificate in computer application skills; and
7. Have a minimum of 8 years' experience in the Engineering Field (Civil).





**4. Administrative Officer I – (1 Post)**

**Terms of Service: Three (3) Years' Contract**

**Salary: Job Group 'K'**

**Salary Scale: Ksh. 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**

**Duties and responsibilities at this level will entail: -**

- a. Preparation of Municipality reports;
- b. Scheduling and coordinating the Municipality Public participation activities/Programmes;
- c. Developing the Municipality work plans in consultation with the Municipal Manager;
- d. Guiding the communities to develop community action plans;
- e. Undertaking research on development matters within the Municipality;
- f. Fostering partnerships towards funding; and
- g. Performing other duties as may be assigned from time to time by the immediate supervisor.

**Requirements for appointment**

1. Bachelor's degree in any of the following disciplines: - Sociology, Anthropology, Social Work, Psychology, Community Development, Project Development/Management, Gender and Development, Business Administration/Management or equivalent qualification from a recognized institution;
2. At least three (3) years working experience in Administrative roles; and
3. Computer Applications certificate.

**5. Human Resource Management and Development Officer I (1 Post)**

**Terms of Service: Three (3) Years' Contract**

**Salary: Job Group 'K'**

**Salary Scale: Ksh. 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**

**Duties and responsibilities will entail:**

An officer at this level will perform a variety of human resource management and development duties under guidance and supervision of a more senior officer. Specific duties and responsibilities will entail:

1. Verification of information relating to recruitment, appointments, transfers and human resource management information systems;
2. Implementing human resource decision within existing rules, regulations and procedures;
3. Collecting and collating data for assessing training needs;
4. Preparing training projections;
5. Preparing agenda and minutes for human resource advisory committee.

**Requirements for appointment:**

1. Bachelor's degree in any of the following fields: - Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education or any other relevant qualification from a recognized institution; and
2. Certificate in computer application skills from a recognized institution



**6. Social Development Officer 1 JG 'K' (1 Post)**

**Terms of Service: Three (3) Years Contract**

**Salary: Job Group K**

**Salary Scale: Ksh. 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**

**Duties and responsibilities at this level will entail: -**

- i. Mobilizing local resources for implementation of community development projects;
- ii. Identifying group and individuals to benefit from social development programmes;
- iii. Sensitizing communities on affirmative action for persons with disabilities;
- iv. Coordinating the activities of groups and communities;
- v. Guiding communities develop Community Action Plans (CAPs);
- vi. Managing and resolving conflict within community groups and projects;
- vii. Training communities and groups on livelihoods projects;
- viii. Facilitating the registration of persons with disabilities, poor and vulnerable individuals to benefit from the Social Development programs;
- ix. Collecting data on accessibility on opportunities for men and women;
- x. Preparing reports on Social Development programs;
- xi. Collecting sex and disability data aggregated data; and
- xii. Perform any other lawful duty as may be assigned.

**Requirements for appointment**

- i. Bachelor's degree in any of the following disciplines:  
Sociology, Anthropology, Social Work, Psychology, Community Development, Project Development/Management, Statistics, Disability Studies, Counselling, Gender Studies, Gender and Development, Business Administration/Management or equivalent qualification from a recognized institution;
- ii. Certificate in computer application skills from a recognized institution; and
- iii. Have three (3) years' experience in Social Development:

**HOW TO APPLY**

Written applications enclosing duly filled Makueni County job application form, current Curriculum Vitae, copies of academic and professional certificates, birth certificate and ID card/Valid Passport, clearly indicating the position applied for on the **ENVELOPE** 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 **Tuesday, 25<sup>th</sup> July, 2023.**





**NOTE:**

- (i) The Job Application Form (revised 2022) can be downloaded from the County Public Service Board website; [www.makuenipsb.go.ke](http://www.makuenipsb.go.ke)
- (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.**

  
Secretary/CEO  
MAKUENI COUNTY PUBLIC SERVICE BOARD  
Box 49 90300  
MAKUENI

SECRETARY  
MAKUENI COUNTY PUBLIC  
SERVICE BOARD  
11 JUL 2023