

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

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; result oriented and self-motivated citizens to fill the following vacancy in the County Government.

**COUNTY CHIEF OFFICER: (1 POST)**

The Chief Officer shall be the accounting and authorized officer in the Office of the Governor and shall be responsible to the County Secretary and Head of County Public Service.

1. Chief Officer – Office of the Governor

**Duties and Responsibilities**

- General administration and coordination of the Office of the Governor;
- Formulating and implementing effective programs to attain 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 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 by the Governor and Deputy Governor 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 (6) 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 capacity to work under pressure to meet timelines;
- Have 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)**

**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 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 Tuesday, 5<sup>th</sup> September, 2023.**

**Note:**

- 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/>
- 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)
  - The 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 contracted;
- 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. 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  
MAKUENI COUNTY PUBLIC  
SERVICE BOARD  
22 AUG 2023  
P.O. Box 49 - 90300,  
MAKUENI

**The Secretary/CEO**  
**MAKUENI COUNTY PUBLIC SERVICE BOARD**