



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

### 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 Section 59 of the County Governments' Act 2012.

#### DEPARTMENT OF ICT, EDUCATION AND INTERNSHIP

#### 1. YOUTH POLYTECHNIC INSTRUCTOR III (10 POSITIONS)

**Position:** Youth Polytechnic Instructors III (10 Posts)

- i) Plumbing – 2 Posts
- ii) Sola Photovoltaic - 2 Posts
- iii) Information Communication Technology (ICT) -2 Posts
- iv) Building Technology (Masonry Option) - 2 Posts
- v) Leather Technology -2 Posts

**Salary:** Job Group "H"

**Salary Scale:** Kshs. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

**Terms of service:** Permanent & Pensionable

This is the entry and training grade for the Youth Polytechnic Instructors cadre. An instructor at this level will work under the guidance of a Senior Youth Polytechnic Instructor.

#### i) Duties and Responsibilities

- i) Theoretical and practical instruction in the area of specialization;
- ii) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;



- iii) Carrying out trainee assessment;
- iv) Ensuring proper care and maintenance of tools and equipment;
- v) Conducting co-curricular activities;
- vi) Maintaining trainee's discipline; and guiding and counseling trainees.

## ii) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumental and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology ;Food Technology; Institutional Management; Catering and Housekeeping; Carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;
- (ii) Certificate in computer applications from a recognized institution.
- (iii) Meet the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity and Article 232 on values and Principles of Public Service.

## 2. THE POSITION OF DRIVING SCHOOL INSTRUCTOR - (2 Positions)

**Position:** Driving school Instructors III (2 Posts)

**Salary:** Job Group "H"

**Salary Scale:** 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

**Terms of service:** Permanent & Pensionable

### a) Minimum Requirements

- i) Kenya Certificate of Secondary Education mean grade D (Plain)
- ii) Be a Certificate holder in Motor Vehicle Mechanics Artisan.
- iii) Must have a valid Driving License with classes A, B, and C, any other is an added advantage.
- iv) Must have a valid Instructors' Certificate from an NTSA accredited institution.
- v) Must have a valid Driving Instructors' License.
- vi) Must have a valid health certificate as per the NTSA guidelines
- vii) Minimum 3 years' experience as a Driving Instructor





- viii) First Aid Certificate Course lasting not less than one (1) week from a recognized institution.

**b) Responsibilities**

- i) Develop lesson plans and design curriculum.
- ii) Train trainees on motor vehicle operations, road rules and safe driving practices
- iii) Provide practical driving lessons on the road
- iv) Monitor trainees learning activities
- v) Instruct trainees on the basic operations of the vehicle, defensive driving technics and vehicle maintenance
- vi) Assess students class work and driving abilities
- vii) Ensure safety and security in work place

**HOW TO APPLY**

Written applications enclosing current Curriculum Vitae, copies of academic and professional certificates, birth certificate and ID card 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 **Thursday, 19<sup>th</sup> October, 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) Only shortlisted candidates will be contacted. If you do not hear from us, please consider your application unsuccessful;
- (iii) Shortlisted candidates will be required to produce originals of their National Identity card, birth certificate, academic and professional certificates, transcripts and testimonials at the interview;
- (iv) Academic Qualifications of external origin **MUST** be accompanied with a recognition and equation certificate from the relevant body in Kenya;
- (v) Canvassing for appointment to any of the position will lead to automatic disqualification.
- (vi) Please note that it is a criminal offence to present fake certificates;
- (vii) The Makueni County Government is an equal opportunity employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply.
- (viii) Affirmative action as stipulated in the constitution shall be applied;



- (ix) The successful candidates will be required to present the relevant documents in compliance with Chapter 6 of the Constitution of Kenya;
- (x) **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

**05 OCT 2023**

**MAKUENI**