

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



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 AGRICULTURE, IRRIGATION, LIVESTOCK, FISHERIES AND
CO-OPERATIVE DEVELOPMENT – AGRICULTURAL TRAINING CENTRE (ATC –
KWAKATHOKA)**

1. SUPPORT STAFF (10 POSTS)

Salary: Job Group "D"

Salary Scale: Kshs. 16,910 x 510 – 17,420 x 580 – 18,000 x 580 – 18,580 x 640 – 19,220 p.m

Terms of Service: 1 Year Contract

(a) Duties and responsibilities:

- 1) Supporting in administrative duties including (but not limited to) receiving visitors, photocopying and printing documents, updating the muster roll for casuals and record keeping;
- 2) Maintaining and cleaning the training halls, dining hall, hostel as well as the compound
- 3) Operating the feeds mill to mix feed ingredients;
- 4) Carrying out farm activities such as furrowing, weeding, planning, irrigation;
- 5) Preparing recipes and cooking;
- 6) Carrying out activities at the tree nursery such as weeding, transplanting, watering and grafting;
- 7) Carrying out activities at the zero grazing unit such as feeding livestock, cleaning the livestock shed and milking;
- 8) Maintaining and cleaning the fish hatchery
- 9) Maintain office cleanliness
- 10) Messengerial duties
- 11) Undertaking any other duties as assigned by the supervisor.



(b) Requirement for appointment

- 1) Be a Kenyan Citizen;
- 2) Possess KCSE certificate with a mean grade of D plain or its equivalent;
- 3) Hold of a national identification card
- 4) Certificate in computer will be an added advantage.

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, 28th December, 2023.**

NOTE:

- (i) The Job Application Form (revised 2022) can be downloaded from the County Public Service Board website; 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
MAKUENI

13 DEC 2023

MAKUENI COUNTY PUBLIC SERVICE BOARD
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