



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 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 Article 176 of the Constitution of Kenya 2010 and Section 59 of the County Governments' Act 2012.

MAKUENI COUNTY SAND CONSERVATION AND UTILIZATION AUTHORITY

POSITION: 30 ENFORCEMENT AND 10 REVENUE CASUALS

Eligibility: Makueni County citizens.

Terms of Service: 2 Months' contract.

Salary: 500/= for every day worked

Duties and Responsibilities

1. Enforcement Officers

- a) Enforce sand revenue collection
- b) Ensure compliance to all conservation requirements
- c) General enforcement of sand Act and regulations

2. Revenue Officers

- a) Revenue Collection
- b) Prepare and submit timely and accurate revenue reports;
- c) Carry out any other relevant duty and responsibility assigned by the supervisor

Requirements for Appointment

For appointment to this position, a candidate must:

- a) Be a Kenyan citizen
- b) Have National Identity Card
- c) Be within the youth Bracket (**Women, PWD and the vulnerable are encouraged to apply**)



- d) Have mean grade D (Plain) or its equivalent
- e) Have a valid certificate of Good Conduct
- f) Be in a position to communicate in official languages
- g) Be a residence of Makueni County
- h) Not have been engaged in any criminal offence before
- i) Ability to ride a motorbike
- j) Have Recommendation from Village Administrator/Ward Administrator, Sub County Administrator and National Administration (Chief or Sub-Chief).
- k) A recommendation from a religious leader will be an added advantage.

HOW TO APPLY


Written applications enclosing the job application form, 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 **5.00pm on Monday, 4th March, 2024.**

NOTE:

- a) The Job Application Form (revised 2022) can be downloaded from the County Public Service Board website; www.makuenipsb.go.ke
- b) Only shortlisted candidates will be contacted. If you do not hear from us, please consider your application unsuccessful;
- c) 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;
- d) Academic Qualifications of external origin MUST be accompanied with a recognition and equation certificate from the relevant body in Kenya;
- e) Canvassing for appointment to any of the position will lead to automatic disqualification.
- f) Please note that it is a criminal offence to present fake certificates;
- g) The Makueni County Government is an equal opportunity employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply.
- h) Affirmative action as stipulated in the constitution shall be applied;
- i) The successful candidates will be required to present the relevant documents in compliance with Chapter 6 of the Constitution of Kenya;
- j) **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
Secretary/CEO
MAKUENI COUNTY PUBLIC SERVICE BOARD
19 FEB 2024
P. O. Box 49 - 90300,
MAKUENI