



**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 INTERNSHIPM – MAKUENI AJIRY CENTRE (DIGITAL EMPOWERMENT CENTRE)**

**1. Senior Information Communication Technology Officer – Digital Economy (1 Post)**

**Salary: Job Group “L”**

**Salary Scale:** Kshs .44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 p.m.

**Terms of service: 3 Years Contract**

**Duties and Responsibilities**

Duties and responsibilities at this level will involve

- (i) Overseeing the running and operations of a County Digital empowerment Centre;
- (ii) Developing programs to enhance digital literacy across the county and support training and upskilling initiatives to create a digitally competent workforce;
- (iii) Preparing and presenting centre status reports to management and stakeholders;
- (iv) Formulating and executing a comprehensive digital strategy to foster economic growth and innovation;
- (v) Maintaining good relationships with customers, partners and stakeholders while building a deep understanding of their environments to provide effective programmes;
- (vi) Identifying opportunities to leverage ICT to enhance the digital economy.



- (vii) Developing and implement policies and regulations that facilitate digital transformation, e-commerce and digital innovation;
- (viii) Supporting collaboration with various stakeholders, including government agencies, private sector entities, industry associations, and academic institutions so as to build and maintain partnerships to support the digital economy;
- (ix) Conducting research and analysis of digital market trends, emerging technologies, and their impact on the economy so as to provide data-driven insights for decision-making;
- (x) Fostering citizen engagement and citizenry digital inclusion in ensuring continued growth in Capacity for utilization of Digital Government services;
- (xi) Establishing key performance indicators (KPIs) to measure the impact and success of digital economy programs and provide regular reports to senior management and stakeholders;
- (xii) Supporting engagements in partnerships and collaborations to exchange knowledge and best practices in county digital economic development;
- (xiii) Establishing standard operating procedures and preventive maintenance on newly acquired systems, equipment and Network Infrastructure.

### Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Be a Kenyan Citizen;
- (ii) A Bachelor's degree in any of the following: Computer Science, Business IT, Information Sciences or any other ICT related discipline from a recognized Institution;
- (iii) At least Six (6) years working experience in ICT, part of which is experience working in a Digital Empowerment Centre Ecosystem;
- (iv) Demonstrated diverse community/Youth engagements in various youth related activities and establishments;
- (v) Demonstrated professional ability, initiative and competence in organizing; and directing digital empowerment programs.

### 2. Communications Officer III (1 Post)

**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: 3 years Contract**

### Duties and Responsibilities

Duties and responsibilities at this level will include:

- (i) Maintaining a database and contacts of a digital empowerment center clients as well as managing social media communications;
- (ii) Gathering information on topical issues and verifying its authenticity;



- (iii) Editing and dispatching the information for dissemination to the public and media;
- (iv) Assisting in drafting press releases, news articles, newsletters, and other communication materials;
- (v) Creating engaging and informative content for the county's website and social media platforms.
- (vi) Writing, editing and distributing various types of content, including material for a website, marketing material and other types for communication to the public.
- (vii) Monitoring and updating the county's social media accounts with relevant and timely content.
- (viii) Engaging with online audiences and respond to comments and messages.
- (ix) Facilitating internal communication within county government departments by sharing important updates, announcements, and policies.

### **Requirements for Appointment**

For appointment to this grade a candidate must have;

- (i) Kenya Certificate of Secondary Education mean grade C plain
- (ii) Holder of a Diploma in Journalism, Broadcast Journalism, Mass Communication, or any other equivalent qualification from a recognized Institution;
- (iii) At least a two-year relevant experience;
- (iv) Strong written and verbal communication skills;
- (v) Proficiency in digital communication tools, including social media platforms;
- (vi) Basic graphic design and multimedia skills is an added advantage; and
- (vii) Ability to work collaboratively in a team and manage multiple tasks.

### **3. Office Assistant (Music/Video Production) ( 1 Post)**

**Salary: Job Group "E"**

**Salary Scale:** Kshs. 19,220 x 680 – 19,900 x 700 – 20,600 x 780 – 21,380 x 800 – 22,180 x 950-23,130 p.m

**Terms of service: 3 years Contract**

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:

- (i) Carrying out Music, Audio, video production at a County Digital Empowerment Center;
- (ii) Arranging compositions, run recording sessions, and suggest changes to instrumentation, effects, and lyrics;
- (iii) Guiding the mixing, mastering, and recording of artists;
- (iv) Collaborating with the ICT team to develop artiste branding strategies for the upcoming young artists within the center;
- (v) Assisting center music graduate artists in online music promotion and social media marketing;
- (vi) Linking the graduate artists from the center in marketing and access to e-Distribution Channels.



## Requirements for Appointment

For appointment to this grade a candidate must have;

- (i) Be a Kenyan Citizen
- (ii) Kenya Certificate of Secondary Education mean grade C plain and;
- (iii) At least a two-year hands on experience in music and video recording environment
- (iv) Conversant with multiple genres and ability to support diverse artists
- (v) Acquainted with the digital and online world which is becoming a key tool in marketing and music distribution.
- (vi) Online beat making and selling the licenses through online store

## 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 **Friday 3<sup>rd</sup> May, 2024.**

### 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  
MAKUENI COUNTY PUBLIC  
SERVICE BOARD

18 APR 2024

P. O. Box 49 - 90300,  
MAKUENI

SECRETARY  
MAKUENI COUNTY PUBLIC  
SERVICE BOARD

*[Handwritten Signature]*  
18 APR 2024  
P. O. Box 49 - 90300,  
MAKUENI

**THE SECRETARY/CEO**  
**MAKUENI COUNTY PUBLIC SERVICE BOARD**