



MAKUENI COUNTY PUBLIC SERVICE BOARD
P.O BOX 49 – 90300 MAKUENI Tel: 0115105310/020 2026751
Email: cpsb@makueni.go.ke
Web: www.makuenipsb.go.ke

INTERNAL VACANCY ADVERTISEMENT

Makueni County Public Service Board wishes to recruit competent and qualified serving public officers in the Government of Makueni County to fill the following vacant positions:

DEPARTMENT OF INFRASTRUCTURE, TRANSPORT, PUBLIC WORKS, HOUSING & ENERGY

1. Driver III – 1 Post

Salary: Job Group 'D'

Salary Scale: KShs. 18,250 x 510 - 18,760 x 580 – 19,340 x 580 – 19,920 x 640 – 20,560 x 680 – 21,240 x 700 - 21,940 x 780 – 22,720 p.m.

Terms of Service: Permanent and Pensionable

Duties and responsibilities

Duties and responsibilities at this level will involve;

- i. Driving a vehicle as authorized;
- ii. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc.,
- iii. Detecting and reporting malfunctioning of vehicle systems;
- iv. Maintenance of work tickets for vehicle(s) assigned, ensuring security and safety of the vehicle on and off the road;
- v. Safety of the passengers and/or goods therein, and maintaining cleanliness of the vehicle.

Requirements for appointment

For appointment to this grade, an officer must have;

- i. Kenya Certificate of secondary Education mean grade D plain or its equivalent qualification from recognized institution;



- ii. A valid driving license free from any current endorsement(s) for the class(es) of vehicle(s) the officer is required to driver
- iii. Attended a First-Aid Certificate Course lasting not less than one (1) week at st .John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution
- iv. Passed Suitability Test for Driver Grade III
- v. Passed Practical test for Drivers conducted by the respective Department;
- vi. A valid Certificate of Good Conduct from the Kenya Police; and
- vii. At least two (2) years driving experience
- viii. Evaluated Staff Performance Appraisal (SPA)

2. Senior Support Staff – 1 Post

Salary: Job Group ‘D’

Salary Scale; KShs: 18,250 x 510 - 18,760 x 580 – 19,340 x 580 – 19,920 x 640 – 20,560 x 680 – 21,240 x 700 - 21,940 x 780 – 22,720 p.m.

Terms: Permanent and Pensionable

Duties and Responsibilities

An officer at this level will:

- i. Maintain cleanliness of offices, equipment, and work environment.
- ii. Deliver and collect official documents and correspondence.
- iii. Assist in basic office tasks such as filing, photocopying, and arranging documents.
- iv. Prepare and organize meeting rooms and office spaces.
- v. Provide hospitality services including preparation and serving of refreshments.
- vi. Report maintenance, safety, and security concerns.
- vii. Ensure proper care and custody of office equipment and materials.
- viii. Observe discipline, integrity, confidentiality, and professionalism.
- ix. Perform any other lawful duties assigned by a supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its equivalent qualification from a recognized institution.
- ii. Evaluated Staff Performance Appraisal (SPA)



3. Plant Operator III - 4 Posts

Salary: Job Group 'D'

Salary Scale: KShs. 18,250 x 510 - 18,760 x 580 – 19,340 x 580 – 19,920 x 640 – 20,560 x 680 – 21,240 x 700 - 21,940 x 780 – 22,720 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This is the entry grade into the Plant Operator's cadre. A plant Operator at this level will work under the guidance of a senior Plant Operator. Duties and responsibilities at this level will entail;

- i. Operating, servicing, and maintaining plant;
- ii. Identifying mechanical faults for repairs; and
- iii. Maintaining and ensuring safe custody of working tools.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized Institution
- ii. A valid driving license free from any current endorsement(s) for class(s) of vehicle(s) an officer is required to drive;
- iii. Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- iv. Passed Suitability Test for Operator Grade III;
- v. Be able to operate at least two machines
- vi. Passed Practical Test for Operators conducted by the respective department and
- vii. At least two (2) years driving experience.
- viii. Evaluated Staff Performance Appraisal (SPA)

4. Inspector (Electrical) III - 1 Post

Salary: Job Group "H"

Salary Scale: KShs. 28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170 – 33,170 x 1,250 - 34,420 x 1,300 – 35,720 x 1,380 – 37,100 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will be on-the-job training and will work under the supervision of an experienced officer. Specific duties will involve:



- i. The inspection and maintenance of electrical installations in Public buildings and County Government Buildings;
- ii. Testing and maintenance of electrical controls related to fire-detection equipment, cookers, water-heaters and general domestic appliances;
- iii. Inspection and maintenance of electrical controls in power generating plants and machinery.

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- i. A Diploma in Electrical Engineering or Electrical Technician Certificate Part III or equivalent and relevant qualification from a recognized institution.
- ii. Evaluated Staff Performance Appraisal (SPA).

5. Artisan I (Electrical) – 1 Post

Job Group "G"

Salary: KShs. 25,420 x 1,040 – 26,460 x 1,070 – 27,530 x 1,090 – 28,620 x 1,110 – 29,730 x 1,120 - 30,850 x 1,150 – 32,000 x 1,170 – 33,170 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Work at this level will involve

- i. Undertaking improvement works,
- ii. Repair works and maintenance of government buildings and facilities in their areas of specialization (Electrical.)

Requirements for Job

- i. Government Trade Test Certificate Grade I in the area of specialization (Electrical);
- ii. Served in the grade of Artisan or in a comparable and relevant position in the Public Service for at least three (3) years; and
- iii. Evaluated Staff Performance Appraisal (SPA).

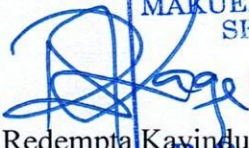


HOW TO APPLY

Interested and qualified officers are requested to make their applications ONLINE through the Boards website: www.makuenipsb.go.ke or jobs portal: <http://kazi.makuenipsb.go.ke/jobs/>

Please Note:

- i. Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application.
- ii. Details of academic and professional certificates not obtained by closure of the advert should not be included;
- iii. Only shortlisted and successful applicants will be contacted;
- iv. Shortlisted candidates shall be required to produce the following documents during the interview:
 - a) Original National Identity Card/passport
 - b) Letter of 1st appointment
 - c) Current letter of appointment (if applicable);
 - d) Original academic certificates
 - e) Original professional certificates and transcripts
 - f) Registration certificate (where necessary)
 - g) Valid Practising Licence (Where necessary)
 - h) Evaluated Staff Performance Appraisal (SPA)
- v. Canvassing in any form will lead to automatic disqualification;
- vi. It is a criminal offence to present or provide fake certificates/documents/information;
- vii. The Makueni County Government is an equal Opportunity Employer; qualifying persons within the public service are encouraged to apply;
- viii. Beware of fraudsters soliciting bribes from the public while masquerading as Board staff. The Board does not charge any fees for job applications, shortlisting, interviews or appointments. Payment of any form of fee will lead to automatic disqualification;
- ix. Application should reach the Board on or before **Thursday, 16th April, 2026** latest **5:00 p.m.**


SECRETARY
MAKUENI COUNTY PUBLIC
SERVICE BOARD
02 APR 2026
CS. Redempta Kayindu
Secretary/CEO
Box 49 - 90300,
MAKUENI
MAKUENI COUNTY PUBLIC SERVICE BOARD

