



MAKUENI COUNTY PUBLIC SERVICE BOARD
P.O BOX 49 – 90300 MAKUENI Tel: 0115105310/020 2026751
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INTERNAL VACANCY ADVERTISEMENT

Makueni County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant position as per Article 176 of the Constitution of Kenya 2010 and Section 59 of the County Governments' Act 2012.

DEPARTMENT OF DEVOLUTION, PUBLIC PARTICIPATION, COUNTY ADMINISTRATION AND SPECIAL PROGRAMMES

DIRECTOR COUNTY ADMINISTRATION; JOB GROUP 'R' – 1 POST

The County Director of Administration will be responsible to the Chief Officer in-charge of county administration function.

Duties and Responsibilities

Duties and Responsibilities at this level will entail: -

- (i) Initiation, interpretation, implementation and review of administrative policies, strategies, procedures and programme;
- (ii) Coordination, management and supervision of general administrative functions in the County;
- (iii) Coordination of public service reforms;
- (iv) Overseeing service delivering in the County;
- (v) Oversee development of programmes and projects to empower the community;
- (vi) Coordination and facilitation of citizen participation in the development of policies, plans and delivery of services;
- (vii) Facilitation of intra and inter-governmental relations and conflict resolutions;
- (viii) Oversee safe custody of county government assets;
- (ix) Coordination and liaison with other directorates and departments in the county;
- (x) Ensure compliance with legal, statutory and regulatory requirements;
- (xi) Ensure compliance with national values and principles of good governance; and
- (xii) Exercise any functions and powers delegated by the County Public Board under section 86.
- (xiii) Coordination of development and implementation of the departmental strategic plan;
- (xiv) Ensure development and review of departmental annual work plans and budgets;
- (xv) Management of departmental performance;



- (xvi) Ensure compliance with principles and values of good governance
- (xvii) Management of departmental assets and finances;
- (xviii) Overall management and development of staff.
- (xix) Coordinating Government business;
- (xx) Coordinating activities touching on SAGAs within departments;
- (xxi) Coordinating and ensuring timely response to County Assembly business and preparation of departmental statements, briefs and reports;
- (xxii) Ensuring integrity and ethical conduct within the department;
- (xxiii) Ensuring security of Government assets;
- (xxiv) Chairing directorate and departmental meetings;
- (xxv) Coordinating administrative matters in departments;
- (xxvi) Representing the chief officer in various meetings and stakeholders' fora;
- (xxvii) Facilitating mobilization of resources for effective public service delivery; and
- (xxviii) Preparation of County Government functions, briefs and programmes.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) Served in the grade of Deputy Director Administration/ Sub-County Administrator I for a minimum period of three (3) years or in a comparable and relevant position in the Public Service Sector;
- (ii) Bachelor's degree in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- (iii) Master's degree in any of the following disciplines: Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution;
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- (vi) Meet the requirements of chapter 6 of the Constitution of Kenya, 2010 and;
- (vii) Demonstrated a thorough understanding for national goals, policies, objectives and the ability to relate them to the administration function.

HOW TO APPLY

Interested and qualified persons 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. Details of academic and professional certificates not obtained by closure of the advert should not be included;
- ii. Only shortlisted and successful applicants will be contacted;



iii. 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. Confirmation letter to Permanent and Pensionable Establishment;
- d. Letter of promotion to the current job group (if applicable);
- e. Original academic certificates;
- f. Original professional certificates and transcripts;
- g. Registration certificate (where necessary); and
- h. Valid practicing licence (where necessary).

iv. Canvassing in any form will lead to automatic disqualification;

v. It is a criminal offence to present or provide fake certificates/documents/information;

vi. The Makueni County Government is an equal Opportunity Employer; qualifying persons within the public service are encouraged to apply;

vii. 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;

viii. Application should reach the Board on or before **Thursday 1st October, 2026** latest **5:00 p.m.**



CS Redempta Kavinda
Secretary/CEO

MAKUENI COUNTY PUBLIC SERVICE BOARD