

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

### INTERNAL VACANCY ADVERTISEMENT

Makueni County Public Service Board wishes to internally recruit competent and qualified persons to fill the following positions as per Section 59 of the County Governments' Act 2012.

**DEPARTMENT OF DEVOLUTION, PUBLIC PARTICIPATION, COUNTY ADMINISTRATION & SPECIAL PROGRAMS**

#### 1. CHIEF FIRE OFFICER, JOB GROUP 'M' – 1 POST

##### Duties and Responsibilities

An officer at this level will be deployed at Headquarters. Duties and responsibilities will entail; Act as Officer in command of fire and rescue service, coordinate fire emergency entail; response, Officer in charge of planning for trainings and research, act as Fire Brigade headquarters' commander, Officer in charge of administration of fire drills to firemen, design of fire alarm and fire extinguishing systems in government buildings and construction works; siting of fire appliances; officer in charge of fire prevention and inspections in buildings to assess fire hazards and risks and prepare reports; and ensuring availability of functional emergency exits and adequacy of means of escape in public buildings; fire investigations and compiling reports; and preparation of maintenance schedules for fire fighting equipment/installations and officer in charge of overall administrative progress of the fire fighting unit.

##### Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Fire Officer or in a comparable and relevant position in the Public Service for at least three (3) years;
- ii. A Bachelor's Degree in any of the following disciplines: Fire Management/Disaster Management, Disaster mitigation and Sustainable Development, Disaster Preparedness and Environmental Technology or its equivalent qualification from a recognized institution;
- iii. Fire Management Certificate from a recognized Fire Services Training School/ Institution;
- iv. Have a valid motor vehicle driving license class BCE



- v. First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or Kenya Institute of Highways and Buildings Technology (KIHBT) or any other recognized institution or Emergency medical training from a recognized institution
- vi. Be a computer literate
- vii. Attended Fire Service/management leadership/commander course from a recognized institution lasting not less than one week
- viii. Shown merit and ability as reflected in work performance and result

**OFFICE OF THE COUNTY SECRETARY**  
**PUBLIC SERVICE MANAGEMENT**

**1. SENIOR CLERICAL OFFICER, JOB GROUP 'H' (1 POST)**

**Duties and Responsibilities**

An officer at this level will supervise and provide guidance to officers working under him/her. Specific duties and responsibilities will include;

- (i) Verifying compiled statistical records for accuracy;
- (ii) Processing of human resource statistics;
- (iii) Preparation of indents;
- (iv) Processing of pension documents;
- (v) Ensuring implementation of Public Service Commission and Ministerial Human Resource Management Advisory Committee (MHRMAC); preparation of agenda for MHRMAC and MTC meetings;
- (vi) Maintenance of stores, records and equipment inventory;
- (vii) Preparation of estimates of expenditure for general office services;
- (viii) Assisting in planning office accommodation and layout;
- (ix) Preparation of estimates of expenditure on general office services;
- (x) Safe custody of invoices, receipts and other records;
- (xi) Processing of documents for issue of licenses or certificates under relevant Acts;
- (xii) Preparation and maintenance of records and ensuring proper maintenance of filing system.

**Requirements for Appointment**

For appointment to this grade, an officer must:-

- i. Have served in the grade of Clerical Officer I Job Group "G" for a minimum period of three (3) years;
- ii. Have passed the Proficiency Examination for Clerical Officers; Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- iii. Be in possession of an Information Communication Technology (ICT) certificate and be proficient in word processors, Spread Sheets, Presentation and Database; and
- iv. Have shown merit and ability as reflected in work performance and results (*attach Evaluated Staff Performance Appraisal*).

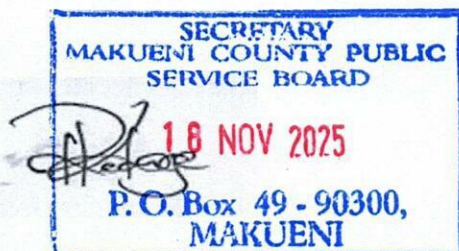


## HOW TO APPLY

Interested and qualified persons are requested to make their applications ONLINE through the Boards website: [www.makuenipsb.go.ke](http://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 will be required to produce the following documents during the interview:
  - a. Original Identity Card/passport;
  - b. Letter of 1<sup>st</sup> Appointment;
  - c. Confirmation letter to the Permanent and Pensionable Establishment;
  - d. Letter of promotion to the current job group (if applicable);
  - e. Original academic certificates;
  - f. Original Professional certificates.
  - g. Registration certificate (where necessary)
- iv) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- v) Canvassing in any form will lead to automatic disqualification.
- vi) It is a criminal offence to present fake certificates/documents.
- vii) The Makueni County Government is an equal Opportunity Employer; Youth, Women, Persons with Disabilities and other disadvantaged persons are encouraged to apply.
- viii) The Board does not charge a fee at any stage of the recruitment process.
- ix) Applications should reach the Board on or before **Tuesday, 9<sup>th</sup> December, 2025.**



**Secretary/CEO**  
**MAKUENI COUNTY PUBLIC SERVICE BOARD**