

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 ADVERTISEMENT (RE-ADVERTISEMENT)

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 position:

DEPARTMENT OF LANDS, URBAN PLANNING AND DEVELOPMENT, ENVIRONMENT AND CLIMATE CHANGE – WOTE MUNICIPALITY

1. Municipal Manager (1 Post)

Salary: Job Group “Q”

Salary Scale: Kshs 99,900 x 5,010 – 104,910 x 5,240 – 110,150 x 5,500 x 115,650 x 5,780 – 121,430 x 6,070 – 127,500 x 6,370 – 133,870 p.m

Terms of Service: Permanent and Pensionable

Duties and Responsibilities of the Municipal Manager

- i) Prepare and present for approval of the Board of the Municipality, an annual estimate of revenue and expenditure to fund and carry out the programmes and operations of the Board;
- ii) Be principally responsible for building and maintaining a strong alliance and effective working relationships between the Board of the Municipality and the civil society, private sector and community-based organizations;
- iii) Implement the decisions and functions of the Board;
- iv) Enforce the provisions of the Wote Municipal Charter and County legislation and other applicable laws;
- v) Prepare and administer the annual municipality budget;
- vi) Organize Departmental structures and Develop an administrative structure
- vii) Initiate the appointment and removal of municipality employees
- viii) Supervise and exercise disciplinary control of all Municipality policies, human resources and assets.
- ix) Administer municipality assets, Utilities and property
- x) Secretary to the board; and

**SECRETARY
 MAKUENI COUNTY PUBLIC
 SERVICE BOARD**

14 MAR 2024

**P. O. Box 49 - 90300,
 MAKUENI**

- xi) Perform other duties as may be directed by the Board of the Municipality.

Requirements for appointment

The Municipal Manager must;

- i) Be a citizen of Kenya;
- ii) Hold a degree from a University recognized in Kenya or its equivalent;
- iii) Hold a master's degree from a University recognized in Kenya;
- iv) Have at least fifteen (15) years' experience in public or private sector three (3) of which should be in the position of Assistant Director Job Group "P" or its equivalent;
- v) Have a certificate in Strategic Leadership Development Programme lasting course in lasting not less than six (6) weeks or equivalent management training from a recognized institution;
- vi) Have certificate in computer applications from a recognized institution;
- vii) Membership to a relevant professional body in good standing;
- viii) Must satisfy the requirements of Chapter Six of the Constitution

2. Assistant Director Climate Change (1 Post)

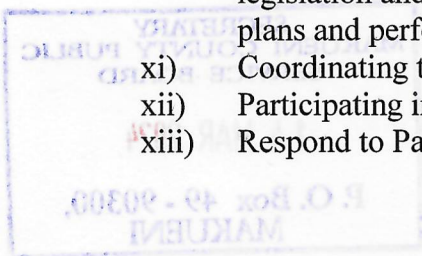
Salary: Job Group "P"

Salary Scale: Kshs.90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630

Terms of service: Permanent and Pensionable

Duties and responsibilities

- i) Implementation of strategic plan; coordinate the setting of performance targets;
- ii) Handling technical, administrative, human resource, budgetary and assets management issues; and
- iii) Standards of the division in consultation with the deputy director. Other duties and responsibilities will depend on the mandate of the specific department and will entail;
- iv) Policy formulation, interpretation and implementation; negotiation, legislation and domestication of the relevant MEAs and related processes;
- v) Conceptualization, development, implementation and monitoring of climate change e projects, programmes, and strategic initiatives;
- vi) Implementing programmes and projects;
- vii) Coordinating regional and international negotiation process on climate change matters and related processes;
- viii) Coordinating preparation of country position papers, speeches and interventions;
- ix) Undertaking capacity building activities;
- x) Coordinating the development and implementation of environmental policy, legislation and related statutes; Coordinating preparation and implementation of work plans and performance contract target setting;
- xi) Coordinating the development and implementation of strategic plans;
- xii) Participating in the development and implementation of strategic plan;
- xiii) Respond to Parliamentary issues;



- xiv) Developing, publishing and disseminating national strategies on coordination, domestication and implementation of MEAs;
- xv) Creation and promotion of strategic partnerships as well as Public Private Partnerships;
- xvi) Coordinating financial and technical resource mobilization;
- xvii) Overseeing staff appraisal;
- xviii) Coordinating the domestication and implementation of MEAs;
- xix) Coordinating development of project concept notes;
- xx) Coordinating the development and management of climate change information system;
- xxi) Monitoring climate change projects and programmes;
- xxii) Coordinating climate change matters;
- xxiii) Supporting the County Governments in design and implementation of climate change projects with a view to developing County level master plans on strategic Climate Change Actions/ Programs;

Requirements for Appointment

- i) Have at least twelve (12) years' experience in public or private sector three (3) of which should be in the position of Principal Climate Officer Job Group "N" or its equivalent;
- ii) Degree in any of the following disciplines; Environmental Studies, Meteorology, Natural Resource Sciences, Climate Change or a related field from a University recognized in Kenya;
- iii) Master's degree in any of the following disciplines; Environmental Studies, Meteorology, Natural Resource Sciences, Climate Change or a related field from a University recognized in Kenya;
- iv) Attended Senior Management Course in a recognized institution;
- v) Certificate in Computer Applications from a recognized institution; and
- vi) Demonstrated administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of environment and natural resource function.

3. Principal Physical Planner (Re-Advertisement) (1 Post)

Terms of Service: Permanent and Pensionable

Salary: Job Group "N"

Salary Scale: KShs. 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 x 3,540- 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

Duties and Responsibilities

- i) Initiating, preparing and monitoring the implementation of County and local physical and Land Use development plans;
- ii) Providing advice on development applications and development control matters;
- iii) Implementing and providing feedback on physical and land use planning guidelines and standards;
- iv) Managing physical and land use planning data;



- v) Preparing action plans for specific projects such as residential housing schemes, shopping centres, industrial estates and recreational facilities;
- vi) Undertaking thematic regional studies on matters relating to physical and land use planning;
- vii) Preparing annual state of physical planning reports on county and local physical development plans;
- viii) Set agenda and convene physical planning liaison committee meetings;
- ix) Keeping record of deliberations and communicate decisions of the physical planning liaison committees; and
- x) Management of physical and land use planning data.

Requirements for Appointment

- i) For appointment to this grade, an officer must: –
- ii) Have a bachelor's degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- iii) Be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- iv) Be registered by the Physical Planners Registration Board;
- v) Have a certificate in computer applications from a recognized institution; and
- vi) Have a minimum of 7 years' experience in Physical Planning

DEPARTMENT OF DEVOLUTION, PUBLIC SERVICE, PUBLIC PARTICIPATION AND SPECIAL PROGRAMMES

1. Community Development Assistant (6 Posts)

Salary: Job Group "H"

Salary Scale: Ksh. 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: Permanent and Pensionable

Duties and Responsibilities

- i) The duties and responsibilities will entail: undertake civic education programs
- ii) Undertake public participation programs; undertake community capacity building and development towards poverty eradication and sustainable development
- iii) Undertake stakeholder mapping, engagement and documentation
- iv) Facilitate community action planning initiatives towards improved community contributions towards their development
- v) Backstop and animate community driven development project implementation; facilitate data collection and analysis towards effective participatory planning, participatory budgeting and participatory monitoring
- vi) liaise with relevant county departments and agencies on matters public participation and civic education

- vii) Establish and operationalize participatory development structures
- viii) Strengthen economic roundtables and grassroots fora; enhance project management and sustainability initiatives
- ix) Articulate the county government agenda and direction on community issues at grassroots level
- x) Facilitate community feedback and grievance redress mechanisms
- xi) Enhance research on emerging issues and trends in community development and community-engaged scholarship.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i) Diploma in any of the following social science disciplines: - Development studies, community development, sociology or economics with sociology, project management, public policy, leadership and governance, education, political science, social work or its equivalent qualification from a recognized institution;
- ii) Proficiency in computer applications; and
- iii) Meet the requirements of chapter 6 of the Constitution of Kenya, 2010

DEPARTMENT OF WATER AND SANITATION

1. Geologist (Re-advertisement) (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 pm.

Terms of service: Permanent and pensionable

Duties and responsibilities

Implementation of geological programmes;

- i) Planning and design of field projects;
- ii) Exploring/studying the earth structure and natural processes across the county and advise on availability of underground water in various wards/Site investigations;
- iii) Advising on the relevant regulations and laws in line with ground water;
- iv) Supervising of land delineation;
- v) Supervising active work location;
- vi) Assessing and incorporating quality controls;
- vii) Collecting and analyzing data, reporting findings; be responsible for researching job –related subjects and writing reports;
- viii) Submitting research to journals and industry related print resources for publication consideration;
- ix) Presenting geological findings at county – related conferences or workshops;
- x) Evaluating and administering field projects including supervision of Assistant Geologist, Junior staff (interns and attaches)

Requirements for appointment

- i) Possession of a B.Sc. Degree in any of the Geological Sciences from a recognized University;
- ii) Satisfactorily served as an Assistant Geologist for a minimum of period of three (3) years;



- iii) Be registered by Geologist Registration Board of Kenya and be a member of Geological Society of Kenya;
- iv) Shown competence and ability to design and effectively supervise geological projects; and
- v) Have certificate in computer applications from a recognized institution.

HOW TO APPLY

Written applications enclosing the Job Application Form, current Curriculum Vitae, copies of academic and professional certificates and ID card 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 of Makueni County Public Service Board offices located past Makueni Girls and Opposite Wote Technical Training Institute.

All the applications should reach the Secretary/CEO, Makueni County Public Service Board on or before **5:00p.m on Thursday, 28th March, 2024.**

NOTE:

- i. The Job Application Form (Revised 2022) can be downloaded from the County Public Service Board's website; www.makuenipsb.go.ke
- ii. Candidates should attach relevant academic and professional certificates, National Identity Card, practice license and professional registration certificate (where necessary).
- iii. Academic Qualifications of external origin **must** be accompanied with a recognition and equation certificate from the relevant body in Kenya;
- iv. Canvassing for appointment to any of the position will lead to automatic disqualification.
- v. Please note that it is a criminal offence to present fake certificates;
- vi. Shortlisted candidates will be required to obtain clearance from the following Institutions and the clearance certificates **must** be produced during the interviews;
 - The Criminal Investigation Department (CID)
 - Credit Reference Bureau (CRB)
 - Higher Education Loans Board (HELB)
 - Kenya Revenue Authority (KRA)
 - Ethics and Anti-Corruption Commission (EACC)
- vii. Only the shortlisted candidates will be contacted.
- viii. Canvassing in any form will lead to automatic disqualification.
- ix. Shortlisted candidates will be required to produce their original National Identity card/valid passport, certificates and testimonials at the interview.
- x. The Government of Makueni County is an equal employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply.
- xi. Affirmative action as stipulated in the constitution shall be applied.

- xii. The Board does not charge a fee at any stage of the recruitment process and payment of any form of fee will lead to automatic disqualification.



SECRETARY/CEO
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