


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

PUBLIC SERVICE MANAGEMENT
1. SENIOR HUMAN RESOURCE ASSISTANT, JOB GROUP ‘L’ (2 POSTS)
Duties and Responsibilities

Duties and responsibilities at this level will entail: preparing cases for the Ministerial Human Resource Management Advisory Committee; verifying information relating to recruitment, appointments, transfers, training and development, discipline, establishment and complement control; implementing human resource management and development decisions within existing rules, regulations and procedures; verifying HumanResource Data in HRIS; and verifying pension documents.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Human Resource Assistant I Job Group “K” for a minimum period of three (3) years;
- (ii) Diploma in Human Resource Management, Industrial Relations or Labour Relations from a recognized institution lasting not less than nine (9) months;

OR

- (iii) Part II of the Certified Public Secretaries Examination from KASNEB;
- (iv) Certificate in computer application skills from a recognized institution; and



- (v) Shown merit and ability as reflected in work performance and results (*attach evaluated Staff Performance Appraisal (SPA)*).

2. SENIOR RECORDS MANAGEMENT OFFICER, JOB GROUP 'L' (2 POSTS)

Duties and Responsibilities

An officer in this level may be deployed in a Ministry or Department headquarters, Provincial or District office to head a registry. Specific duties and responsibilities will include; Ensuring that the covers are well maintained; Documents are carefully handled; pending correspondences and bring-up's are checked and appropriate action taken; Mails are received, sorted, opened and dispatched and related registers are maintained. In addition, the officer will initiate appraisal and disposal of files/documents in liaison with National Archives and Documentation services; ensure security of information, documents, files and office equipment; and, Supervise, guide and develop staff working under him/her.

Requirements of Appointment

For appointment to this grade, an officer must have;

- (i) Served in the grade of Records Management Officer I Job Group "K" or in a comparable and relevant position in the Public Service for a minimum period of three (3) years. And
- (ii) Shown Merit and ability as reflected in work performance and results (*attach evaluated Staff Performance Appraisal (SPA)*).

3. 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 verifying compiled statistical records for accuracy; processing of human resource statistics; preparation of indents; processing of pension documents; ensuring implementation of Public Service Commission and Ministerial Human Resource Management Advisory Committee (MHRMAC); preparation of agenda for MHRMAC and MTC meetings; maintenance of stores, records and equipment inventory; preparation of estimates of expenditure for general office services; assisting in planning office accommodation and layout; preparation of estimates of expenditure on general office services; safe custody of invoices, receipts and other records; processing of documents for issue of licenses or certificates under relevant Acts; 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;

- (i) Have passed the Proficiency Examination for Clerical Officers;
- (ii) 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 (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.
- ii) It is an offence to include incorrect information in the application.
- iii) Details of academic and professional certificates not obtained by closure of the advert should not be included;
- iv) Only shortlisted and successful applicants will be contacted and their names published on the Board's website;
- v) Academic qualifications obtained from foreign universities MUST be accompanied by a letter of Recognition or equivalent of qualifications from the Commission of University Education (CUE);
- vi) 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)
- vii) Canvassing in any form will lead to automatic disqualification;
- viii) It is a criminal offence to present or provide fake certificates/documents/information;



- ix) The Makueni County Government is an equal Opportunity Employer; qualifying persons within the public service are encouraged to apply;
- x) **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.**
- xi) Payment of any form of fee will lead to automatic disqualification;
- xii) Application should reach the Board on or before **Thursday 16th July, 2026 latest 5:00**

p.m.



CS. Redempta Kariuki
Secretary/CEO

MAKUENI COUNTY PUBLIC SERVICE BOARD