



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 VACANCY

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 positions as per Section 59 of the County Governments' Act 2012.

**DEPARTMENT OF FINANCE AND SOCIO ECONOMIC PLANNING
(RE-ADVERTISEMENT)**

1. DIRECTOR, SOCIO-ECONOMIC PLANNING (1 POST)

Salary: Job Group "R"

Salary Scale: Kshs. 124,630 x 6,070 – 130,700 x 6,370 – 137,070 x 6,570 – 143,640 x 6,770
– 150,410 x 6,960 – 157,370 x 7,160 – 164,530 x 7,820 – 172,350 p.m.

Terms: Permanent and Pensionable

Duties and Responsibilities

Will head the Socio-Economic Planning Directorate and will be responsible to the Chief Officer for the formulation and coordination of the Economic Planning policies, strategies and programmes. Specific duties shall include:

- i) Coordinating integrated development planning within the county;
- ii) Ensuring integrated planning within the county;
- iii) Ensuring linkages between county plans and national planning framework;



- iv) Preparing any studies, reports and functional plans necessary in the preparation of county goals and policies;
- v) Ensuring collection, collation, storage and updating of data and information suitable for planning process;
- vi) Program analysis and design in light with the established goals, priorities and policies;
- vii) Ensuring meaningful engagement of citizens in the planning process;
- viii) Coordination of external resource mobilization.

Requirements for Appointment

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

- i) Served for a minimum period of fifteen (15) years in the economic planning field or its equivalent, three (3) of which must have been in a management position in the public or private sector;
- ii) Bachelor's Degree in any of the following fields: Economics, Statistics, Economics and Mathematics, Economics and Finance and Economics and Statistics (second upper) or any other equivalent qualification from a University recognized in Kenya;
- iii) Master's Degree in any of the following fields: Economics, Economic Policy Management, Development, Statistics, Strategic Management, Project Planning and Management, Public Policy, Monitoring and Evaluation or any other equivalent qualification from University a recognized in Kenya;
- iv) Membership to any relevant professional body;
- v) Demonstrated professional competence, managerial and leadership capability as reflected in work performance and results;
- vi) Demonstrated a clear understanding of national and county development policies, goals and objectives and ability to integrate them into the Economic Planning function; and
- vii) Be computer literate and able to use packages and relevant software.

DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES AND CO-OPERATIVE DEVELOPMENT (RE-ADVERTISE)

1. Principal, Makueni Agricultural Training Centre (1 Post)

Salary: Job Group: "P"

Salary: 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 p.m.

Responsibility: The Officer shall be responsible to the Chief Officer, Agriculture

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

The duties and responsibilities of the Principal will be:

- 1) Day to day management of the Makueni ATC including administration, training and outreach;



- 2) Preparation of Annual Work-plans, Performance Contracts and Budgets;
- 3) Coordinating preparation of monthly, quarterly and annual progress report;
- 4) Providing leadership to the employees of Makueni ATC including coaching, mentorship, performance appraisal;
- 5) Developing and implementing of a Strategic Plan, Customer Service Charter, Business Plans, Finance Policies/Procedures and Human Resources Policies/Procedures;
- 6) Representing Makueni ATC in public participation forums, consultations and meetings with stakeholders and development partners;
- 7) Establishing and implementing internal controls and procedures;
- 8) Coordinating the enrolment, training, assessment and certification of both school and field-based trainers;
- 9) Coordinating Sales and Marketing Activities for the institution's services and products;
- 10) Coordinating the review, development and implementation of curricula and short courses;
- 11) Any other duties as may be assigned from time to time by the Supervisor.

b) Requirements for Appointment

For appointment, a candidate must;

- 1) Be a Kenyan citizen;
- 2) Bachelor's degree in any of the following disciplines: - Agriculture, Food Science and Technology, Agricultural Engineering, Animal Science, Botany, Zoology, Agricultural Economics, Agribusiness, Horticulture, Agriculture, Home Economics, Agricultural Education and Extension; Biological Sciences, Veterinary Medicine, Animal health or any other equivalent qualification from a recognized institution;
- 3) Master's degree in any of the following disciplines: - Agriculture, Food Science and Technology, Agricultural Engineering, Animal Science, Botany, Zoology, Agricultural Economics, Agribusiness, Horticulture, Agriculture, Home Economics, Agricultural Education and Extension; Biological Sciences, Veterinary Medicine, Animal health or any other equivalent qualification from a recognized institution;
- 4) Certificate in Senior Management Course (SMC) from a reputable Institution;
- 5) Minimum of 12 years' experience either in the public or private sector, 5 of which must have been in a management position;
- 6) Strong planning and time management skills with the ability to prioritize tasks and meet strict deadlines;
- 7) Verbal and written communication skills, including excellent presentation skills with the ability to engage audiences locally, regionally and globally;
- 8) Valid membership to a relevant professional body will be an added advantage;
- 9) Computer certificate from a recognized institution;
- 10) Strong interpersonal and communication skills;
- 11) Meets the provisions of Chapter Six of the Constitution 2010.



HOW TO APPLY

Written applications enclosing 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 desk at Makueni County Public Service Board Offices located past Makueni Girls, Opposite Wote Technical Training Institute to be received on or before **5:00 p.m. on Tuesday, 9th July, 2024**

NOTE:

- (i) The Job Application Form (*revised 2022*) can be downloaded from the County Public Service Board website; www.makuenipsb.go.ke
- (ii) Only shortlisted candidates will be contacted. If you do not hear from us, please consider your application unsuccessful;
- (iii) Shortlisted candidates will be required to produce originals of their National Identity card, birth certificate, academic and professional certificates, transcripts and testimonials at the interview;
- (iv) Academic Qualifications of external origin **MUST** be accompanied with a recognition and equation certificate from the relevant body in Kenya;
- (v) Canvassing for appointment to any of the position will lead to automatic disqualification.
- (vi) Please note that it is a criminal offence to present fake certificates;
- (vii) The Makueni County Government is an equal opportunity employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply.
- (viii) Affirmative action as stipulated in the constitution shall be applied;
- (ix) The successful candidates will be required to present the relevant documents in compliance with Chapter 6 of the Constitution of Kenya;
- (x) **The Board does not charge a fee at any stage of the recruitment process. Payment of any form of fee will lead to automatic disqualification.**



Secretary/CEO
MAKUENI COUNTY PUBLIC SERVICE BOARD
MAKUENI