



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 VACANCIES

MAKUENI COUNTY PUBLIC SERVICE BOARD

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 Article 176 of the Constitution of Kenya 2010 and Sections 45, 50 and 51 of the County Governments Act 2012.

1. Records Management Officer (1 Post)

Salary: Job Group “J”

Salary Scale: Kshs. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1520 – 42,690 p.m

Terms of Service: Three (3) years contract

Duties and Responsibilities

This is the entry and training grade for degree holders. Specific duties and responsibilities will include:

- i) Ensuring security of files and documents;
- ii) Renewing file covers;
- iii) Ensuring proper handling of documents, pending correspondence and bring-ups;
- iv) Receiving and dispatching letters and maintaining related registers;
- v) Preparing disposal schedules and disposing dead files in accordance with relevant Government regulations.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:

- i) Bachelor’s degree in Information Science/Records Management or any of the Social Sciences from a recognized institution; and
- ii) Certificate in computer applications skills from a recognized institution.



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 **Friday, 3rd May, 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