



**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**

#### **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 report to the Chief Officer in charge of Socio-Economic Planning. The Director will be responsible 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

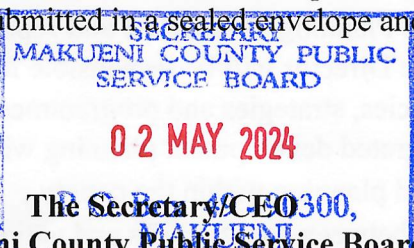
### **Requirements for Appointment**

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

- i) Served for a minimum period of fifteen (15) years in the economic planning field, 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 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.

### **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 Thursday, 16<sup>th</sup> May, 2024**

**NOTE:**

  
**SECRETARY**  
**MAKUENI COUNTY PUBLIC**  
**SERVICE BOARD**  
**02 MAY 2024**  
**P. O. Box 49 - 90300,**  
**MAKUENI**

- (i) The Job Application Form (*revised 2022*) can be downloaded from the County Public Service Board website; [www.makuenipsb.go.ke](http://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  
MAKUENI COUNTY PUBLIC  
SERVICE BOARD

02 MAY 2024

Secretary/CEO P. O. Box 49 - 90300,  
MAKUENI COUNTY PUBLIC SERVICE BOARD