

**MAKUENI COUNTY PUBLIC SERVICE BOARD****P.O BOX 49 – 90300 MAKUENI Tel: 0115105310/020 2026751****Email: cpsb@makueni.go.ke****Web: www.makuenipsb.go.ke****VACANCIES**

Pursuant to the provisions of Section 45 of the County Governments' Act, No. 17 of 2012, Makueni County Public Service Board hereby invites applications from qualified, results-oriented and self-motivated citizens to fill the following vacancies in the County Government.

OFFICE OF THE GOVERNOR**COUNTY CHIEF OFFICERS - 2 POSTS**

The Chief Officer shall be the accounting and authorized officer in the specific department and shall be responsible to the respective County Executive Committee Member. Applicants should specify the portfolio for which they are applying for.

- 1. Information Communication Technology (ICT)**
- 2. Education and Internship**

Duties and Responsibilities

- i) General administration and coordination of the respective County Department;
- ii) Formulation and implementation of effective programs to attain the Kenya vision 2030;
- iii) Development and implementation of strategic plans and sector development plans;
- iv) Implementation of policies and regulations;
- v) Responsible for risk assessment and management
- vi) Providing strategic policy direction for effective service delivery;
- vii) Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- viii) Performing any other duties as may be assigned from time to time.



Requirements for appointment

For appointment to this position, the candidate should:

- i) Be a Kenyan citizen;
- ii) Be a holder of at least a first degree in the relevant field from a university recognized in Kenya.
- iii) Possession of a Master's degree in the relevant field will be an added advantage;
- iv) Have at least five (5) years of professional experience, with experience of not less than three (3) years in a senior managerial position in the Public Service or Private Sector in the portfolio applied for;
- v) Be conversant with the Constitution of Kenya and all the devolution related legislations;
- vi) Be a registered member of a relevant professional body and in good standing;
- vii) Demonstrate a proven track record in leadership, strategic thinking and result-oriented management
- viii) Demonstrate a thorough understanding of devolution, the County Development plans and Vision 2030;
- ix) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and integrity as well as obtain clearance from EACC, KRA, DCI, HELB and CRB;
- x) Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the Constitution of Kenya;
- xi) Possess excellent communication, interpersonal, and team-building skills; and
- xii) Be proficient in computer applications and digital management tools.

Terms of Service: Contract pegged to the Governor's term in office

Salary: As prescribed by the Salaries and Remuneration Commission (SRC)

HOW TO APPLY

Written applications enclosing current Curriculum Vitae, Copies of academic and professional certificates and ID card clearly indicating the position applied for be submitted to:

co-recruitment@makuenipsb.go.ke before **5:00 p.m. on Wednesday 19th August, 2026.**

**The Secretary/CEO
Makueni County Public Service Board
P.O. Box 49 - 90300
MAKUENI**



NOTE:

- (i) The Job Application Form can be downloaded from the County Public Service Board website; www.makuenipsb.go.ke
- (ii) Shortlisted candidates will be required to obtain clearance from the following institutions and the clearance certificates must be produced during the interviews;
 - a. The Directorate of Criminal Investigation (DCI).
 - b. Credit Reference Bureau (CRB)
 - c. The Higher Education Loans Board (HELB).
 - d. The Kenya Revenue Authority (KRA).
 - e. The Ethics and Anti-Corruption Commission (EACC)
- (iii) Only shortlisted and successful applicants will be contacted and their names published on the Board's website.
- (iv) Academic qualifications obtained from foreign universities MUST be accompanied by letter of recognition or equivalent of qualifications from the Commission of University Education (CUE);
- (v) Canvassing in any form will lead to automatic disqualification.
- (vi) Shortlisted candidates shall be required to produce the following documents during the interview:
 - a. Original National Identity Card/passport
 - b. Original academic certificates
 - c. Original professional certificates and transcripts
 - d. Registration certificate (where necessary)
- (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 salary and benefits attached to the post is as advised by the Salaries and Remuneration Commission.
- (x) **Beware of fraudsters soliciting bribes from the public while masquerading as Board Members/staff. The Board does not charge any fees for job applications, shortlisting, interviews or appointments. Payment of any form of fee will lead to automatic disqualification;**



CS Redempta Kavindu
Secretary/CEO
MAKUENI COUNTY PUBLIC SERVICE BOARD