



MAKUENI COUNTY PUBLIC SERVICE BOARD

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VACANCIES

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.

Makueni County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per Article 176 of the Constitution of Kenya 2010 and Section 59 of the County Governments' Act 2012.

DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES AND CO-OPERATIVE DEVELOPMENT

1. Veterinary Officer - 2 Posts

Salary: Job Group 'L'

Salary scale: Kshs. 46,120x1,920 – 48,040x2,000 – 50,040x2,290 – 52,330x2,350 – 54,680x2,550 – 57,230x2,850 – 60,080x2,850 – 62,930x2,930 – 65,860 p.m.

Terms of service: Permanent & Pensionable

Duties and Responsibilities;

This will be the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: - undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations; participating in the training of stakeholders in vector control programmes; treating sick animals; advising on good veterinary practices; collecting data and preparing reports on animal health, products and markets; providing advice on animal breeding and welfare; and undertaking post-mortem examination and other diagnostic tests.

Requirements for Appointment;

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

- i. Have Bachelor of Veterinary Medicine (BVM) degree from a recognized institution;



- ii. Be registered by the Kenya Veterinary Board; and
- iii. Have a Certificate in computer application skills.

2. Cooperative Auditor I (1 Post)

Salary: Job Group 'K'

Salary Scale: KShs. 41,420x1,470 – 42,890x1,520 – 44,410x1,710 – 46,120x1,920 – 48,040x2,000 – 50,040x2,290 – 52,330x2,350 – 54,680x2,550- - 57,230 p.m.

Terms of service: Permanent & Pensionable

Duties and Responsibilities;

Duties and responsibilities at this level will entail: - Examining all books of accounts of cooperative societies in accordance with the law, rules and regulations; preparing detailed audit observations; and verifying statement of accounts and reporting the findings to immediate supervisors

Requirements for Appointment;

For appointment to this grade, a candidate must have:

- (i) Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics (Upper 2nd), Mathematics, Statistics or Co-operative Management from a recognized institution

OR

Certified Public Accountant (CPA) Kenya part III, or Certified Internal Auditor (CIA) Part IV from a recognized institution

- (ii) Certificate in computer from a recognized institution

3. Assistant Agricultural Officer III (9 Posts)

Salary: Job Group 'H'

Salary scale: KShs.28,620x1,110 – 29,730x1,120 – 30,850x1,150 – 32,000x1,170 – 33,170x1,250 – 34,240x1,300 – 35,720x1,380 – 37,100 p.m.

Terms of service: Permanent & Pensionable

Duties and Responsibilities

This is the entry and training grade for Assistant Agricultural Officers' cadre. An officer at this level will work under guidance of a senior officer. Duties and responsibilities will involve training and advising farmers on matters related to Crop Production, Land Development, Planning and Management of demonstration plots.

Requirements for Appointment

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

- (i) Certificate of secondary education (KCSE) mini grade C or its equivalent; and
- (ii) Diploma in any of the following disciplines: - Agriculture, Food Technology, Agriculture and Home Economics, Agricultural Education, Horticulture or any other relevant equivalent qualification from a recognized institution.
- (iii) Certificate in computer application from a recognized institution.



4. Assistant Livestock Production Officer III (7 Posts)

Salary: Job Group 'H'

Salary Scale: KShs.28,620x1,110 – 29,730x1,120 – 30,850x1,150 – 32,000x1,170 – 33,170x1,250 – 34,240x1,300 – 35,720x1,380 – 37,100 p.m.

Terms of service: Permanent & Pensionable

Duties and Responsibilities;

This is the entry and training grade for this cadre. An officer at this level will work under guidance of a senior officer. Duties and responsibilities will entail:- carrying out practical demonstrations relating to Livestock Production; Accompanying extension teams during farm visits and farmer training; participating in field days and agricultural shows to disseminate livestock production technologies and information; collecting and collating livestock data and information for gross margins, market access and planning; participating in collaborative research activities; collecting livestock inputs and products samples for analysis and advising farmers on group formation, construction of farm structures and equipment.

Requirements for Appointment;

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

- (i) Diploma in any of the following disciplines: - Animal Health and Production, Animal Husbandry, Dairy Science and Technology, Agribusiness, Animal Production, Farm management, Apiculture, Range Management and Natural resource management from a recognized institution; and
- (ii) Certificate in computer application from a recognized institution.

5. Assistant Fisheries Officer III (1Post)

Salary: Job Group 'H'

Salary Scale: KShs. 28,620x1,110 – 29,730x1,120 – 30,850x1,150 – 32,000x1,170 – 33,170x1,250 – 34,240x1300 – 35,720x1,380 – 37,100 p.m.

Terms of service: Permanent & Pensionable

Duties and Responsibilities

This is the entry and training grade for diploma holders. An officer at this level will work under the guidance of a more experienced officer. Duties and responsibilities will involve: - assisting in delivering fisheries extension services including conducting field days and training fishers; collecting and compiling fisheries statistical data; participating in fish quality assurance activities and marketing; and value addition.

Requirements for Appointment;

For appointment to this grade, an officer must:-

- (i) Diploma in either Fisheries Management, Natural Resource Management or an equivalent and relevant qualification from a recognized institution; and
- (ii) Certificate of membership to a professional body from a recognized institution; and
- (iii) Certificate in computer application skills.



6. Human Resource Assistant III (1 Post)

Salary: Job Group 'H'

Salary Scale: KShs. 28,620x1,110 – 29,730x1,120 – 30,850x1,150 – 32,000x1,170 – 33,170x1,250 – 34,240x1,300 – 35,720x1,380 – 37,100 p.m.

Terms of service: Permanent & Pensionable

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: Processing Human Resource Management matters including Appointments, Promotions and Leave Applications within existing rules, regulations and procedures; capturing and updating human resource data in HRIS and drafting letters.

Requirements for Appointment:

- (i) A Diploma in Human Resource Management, Industrial Relations, Labour Relations or any other relevant and equivalent qualification from a recognized institution, lasting not less than nine (9) months;

OR

Part I of the Certified Public Secretaries Examination from KASNEB; and

- (ii) Certificate in computer application skills from a recognized institution;

DEPARTMENT OF WATER, SANITATION AND IRRIGATION

1. Senior Inspector (Drilling) (1 Post)

Salary: Job Group 'J'

Salary Scale: KShs. 34,420x1,300 – 35,720x1,380 – 37,100x1,390 – 38,490x1,460 – 39,950x1,470 – 41,420x1,470 – 42,890x1,520 – 44,410x1,710 – 46,120 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- (i) Monitor drilling process and ensure attainment of the recommended depth;
- (ii) Ensure borehole casing, development, capping and platform construction is done as per design;
- (iii) Supervise test pumping and ensure samples for quality analysis are taken;
- (iv) Carry out borehole logging and produce interpreted data;
- (v) Ensure periodic servicing of drilling Rig and compressor;
- (vi) Provide guidance to the drilling team; and the department; and
- (vii) Perform any other official duties as may be assigned by your supervisor.

Requirements for appointment

- (i) Be a Kenyan Citizen;
- (ii) Kenya certificate of Secondary Education, or least grade C constant or equivalent;
- (iii) Diploma in drilling or ground water Technology from Kenya National Examination Council or other equivalent qualification.



- (iv) Demonstrate mechanical understanding or drilling equipment and operations; and
- (v) Minimum working experience of 3 years in relevant reputable institution/company.

2. Senior Support Staff (1 Post)

Salary: Job Group 'G'

Salary Scale: KShs.25,420x1,020 – 26,460x1,070 – 27,530x1,090 – 28,620x1,110 – 29,730x1,120 30,850x1,150 - 32,000x1,170 - 33,170 p.m.

Terms of service: Permanent and Pensionable

Duties and Responsibilities

This is the highest grade in this cadre. An officer at this level will be responsible to the head of Administration Services. Duties and responsibilities will entail: - overall management and supervision of the support staff; planning and implementation of effective support services; liaising with other of department/sections on matters pertaining to Support Staff Services Additional duties at this level will involve: - supervising other staff under the officer; assigning work to other support staff personnel; developing duty roaster; and supervising cleanliness of offices and office environment.

Requirements for Appointment

For appointment to this grade an officer must have: -

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D Plain or equivalent qualification from a recognized institution;
- (ii) Certificate in computer application skills; and
- (iii) Minimum of 4 years' experience

3. Support Staff – 1 Post

Salary: Job Group 'C'

Salary Scale: Ksh.16,920x250 – 17,170x300 – 17,470x320 – 17,790x460 – 18,250x510 – 18,760x580 – 19, 920 p.m.

Terms of service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities at this level will entail: - ensuring general office cleanliness; collecting and dispatching mails; preparing and serving beverages; operating basic office equipment; and ensuring safe custody of the office facilities.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) Be a Kenyan Citizen;
- (ii) Certificate in any general office training and experience in office administration will be an added advantage; and



1. ECDE Teacher III - 5 Posts

Salary: Job Group 'H'

Salary Scale: Ksh.28, 620x1,110 – 29,730x1,120 – 30,850x1,150 – 32,000x1,170 – 33,170x1,250 – 34,240x1,300 – 35,720x1,380 – 37,100 p.m.

Terms of service: Permanent & Pensionable

This will be the entry grade for teachers with a Diploma in ECDE. A teacher at this level will work under the supervision of a more senior teacher for the purposes of professional mentoring and growth

Duties and Responsibilities

- (i) Class teaching;
- (ii) Role modeling, guidance and counseling, mentoring and motivation of the learners;
- (iii) Preparing reports;
- (iv) Ensuring the safety and security of learners;
- (v) Identifying, initiating, developing and facilitating play learning activities that will enable learners enjoy living and learning through play;
- (vi) Developing relevant play/learning materials for all learners;
- (vii) Preparing and developing schemes of work, lessons plans, daily programme of activities, assessment and evaluation of learners' progress and keeping professional records.

Requirements for Appointment

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

- (i) Kenya Certificate of secondary Education(KCSE) minimum grade C (Plain) or its equivalent; OR
- (ii) Kenya Certificate of secondary Education(KCSE) minimum grade D+(plus) or its approved equivalent plus Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent;
- (iii) Diploma in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent;
- (iv) Registered by the Teachers Service Commission;
- (v) A certificate in computer applications;
- (vi) Certificate of Good Conduct from the National Police Service;
- (vii) Valid medical report from a registered government health facility.

In addition to the above requirements, an ECDE teacher must have the following:

Personal Qualities

- Creative and innovative
- Professionalism and integrity
- Relate well with Children, parents, and members of the society
- Modest and of sound mind

Core Competencies

- Team Player
- Ability to think creatively and constructively;
- Excellent Communication skill



2. Assistant ECDE Teacher III - 8 Posts

Salary: Job Group 'F'

Salary Scale: Kshs.20,560x680 – 21,240x700 – 21,940x780 22,720x800 – 23,520x950 – 24,470x950 – 25,420x1,040 - 26,460 p.m.

Terms of service: Permanent & Pensionable

This will be the entry grade for teachers with a certificate in ECDE. A teacher at this level will work under the supervision of a more senior teacher for the purposes of professional mentoring and growth

Duties and Responsibilities

- (i) Class teaching;
- (ii) Role modeling, guidance and counseling, mentoring and motivation of the learners;
- (iii) Preparing reports;
- (iv) Ensuring the safety and security of learners;
- (v) Assist in organizing and facilitating play/learning activities of the learners;
- (vi) Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (Holistic development);
- (vii) Managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance registers etc) and ensuring learners safety and security; and
- (viii) Preparing and developing play and learning materials.

Requirements for Appointment

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

- (i) Kenya Certificate of secondary Education(KCSE) minimum grade D+ (Plus) or KCE division IV at 'O' level;
- (ii) Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent;
- (iii) Registered by the Teachers Service Commission;
- (iv) A certificate in computer applications;
- (v) Certificate of Good Conduct from the National Police Service; and
- (vi) Valid medical report from a registered government health facility.

Personal Qualities

- Creative and innovative
- Professionalism and integrity
- Relate well with Children, parents, and members of the society
- Modest and of sound mind

Core Competencies

- Supervisory skills;
- Team Player;
- Problem -solving skills;
- Communication/Interpersonal skills



3. Assistant ECDE Teacher II (3 Posts)

Salary: Job Group 'G'

Salary Scale: Kshs: 25, 420x1,020 – 26,460x1,070 – 27,530 x1,090 – 28,620 x 1,110 – 29,730x1,120 x30,8501,150 - 32,000x1,170 - 33,170 p.m.

Terms of service: Permanent & Pensionable

Duties and Responsibilities

- (i) Class teaching;
- (ii) Role modeling, guidance and counseling, mentoring and motivation of the learners;
- (iii) Preparing reports;
- (iv) Ensuring the safety and security of learners;
- (v) Assist in designing, organizing and facilitating play/learning activities for learners;
- (vi) Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (Holistic development)
- (vii) Managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance registers etc) and ensuring learners safety and security; and
- (viii) Preparing and developing play/learning materials.

Requirements for Appointment

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

- (i) Kenya Certificate of secondary Education(KCSE) minimum grade C (Plain) or KCE division IV at 'O' level;
- (ii) Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent;
- (iii) Registered by the Teachers Service Commission;
- (iv) A certificate in computer applications;
- (v) Certificate of Good Conduct from the National Police Service; and
- (vi) Valid medical report from a registered government health facility.

Personal Qualities

- Creative and innovative
- Professionalism and integrity
- Relate well with Children, parents, and members of the society
- Modest and of sound mind

Core Competencies

- Supervisory skills;
- Team Player;
- Problem -solving skills;
- Interpersonal/ Communication skills



OFFICE OF THE GOVERNOR

1. Information Officer II (1 Post)

Salary: Job Group 'J'

Salary Scale: Ksh.34,420x1,300 - 35,720x1,380 - 37,100x1,390 - 38,490x1,460 - 39,950x1,470 - 41,420x1,470 - 42,890x1,520 - 44,410x1,710 - 46,120p.m.

Terms: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities will entail; -

- (i) Gathering, receiving, verifying, translating and editing news and features from various sources;
- (ii) Determining the quality of news in relation to original stories filed or received;
- (iii) From News Agencies and relating their relevance to Government policy; and
- (iv) Monitoring other media under the guidance of a more senior officer.

Requirements for Appointment

For direct appointment to this grade, a candidate must:

- (i) Be in possession of a Bachelor's degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, International Relations, Social Sciences or any other approved equivalent qualifications from a recognized University/Institution;
- (ii) Possess good oral and written communication skills in both English and Kiswahili; and
- (iii) Be proficient in computer applications.

OFFICE OF THE COUNTY ATTORNEY

1. Chief Legal officer – 1 Post

Salary: Job Group 'M'

Salary Scale: KShs: 52,330x2,350 - 54,680x2,550 - 57,230x2,850 - 60,080x2,850 - 62,930x2,930 - 65,860x3,080 - 68,940 pm.

Terms: Permanent and Pensionable

Duties and responsibilities at this level will entail: -

- (i) Representing and appearing for the County Government, Departments or SAGAS in Court of law, tribunal and other administrative review boards;
- (ii) Advising on all matters regarding the law; including the interpretation, impact and effect of the relevant laws and general conditions affecting various areas of the County Government's operations;
- (iii) Assisting in the co-ordination of legal due diligence, documentation and closing of transactions;



- (iv) Preparing and reviewing of legal drafts and negotiate commercial transactions leases, formal agreements and other legal instruments between the County and other parties;
- (v) Conducting legal research and analysis, preparing legal opinions, advice and recommendations on all legal matters affecting the County Government and attend to all legal correspondence appropriately;
- (vi) Participating in settlement and arbitration of disputes and manage the County's litigation cases in liaison with external lawyers and offering legal advice and recommendations on legal matters;
- (vii) Ensuring that the Government complies with all applicable legal and statutory obligations by monitoring changes in relevant legislation and regulatory environment and advising appropriately; and
- (viii) Any other duties as may be assigned from time to time or as may be delegated.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Be an advocate of the high court as an advocate with a proven Work experience of three (3) years within which he/she has appeared before superior courts representing clients in litigation.
- (ii) Bachelors of Laws (LL. B) degree from a recognized university in Kenya;
- (iii) Postgraduate Diploma in law from the Council of Legal Education;
- (iv) Has been in active member of the law society of Kenya for the last 5 years from the date of the roll as an advocate
- (v) Possession of a current Practicing Certificate as an Advocate;
- (vi) Proficiency in computer applications; and
- (vii) Fulfilled the requirements of Chapter Six of the Constitution.

HOW TO APPLY

Interested and qualified persons 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) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates, transcripts and testimonials during interviews;
- vi) 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).



- vii) Canvassing in any form will lead to automatic disqualification;
- viii) It is a criminal offence to present fake certificates/documents;
- ix) The Makueni County Government is an equal Opportunity Employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply;
- x) Affirmative action as stipulated in the constitution shall be applied;
- xi) **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. Payment of any form of fee will lead to automatic disqualification; and**
- xii) Applications should reach the Board on or before **5:00 pm. on Wednesday, 15th July, 2026.**



CS Redempta Kavindu
Secretary/CEO

MAKUENI COUNTY PUBLIC SERVICE BOARD