

**MAKUENI COUNTY PUBLIC SERVICE BOARD****P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751****Email: cpsb@makueni.go.ke****web: www.makuenipsb.go.ke****INTERNAL VACANCY ADVERTISEMENT**

Makueni County Public Service Board wishes to recruit competent and qualified serving public officers in the Government of Makueni County to fill the following vacant positions:

**DEPARTMENT OF DEPARTMENT OF GENDER, CHILDREN, YOUTH,
SPORTS AND SOCIAL SERVICES**

1. Assistant Director Social Development, Job Group 'P' (2 Posts)

Duties and responsibilities

Duties and responsibilities at this level will entail:-Implementing community mobilization, community development, social welfare, social protection, community capacity support programme(CCSP), vocational rehabilitation services, volunteerism and family promotion/protection programmes, developing strategies for social groups and communities to improve their participation in development:- verifying the eligibility of identified older persons and persons with severe disabilities for cash transfer programmes, mainstreaming disability in programmes and projects, developing and reviewing monitoring tools for implementing social development programmes, undertaking research on social development issues in the communities and supporting institutions of older persons in the provision of effective care and protection for vulnerable older persons.

Requirements for appointment;

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

- (i) Served in the grade of Principal Social Development Officer Job Group "N" for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines- Sociology, Anthropology, Social Work, Psychology, Community Development, Project Development/Management, Disability Studies, Counselling, Gender Studies, Gender and Development, Business Administration/Management or equivalent qualification from a recognized institution, and



- (iii) Masters degree in any of the following fields- Sociology, Social Work, Psychology, Community Development, Project Development/Management, Anthropology, Counselling, Gender Studies, Social studies, Gender and Development Project Planning/Management, Public Policy, Disaster Management, Business Administration/Management or equivalent qualification from a recognized institution,
- (iv) Show outstanding professional competences and administrative ability; and
- (v) Shown merit and ability as reflected in work performance and results (*attach evaluated Staff Performance Appraisal (SPA)*).

2. Principal Social Development Officer, Job Group 'N' (1 Post)

Duties and Responsibilities.

Duties and responsibilities at this level will entail:- Sensitizing stakeholders on social development policies and programmes, conducting situation analysis of social development programmes, analyzing data on accessibilities and social development opportunities for men and women, mobilizing local resources for implementation of community development projects, vetting and registering groups and community based organization to benefit from social development programmes, preparing reports on social development programmes, mainstreaming disability in programmes and projects, promoting volunteerism for peace and social economic development sensitizing communities on affirmative action for persons with disabilities, and creating awareness on family promotion and protection programmes.

Requirement for Appointment

For appointment to this grade, an officer must have:

- (i) Have served in the grade of Chief Social Development Officer Job Group "M" for a minimum period of 3 years
- (ii) Bachelor Degree in any of the following disciplines: - Sociology, Anthropology, social work, psychology, Community Development, Project Development/Management, Disability Studies, Counselling, Gender Studies, Gender and Development, Business Administration/ Management or equivalent qualification from a recognized institution.
- (iii) Certificate in senior management course lasting not less than (4) weeks from a recognized institution.
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results (*attach evaluated Staff Performance Appraisal (SPA)*).

3. Chief Social Development Officer, Job Group 'M' (2 Posts)

Duties and Responsibilities

Duties and responsibilities at this level will entail:- Mobilizing and coordinating communities to participate in social development programmes:- Identifying and implementing social development programmes and projects, liaising with stakeholders in planning, implementing and monitoring social development programmes and projects, promoting volunteerism for peace and social economic development, collecting sex and disability disaggregated data. Sensitizing communities on Affirmative Action for Persons with disabilities, training communities on participatory development approaches and mainstreaming disability in programmes and projects.



Requirements for Appointment

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

- (i) Served in the grade of Social Development Officer 1 Job Group "L" for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines: Sociology, Anthropology, Social Work, Psychology, Community Development, Project Development/Management, Disability Studies, Counselling, Gender Studies, Gender and Development, Business Administration/Management or equivalent qualification from a recognized institution;
- (iii) Certificate in computer application skills from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results (*attach evaluated Staff Performance Appraisal (SPA)*).

HOW TO APPLY

Interested and qualified officers 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. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included;
- ii) Only shortlisted and successful applicants will be contacted;
- iii) Shortlisted candidates shall be required to produce the following documents during the interview:
 - a. original National Identity Card/passport
 - b. Letter of 1st appointment
 - c. Confirmation letter to Permanent and Pensionable Establishment;
 - d. Letter of promotion to the current job group (if applicable);
 - e. Original academic certificates
 - f. Original professional certificates and transcripts
 - g. Registration certificate (where necessary)
- iv) Canvassing in any form will lead to automatic disqualification;
- v) It is a criminal offence to present or provide fake certificates/documents/information;
- vi) The Makueni County Government is an equal Opportunity Employer; qualifying persons within the public service are encouraged to apply;



- vii) 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;
- viii) Application should reach the Board on or before **Monday, 24th August, 2026** latest **5:00 p.m.**


CS. Redempta Kavindu
Secretary/CEO

MAKUENI COUNTY PUBLIC SERVICE BOARD