

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

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 AGRICULTURE, LIVESTOCK, FISHERIES AND COOPERATIVE DEVELOPMENT

1. Plant Operator III (5 Posts)**Salary: Job Group "D"****Salary Scale: Kshs. 16,910 x 510 – 17,420 x 580 – 18,000 x 580 – 18,580 x 640 – 19,220 p.m****Terms of service: Permanent & Pensionable****Duties and responsibilities**

This is the entry and training grade for plant operators. Duties and responsibilities will entail; operating machines of difficult rating 'C'; assisting machine attendance in identifying possible breakdowns; liaising with machines for servicing making daily and weekly oil checks and maintaining the cleanliness of the plant

Requirements for appointment;

For appointment to this grade a candidate must have:

- i. Kenya certificate of secondary education (KCSE) mean grade "D" plain or equivalent qualification from a recognized institution;
- ii. Passed the suitability test for plant operator III
- iii. A valid driving license free from any current endorsement for the relevant class (es) of plant
- iv. Be able to operate at least two (2) plants of 'difficult' rating 'C'



- v. Attended a first aid certificate course lasting not less than 1 week from St. John ambulance or KIHBT
- vi. Experience in plant operation will be an added advantage.

2. Agricultural Officer (3 Posts)

Salary: Job Group "K"

Salary Scale: Kshs. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 p.m.

Terms of service: Permanent & Pensionable

Duties and responsibilities

An officer at this level will be deployed to coordinate activities on one of the following areas; crop production, land development, agricultural extension and project management. Further, duties and responsibilities will entail management of information desk within the division.

Requirements for appointment;

For appointment to this grade, a candidate must have:

- i) Bachelors of Science degree in any of the following fields: - Food Science, Home Economics, Agriculture, Horticulture, Agricultural Economics, Natural Resources Management, Agribusiness, Agriculture Extension, Agricultural Education or any other relevant and equivalent qualification from a recognized institution;
- ii) Certificate in computer application skills.

3. Assistant Agricultural Officer III (2 Posts)

Salary: Job Group "H"

Salary Scale: Kshs. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 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 be deployed in division or in an Agricultural Training Centre. 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;
- 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. Engineer II (Agriculture) (2 Posts)

Salary: Job Group "K"

Salary Scale: Kshs. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will be deployed in a project area where he/she will be involved in the implementation of Engineering activities. Specific duties will include implantation of programmes in soil and water conservation, mechanization extension and agro-processing.

Requirement for Appointment

For appointment to the grade, a candidate must:

- i. Be a Kenyan citizen
- ii. Have a Bachelor's degree in any of the following disciplines: - Agricultural Engineering such as soil and water, Mechanization/ farm power, structures or any other relevant and equivalent qualification from a recognized institution;
- iii. Certificate in computer application skills.

5. Inspector (Agriculture) (1 Post)

Salary: Job Group "H"

Salary Scale: Kshs. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of service: Permanent & Pensionable

Duties and responsibilities

This is the entry and training grade for diploma and technician part III certificate holders. An officer at this level will work under the guidance and close supervision of a senior officer. Specific duties will involve provision of agricultural engineering works, services, and mechanization extension.

Requirements for appointment;

For appointment to this grade, a candidate must have:

- i. Diploma in field of agricultural engineering such as soil and water, mechanization/farm power, surveying or any other relevant and equivalent qualifications from recognized institution;
- ii. Technician part III Certificate in field of Agricultural Engineering such as soil and water, mechanization/farm power, structures, surveying or any other relevant and equivalent qualifications from recognized institution.



6. Livestock Production Officer (2 Posts)

Salary: Job Group "K"

Salary Scale: Kshs. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 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 the guidance of a senior officer. Duties and responsibilities at this level will entail; preparing livestock technical information; providing technical advice in animal production, livestock marketing, range management, apiculture, and ranching, promoting economic livestock farming; participating in organizing extension activities which include field days, agricultural shows, field demonstrations, farmer field schools and farm visits; participating in collaborative research activities; disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture and fodder production and conservation, farm planning, gross margin analysis, on farm feed formulation; implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding programmes, fodder production and conservation, value addition to livestock products, apiculture, emerging livestock and other animal husbandry interventions; and capturing, maintain and storing livestock data.

Requirements for appointment

For appointment to this grade, candidates must have;

- (i) Bachelor's degree in any of the following disciplines; Animal Science, Animal Production, Agriculture, Apiculture, Food Science and Technology, Agribusiness, Range Management, Natural Resource Management, Livestock/ Agricultural Economics, Dairy Technology or Agricultural Education and Extension from a recognized institution; and Land and Environmental Management, Land and Water Management; Soil Environment and Land Use Management; Soil Science or equivalent qualification from a recognized institution;
- (ii) Certificate in computer applications from a recognized institution.

7. Assistant Livestock Production Officer III (1 Post)

Salary: Job Group "H"

Salary Scale: Kshs. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 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 demonstra-



tions 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.

8. Assistant Office Administrator III (1 Post)

Salary: Job Group "H"

Salary Scale: Kshs. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m

Terms of service: Permanent & Pensionable

Duties and responsibilities

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail; - taking oral dictation; word and data processing; managing e-office; ensuring security of office records; documents and office equipment; maintaining an update filing system in the office operating office equipment; managing office protocol; managing office petty cash; handling telephone calls and appointments; supervising office and undertaking any other office administrative services duties that may be assigned.

Requirements for appointment;

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

- i. Kenya certificate of secondary education mean grade C- (Minus) with at least C (plain) in English or Kiswahili language or its equivalent from a recognized institution;
- ii. Diploma in secretarial studies from the Kenya National Examination Council (KNEC)

OR

- a. Business education single group certificates (BEC& GC) stage from the Kenya National Examination Council in the following subjects: -
- b. Typewriting III (minimum 50 W.P.M) Computerized document processing;
- c. Shorthand III (minimum 50 W.P.M)
- d. Business English III/Communication II;
- e. Office practice II;
- f. Office management III/office administration and management III;
- g. Commerce II;
- h. Secretarial Duties II;
- iii. Certificate in computer application from a recognized institution
- iv. Shown merit and ability as reflected in work performance



9. Position: Driver III (1 Post)

Salary: Job Group "D"

Salary Scale: Kshs. 16,910 x 510 – 17,420 x 580 – 18,000 x 580 – 18,580 x 640 – 19,220 p.m

Terms of service: Permanent & Pensionable

Duties and Responsibilities

This is the entry grade in to the driver's cadre. Duties and responsibilities at this level will involve driving a motor vehicle as authorized; carrying out routine checks on the vehicle cooling, oil, electrical and brake systems, tyre pressure, etc.; detecting and reporting malfunctioning of vehicles assigned; ensuring security and safety for the vehicle on and off the road, safety of the passengers and/or goods therein, and maintaining cleanliness of the vehicle.

Requirements for appointment;

For appointment to this grade, an officer must have:

- i Kenya Certificate of Secondary Education mean grade D plain its equivalent qualification from a recognized institution
- ii A valid driving license free from any current endorsement (s) for class (es) of vehicle (s) an officer is required to drive.
- iii Attended a First Aid Certificate Course Lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution
- iv Passed Suitability Test for Drivers Grade III
- v Passed Practical Test for Drivers conducted by the respective Ministry/Department

10. Support Staff (1 Post)

Salary: Job Group "D"

Salary Scale: Kshs. 16,910 x 510 – 17,420 x 580 – 18,000 x 580 – 18,580 x 640 – 19,220 p.m.

Terms of Service: Permanent and Pensionable

Duties and responsibilities:

Duties and responsibilities at this level will include: maintaining office cleanliness; Messengerial duties; and undertaking any other duties as assigned by the supervisor.

Requirement for appointment

For appointment to the grade, a candidate must have:

- (i) KCSE with a mean grade of D plain
- (ii) Hold of a national identification card
- (iii) Certificate in computer will be an added advantage.



11. Assistant Cooperative Officer III (1 Post)

Salary: Job Group 'H'

Salary Scale: Kshs. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of service: Permanent & Pensionable

Duties and Responsibilities

This is entry and training grade for this cadre. An officer at this level will be required to work under guidance and supervision of a senior officer. Duties and responsibility will entail;- promoting co-operatives societies and enforcing compliance with co-operative legislation

Requirements for appointment;

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

- i. Diploma in any of the following disciplines: - cooperative management, marketing or finance from a recognized institution and
- ii. Certificate in computer from a recognized institution.

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. 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 originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- iv) Canvassing in any form will lead to automatic disqualification.
- v) It is a criminal offence to present fake certificates/documents.
- vi) The Makueni County Government is an equal Opportunity Employer; Youth, Women, Persons with Disabilities and other disadvantaged persons are encouraged to apply.
- vii) The Board does not charge a fee at any stage of the recruitment process.
- viii) Applications should reach the Board on or before **Close of Business on Thursday 10th July, 2025.**

OR

Written applications enclosing current Curriculum Vitae, copies of academic and professional certificates, birth certificate and ID card clearly indicating the position applied for on the **ENVELOPE** should be submitted in a sealed envelope and addressed to:




SECRETARY
MAKUENI COUNTY PUBLIC
SERVICE BOARD
19 JUN 2025
P.O. Box 49 - 90300,
MAKUENI
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 at ACK Building Complex along Wote - Mwaani Girls Road on or before **Close of Business on Thursday 10th July, 2025.**