



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

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 HEALTH SERVICES (RE-ADVERTISEMENT)

1. Senior Assistant Director of Medical Services/Medical Specialist I

- i) Anaesthesiologist - 1 Post
- ii) Radiologist - 1 Post

Salary: Job Group 'Q'

Salary Scale: Ksh.105,570 x 5,070 – 110,640 x 5,300 – 115,940 x 5,560 – 121,500 x 5,840 – 127,340 x 6,070 – 133,410 x 6,380 – 139,179 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i) Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- ii) Carrying out specialized clinical care,
- iii) Providing psycho-social interventions;
- iv) Providing clinical services to patients;
- v) Training, consulting and performing surgeries in various health facilities;
- vi) Carrying out forensic and medico-legal services;



- vii) Coordinating disease surveillance, prevention and control;
- viii) Coordinating health education and promotion;
- ix) Implementing health projects and programs;
- x) Maintaining up to date health information systems;
- xi) Monitoring provision of health treatment and care;
- xii) Undertaking health research and analyzing medical reports.

Requirements for Appointment

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

- i) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Council;
- ii) Master's degree in any of the following fields: Medicine, Anesthesia, Radiology, from an institution recognized by the Medical Practitioners and Dentists Council;
- iii) Registration certificate by the Medical Practitioners and Dentists Council;
- iv) Valid practicing license from Medical Practitioners and Dentists Council;
- v) Certificate in Strategic Leadership Development Programme Course or its equivalent qualification lasting not less than six (6) weeks from a recognized institution;
- vi) Certificate in computer application skills from a recognized institution.

2. Health Administrative Assistant III (2 Posts)

Salary: Job Group 'H'

Salary Scale: 28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170 – 33,170 x 1,250 - 34,420 x 1,300 – 35,720 x 1,380 – 37,100 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i) Coordination of cleaning and security of the institution
- ii) Generating health facility/program annual work plan data
- iii) Preparing facility/program/unit performance reports
- iv) Spearheading health facility/program/unit budget preparation and implementation
- v) Supervising collection, banking and utilization facility improvement funds and preparing monthly, quarterly and annual reports
- vi) Coordinating maintenance of health facility /program/unit infrastructure, equipment, and estate and workplace environment
- vii) Facilitating transport and logistics
- viii) Providing secretarial and administrative support to health facility/program/unit management team



Requirements for Appointment

For appointment to this grade, a candidate must have:

- i) Kenya Certificate of Secondary Education (KCSE), mean grade C- or its equivalent qualification with at least a C in English/Kiswahili and Mathematics from a recognized Institution; and
- ii) Diploma in any of the following: - Health Management, Hospital Administration, Business Administration or its equivalent qualification from a recognized institution.

DEPARTMENT OF FINANCE, PLANNING, BUDGET AND REVENUE

1. Chief Driver (1 Post) (Re-advertisement)

Salary: Job Group 'H'

**Salary Scale: Kshs. 28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170
– 33,170 x 1,250 - 34,420 x 1,300 – 35,720 x 1,380 – 37,100 p.m.**

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities will involve driving the assigned vehicle;

- i) Carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake systems, etc.;
- ii) Detecting and reporting malfunctioning of the vehicle systems;
- iii) Maintenance of work ticket(s) for vehicle(s) assigned;
- iv) Ensuring security and safety of the vehicle on and off the road;
- v) Overseeing safety of the passengers and/or goods therein; and
- vi) Maintaining cleanliness of the vehicle(s).

Requirements for Appointment

For appointment to this grade, an officer must have:

- i) Have at least five (5) years of experience in driving;
- ii) Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized Institution;
- iii) Passed Occupational Trade Test I for Drivers;
- iv) A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) the officer is required to drive;
- v) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- vi) Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;



- vii) A valid Certificate of Good Conduct from the Kenya Police; and
- viii) 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.

DEPARTMENT OF WATER, SANITATION AND IRRIGATION

1. Managing Director – Makueni Rural Water Board (MARUWAB) (1 Post)

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

Terms of Service: three (3) year contract renewable once

The Managing Director will be responsible for providing strategic leadership to Makueni Rural Water Board (MARUWAB), positioning it for rapid growth and leading cultural transformation. The person appointed shall head the management team and shall oversee the board's day-to-day functions and operations. (S)He will ensure implementation of the Boards' decisions as well as establish long term goals, strategies, plans and policies that are aimed at improving performance, service delivery, attaining growth and improving operational efficiency.

Requirements for appointment;

For appointment to this grade, an officer must have:

- i) Be a Kenyan citizen;
- ii) A Bachelor's degree from a recognized university in Engineering (Civil or Water) or Finance or Economics, or Business Management, Environmental science or other Social Sciences;
- iii) A Master's degree or higher qualification will be an added advantage;
- iv) Experience in management of public/private entities for a period of not less than five (5) years;
- v) Attended and successfully completed a management course lasting not less than four (4) weeks from a recognized institution;
- vi) Meet the requirements of leadership and integrity in chapter six of the constitution of Kenya, 2010;
- vii) Be registered with the relevant professional body and be a member in good standing (where applicable);
- viii) Excellent interpersonal and leadership skills with highly demonstrable competencies in strategy formulation and implementation, building shared vision and managing people in a multi-cultural environment.

Duties and Responsibilities

The Managing Director will be the Board Secretary reporting to the Board and will responsible for;

- i) Implementing the Boards decisions;
- ii) Planning the Boards meetings;
- iii) Directing operations of MARUWAB;
- iv) Providing leadership in execution of the board's mandate;



- v) Spearheading development and implementation of policies, strategies, guidelines, procedures in water management including annual work plans, budget, and performance targets;
- vi) Planning, coordinating, and implementing all activities of the board in line with its policies and directives as approved;
- vii) Ensuring proper management, operational efficiency, and corporate reporting requirement of the board;
- viii) Ensuring regulatory compliance and implementation of high standards of internal controls and procedures;
- ix) Champion automation to leverage on technology and improve on operational efficiency, effectiveness, and board's growth;
- x) Identifying and developing innovative solutions to improve management of rural water schemes;
- xi) Communicating and liaising with stakeholders keeping them promptly and fully informed;
- xii) Oversee performance management and capacity development of its staff.

LANDS, URBAN PLANNING AND DEVELOPMENT, ENVIRONMENT AND CLIMATE CHANGE

1. Director Lands Urban Planning and Development (1 Post) (Re-advertisement)

Salary: Job Group "R"

Salary Scale: Kshs.127,340 x 6,070 – 133,410 x 6,380 – 139,790 x 6,570 – 146,360 x 6,770 – 153,130x 6,960 – 160,090 x 7,160 – 167,250 x 7,820 – 175,070 x 7,820 – 182,890 p.m.

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- i) Advising the county government on physical and land use planning matters that impact the County;
- ii) Formulating county physical and land use planning policies, guidelines and standards;
- iii) Preparation of county physical and land use development plans;
- iv) Preparation of local physical and land use development plans;
- v) Participating in the preparation of inter-county physical and land use development plans;
- vi) Undertaking research on matters relating to physical and land use development planning at the county level;
- vii) Recommending to the County Government the Establishment of planning units as may be necessary;
- viii) Maintaining land information system to guide physical and Land Use Planning;
- ix) Communicating decisions of the county government development applications;
- x) Issuing development permission and other development control instruments under this Act with the approval of the county executive committee; and
- xi) Any other duty as assigned by immediate supervisor.



Requirement for appointment

For appointment to this grade, an Officer must: -

- i) Be a Kenyan citizen;
- ii) Hold a Bachelor's degree in urban and regional planning or related discipline from a recognized university;
- iii) Master's degree in urban and regional planning from a recognized university will be an added advantage;
- iv) Hold a certificate in Strategic Leadership Development Programme (SLDP) or its equivalent qualification lasting not less than six (6) weeks from a recognized institution will be an added advantage;
- v) Be registered as a Physical Planner under the Physical Planners Registration Act, 1996;
- vi) Be member of Kenya Institute of Planners (KIP) or Architectural Association (town Planners chapter);
- vii) Be in good standing with relevant Professional body;
- viii) Have at least five (5) years post-qualification professional experience in physical and land use planning, with experience of not less than three (3) years in a senior managerial position in the Public Service or Private Sector; and
- ix) Is not otherwise disqualified under the provisions of Chapter Six of the Constitution or any other written law.

2. Chief Physical Planner (1Post)

Salary: Job Group M

Salary Scale: Ksh. 52,330 x 2,350 – 54,680 x 2,550 - 57,230 x 2,850 - 60,080 x 2,850 – 62,930 x 2,930 - 65,860 x 3,080 – 68,940 p.m

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i) Initiating, preparing and monitoring the implementation of County and local physical and Land Use development plans;
- ii) Providing advice on development applications and development control matters;
- iii) Implementing and providing feedback on physical and land use planning guidelines and standards;
- iv) Managing physical and land use planning data;
- v) Preparing action plans for specific projects such as residential housing schemes, shopping centres, industrial estates and recreational facilities;
- vi) Undertaking thematic regional studies on matters relating to physical and land use planning;
- vii) Preparing annual state of physical planning reports on county and local physical development plans;
- viii) Set agenda and convene physical planning liaison committee meetings;



- (i) Keeping record of deliberations and communicate decisions of the physical planning liaison committees; and
- (ii) Management of physical and land use planning data.

Requirements for Appointment

- (i) Must be a Kenyan citizen;
- (ii) Have a minimum of three (3) years' relevant experience;
- (iii) Have a bachelor's degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- (iv) Must be a member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planner Chapter);

3. Land Survey Assistants III (2Post)

Salary: Job Group H

Salary Scale: Ksh 28,620 X 1,110 – 29,730 X 1,120 – 30,850 X 1,150 – 32,000X 1,170 – 33,170X1,250 – 34,240X1300 – 35,720 X1,380 – 37,100 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i) Carrying out angular and distance measurements;
- ii) Computation for small density topographical;
- iii) Site engineering;
- iv) General boundary and;
- v) Photo control surveys.

Requirements for Appointment

- i) Must be a Kenyan Citizen;
- ii) Diploma in land surveying its equivalent from a recognized institution;
- iii) Membership to Institution of Surveyors of Kenya (ISK) or its equivalent;
- iv) Certificate in computer applications and;
- v) Such other qualifications as may be adjudged equivalent by the County Public Service Board.

4. Senior Support staff (1post)

Salary: Job Group G

Salary Scale: Ksh. 25,420 x 1,040 – 26,460 x 1,070 – 27,530 x 1,090 – 28,620 x 1,110 – 29,730 x 1,120 - 30,850 x 1,150 – 32,000 x 1,170 – 33,170 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i) Managing Office records, files and correspondences;
- ii) Monitoring cleanliness, maintenance and security of the institutional premises;



- iii) Ensuring proper use and safe keeping of government property and equipment;
- iv) Handling inquiries and directing visitors appropriately;
- v) Assisting in inventory management and stock control;
- vi) Ensuring compliance with government regulations and workplace safety standards;

Requirements for appointment

- i) Must be a Kenyan citizen
- ii) Have a KCSE certificate with a minimum grade of D (plain)
- iii) Have 6 years of relevant experience.

DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES AND COOPERATIVE DEVELOPMENT (RE-ADVERTISEMENT)

1. INSPECTOR (AGRICULTURE) (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 is the entry and training grade for diploma and technician part II 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, an officer 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.

2. PLANT OPERATOR III (5 POSTS)

Salary: Job Group “D”

Salary Scale: Kshs18,250x510 -18,760x580 -19,920x640 -20,560x680 -21,240x700 - 21,940x780 - 22,720 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;

- i) Have a Kenya certificate of secondary education (KCSE) mean grade “D” plain or equivalent qualification from a recognized institution;
- ii) Have passed the suitability test for plant operator III
- iii) Possess 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) Shown merit and ability as reflected in work performance.

DEPARTMENT OF DEVOLUTION, PUBLIC PARTICIPATION, COUNTY ADMINISTRATION & SPECIAL PROGRAMMES

1. Village Administrator III (3 Posts) (Re-Advertisement) (to represent Kitise, Kathulumbi and Ngulu Villages/Sub Wards)

Salary: Job Group ‘H’

**Salary Scale: Ksh.28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170
33,170 x 1,250 – 34,240 x 1300 – 35,720 x 1,380 – 37,100 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 village to chair the Village Council and will work under the guidance of a senior officer. Duties and responsibilities will entail:

- i) Chair the village council;
- ii) Coordinate, manage and supervise the general administrative functions in the village;
- iii) Ensuring and coordinating the participation of the village unit in governance;
- iv) Assisting the village unit to develop the administrative capacity for the effective exercise of the functions and powers and participation in governance at the local level;
- v) Exercise any functions and powers delegated by the County Public Service Board;

Requirements for Appointment

For appointment to this grade, a candidate must:

- i) Be between age 30-45 years;
- ii) Diploma course in any of the following disciplines: public administration, management, social work, community development, governance, conflict management or its equivalent qualification from a recognized institution;
- iii) Be a resident of the village/Sub Ward for a minimum period of five (5) years;
- iv) Have certificate in computer applications.



v) Meet the requirements of chapter 6 of the Constitution of Kenya, 2010

2. Firefighter III (5 posts)

Salary: Job Group E

Salary Scale: Ksh. 19,340x580 – 19,920x640 – 20,560x680 – 21,240x700 – 21,940x780 – 22,720x800 – 23,520x950 24,470 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be on-the-job training and will work under the supervision of an experienced officer. Duties and responsibilities will entail: simple maintenance of fire-fighting appliances and assisting during emergency cases.

Requirements for Appointment

For appointment to this grade, the candidate must:

- i) Have Kenya Certificate of Secondary Education mean grade 'D' or its equivalent.
- ii) Firefighter III certificate or fire management level 3 certificate from a recognized Training school/Institution;
- iii) First Aid Certificate course lasting not less than one (1) week from St. Johns Ambulance or Kenya Institute of Highways and Buildings Technology (KIHBT) or any other recognized institution
- iv) Be physically fit;
- v) Be certified medically fit by a Government doctor; and
- vi) A valid Certificate of Good Conduct from the Kenya Police

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.
- 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;
- v) 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)



- vi) Canvassing in any form will lead to automatic disqualification;
- vii) It is a criminal offence to present or provide fake certificates/documents/information;
- viii) The Makueni County Government is an equal Opportunity Employer; qualifying persons within the public service are encouraged to apply;
- ix) The Board is committed to implementing the provisions of the Constitution - chapter 232 (1) of fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities;
- x) **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;**
- xi) Application should reach the Board on or before **Thursday 11th June, 2026** latest 5:00 p.m (East African Time).

Note:

- 1) Shortlisted candidates for the position(s) of **Managing Director- Makueni Rural Water Board (MARUWAB), Director – Lands Urban Planning and Development and Village Administrator III** will be required to obtain clearance from the following institutions and the clearance certificates must be produced during the interview;
 - a. The Criminal Investigation Department (CID).
 - 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)
- 2) The shortlisted candidates shall be published on the Board's official website in accordance with the applicable recruitment procedures and transparency requirements.



 SECRETARY
 MAKUENI COUNTY PUBLIC
 SERVICE BOARD
 21 MAY 2025
 P.O. Box 49 - 90300,
 MAKUENI

CS Redempta Kavindu
Secretary/CEO
MAKUENI COUNTY PUBLIC SERVICE BOARD