

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



MAKUENI COUNTY PUBLIC SERVICE BOARD
P.O BOX 49 – 90300 MAKUENI Tel: 0115105310/0202026751
Email: cpsb@makueni.go.ke
web: www.makuenipsb.go.ke

VACANCY RE-ADVERTISEMENT

AD NO. MCPSB/11/2026

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 position as per Section 59 of the County Governments' Act 2012.

PUBLIC SERVICE MANAGEMENT

1. Director, Human Resource Management & Development (1 Post)

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

Requirements for appointment;

- i) Be a Kenyan citizen;
- ii) Have at least twelve (12) years relevant working experience with six (6) years in a management position;
- iii) Bachelors degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a recognized institution;



- iv) Masters degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Industrial Relations, Labour Relations, Education, Public Administration, Business Administration, Counselling Psychology or any other relevant qualification from a recognized institution;
- v) Certificate in Strategic Leadership Development Programme or its equivalent lasting not less than six (6) weeks from a recognized institution;
- vi) Membership to a relevant professional body;
- vii) Certificate in computer application skills from a recognized institution; and

Duties and Responsibilities

An officer at this level will be deployed to the Department responsible for Human Resource Management and Development in the County Public Service.

Duties and responsibilities will entail:

- i) Innovating and designing of human resource management and development strategies and translating them to policies;
- ii) Introducing systems and management practices that facilitate efficient and effective management of the human resource management and development function;
- iii) Initiating development and review of terms and conditions of service for the Public Service and Semi-Autonomous Government Agencies (SAGAs);
- iv) Providing guidance on human resource management and development policy matters to Departments and Agencies;
- v) Proposing performance improvement strategies that are adaptive to the changing environment and technology;
- vi) Researching on human resource best practices, formulation of human resource management and development policies, standards and regulations;
- vii) Initiating action on issues related to Collective Bargaining Agreements;
- viii) Negotiating agreements with labour unions and monitoring their implementation;
- ix) Ensuring compliance with labour laws;
- x) Monitoring implementation of remuneration policy and suggesting areas of review;
- xi) Devising innovative and creative strategies for mobilizing resources for training and capacity building;
- xii) Ensuring the maintenance of Human Resource Information Systems including authorizing and safeguarding user rights;
- xiii) Payroll management including auditing; coordinating preparation of training budgets and training proposals; forecasting human resource development requirements for the public service through periodic training needs assessments and human resource surveys;
- xiv) Developing, designing and implementing human resource development programmes, sourcing for scholarships, coordinating implementation of technical assistance



- programmes, and monitoring and evaluating the implementation and the impact of human resource development programmes in the Public Service;
- xv) Coordinating the preparation of Human resource management and development reports; and overseeing the promotion of the values and principles of public service.
 - xvi) Implementing human resource management and development policies, rules and regulations and analyzing their impact on performance management;
 - xvii) Advising Authorized Officers on delegated powers including constitution of relevant committees and panels;
 - xviii) Coordinating the processing and verifying of the agenda and minutes for the Human Resource Management Advisory Committee;
 - xix) Ensuring that professional human resource management standards are maintained;
 - xx) Advising the Technical Departments in the public service on career and succession management, human resource planning and optimal utilization of human resources;
 - xxi) Coordinating the preparation of Personnel Emoluments (PE) budgets;
 - xxii) Coordinating the implementation of performance management systems including Staff Performance Appraisal System and the Rewards and Sanctions Framework;
 - xxiii) Ensuring the maintenance of Human Resource Information Systems including authorizing and safeguarding user rights;
 - xxiv) Payroll management including cleansing and audit;
 - xxv) Coordinating and overseeing the preparation and presentation of agenda for Human Resource Management Advisory Committees and ensuring the implementation of the committee decisions;
 - xxvi) Coordinating implementation of technical training assistance programmes;
 - xxvii) Forecasting skill and competency requirements including administration of competency tests; and
 - xxviii) Coordinating the preparation of human resource management and development reports;

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) Shortlisted candidates 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)
- vii) Canvassing in any form will lead to automatic disqualification;
- viii) It is a criminal offence to present or provide fake certificates/documents/information;
- ix) The Makueni County Government is an equal Opportunity Employer; qualifying persons within the public service are encouraged to apply;
- x) The Board is committed to implementing the provisions of the Constitution - Article 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;
- 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;
- xii) Application should reach the Board on or before **Wednesday 15th April, 2026** latest 5:00 p.m.


SECRETARY
MAKUENI COUNTY PUBLIC
SERVICE BOARD
26 MAR 2025
CS. Redempta Kavindu Box 49 - 90300,
Secretary/CEO MAKUENI

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