



**MAKUENI COUNTY PUBLIC SERVICE BOARD**  
**P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751**  
**Email: secretary.cpsb@makueni.go.ke, cpsb@makueni.go.ke**  
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## **JOB 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 Article 176 of the Constitution of Kenya 2010 and Sections 45, 50 and 51 of the County Governments Act 2012.

### **DEPARTMENT OF HEALTH SERVICES**

#### **1. NURSING OFFICERS: (3 POSTS)**

**Terms of Service:** One (1) year contract

**Salary:** KShs. 45,000/=

#### **Duties and responsibilities**

- Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan
- Performing a comprehensive physical examination within various settings;
- Assessing, formulating, planning and implementing evidence-based nursing care for client/patient;
- Creating and maintaining a safe nursing care environment for client/patient;
- Carrying out patient audits to improve client/patient care;
- Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families;
- Carrying out therapeutic communication with the patient/client;
- Conducting community health risk assessment and providing outcome based interventions;
- Documenting interventions and nursing outcomes;
- Participating in quality improvement and quality assurance procedures;
- Diagnosing common health conditions and recommending necessary interventions
- Any other duties as may be assigned by the immediate supervisor

#### **Requirements for Appointment**

- Be a Kenyan citizen.

- Be a holder of Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- Be a member of Nursing Council of Kenya
- Possess a valid practicing license from Nursing Council of Kenya
- Certificate in computer application skills from a recognized institution
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

## **2. KENYA REGISTERED COMMUNITY HEALTH NURSE III (KRCHN III): (13 POSTS)**

**Terms of Service:** One (1) year contract

**Salary:** KShs. 40,000/=

### **Duties and responsibilities**

- Providing preventive and promotive healthcare services;
- Making simple diagnosis and evaluating patient's outcomes;
- Assessing, planning, implementing nursing interventions
- Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery,
- Providing health education and counseling to patients/clients and community on identified health needs;
- Facilitating patients' admission and initiating discharge plans;
- Maintaining records on patients/clients health condition and care;
- Ensuring a tidy and safe clinical environment; and collecting and compiling data.
- Conducting delivery;
- Prescription and treatment of common diseases;
- Administering drugs, vaccines, and contraceptives;
- Performing simple surgical procedures;
- Referring clients with complex or severe conditions to higher treatment centres for comprehensive care and treatment;
- Teaching and mentoring other staff
- Any other duties as may be assigned by the immediate supervisor

### **Requirements for Appointment**

- Be a Kenyan citizen.
- Be a holder of Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- Be a member of Nursing Council of Kenya
- Possess a valid practicing license from Nursing Council of Kenya
- Certificate in computer application skills from a recognized institution
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

## **3. REGISTERED CLINICAL OFFICER III: (9 POSTS)**

**Terms of Service:** One (1) year Contract

**Salary:** KShs. 40,000/=

### **Duties and responsibilities**

This is the entry grade into this cadre and an officer at this level will work under guidance of a senior officer. Duties and responsibilities at this level will include:

- Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- Implementing Community Health Care activities in liaison with other health workers;
- Guiding and counseling patients, clients and staff on health issues;
- Sensitizing patients and clients on preventive and promotive health;
- Carrying out minor surgical procedures as per training and skill;
- Collecting and compiling clinical data;
- Referring patients and clients to appropriate health facilities.
- Teaching and mentorship of human resources for health at various levels,
- Performing any other duties as may be assigned by the immediate supervisor

#### **Requirements for Appointment**

- Be a Kenyan citizen.
- Be a holder of Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from Recognized institution
- Be a registered member of the Clinical Officers Council
- Possess a valid practicing license from the Clinical Officers' Council
- Certificate in Computer Application Skills from a recognized institution
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

#### **4. MEDICAL LABORATORY TECHNOLOGIST III: (3 POSTS)**

**Terms of Service:** One (1) year Contract

**Salary:** KShs. 40,000/=

#### **Duties and responsibilities**

This is the entry and training grade for Diploma holders. An office at this level will work under the supervision and guidance of a senior and experienced officer Duties and responsibilities at this level will entail: -

- Decontaminating working benches;
- Receiving and scrutinizing laboratory requisition forms and specimens;
- Preparing clients for collection of specimens;
- Receiving, collecting, labelling and registering of specimens;
- Disaggregating specimens for processing and analyses;
- Preparing reagents; examining specimens;
- Writing and recording of results;
- Dispatching the results for use in clinical management;
- Preparing stains;
- Performing blood grouping;
- Issuing blood and blood products to peripheral Health facilities and;
- Storing blood products according to their requirements
- Performing any other duties as may be assigned by the immediate supervisor

#### **Requirements for Appointment**

- Be a Kenyan citizen.
- Be a holder of Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- Be a registered member of Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

- Certificate in computer applications skills
- Possess a valid practice license from KMLTTB
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

#### 5. PHARMACEUTICAL TECHNOLOGIST (3 POSTS):

**Terms of Service:** One (1) year Contract  
**Salary:** KShs. 40,000/=

##### Duties and responsibilities

- Interpretation and issuing medication as per prescription;
- Ensuring proper keeping of pharmacy records;
- Commodity management of drugs and non-pharmaceuticals to ensure no stock-outs or wastage through expiry;
- Teaching and mentoring other staff;
- Any other duties as may be assigned by the immediate supervisor

##### Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of Diploma in Pharmacy from a recognized institution;
- Certificate in Computer Application Skills from a recognized institution.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

#### 6. PHARMACIST: (1 POST)

**Terms of Service:** One (1) year contract  
**Salary:** Kshs. 100,000/=

##### Duties and responsibilities

An officer at this level will work under supervision of a senior pharmacist. Duties and responsibilities will include:

- Screening prescriptions for legal validity, drug contraindications, drug interactions, appropriateness of dose, frequency and duration of dosing and patient convenience;
- Preparing and dispensing medicines according to Good Dispensing Practices and counseling patients on use of medicines;
- Making extemporaneous preparations;
- Participating in ward rounds;
- Identifying medicinal gaps and challenges;
- Maintain a daily activity log book for recording all activities undertaken; recommending Over the Counter (OTC) medicines to patients/clients with simple medical conditions and making necessary referrals;
- Making entries into the relevant inventory management records and registers.
- Performing any other duties as may be assigned by the immediate supervisor

##### Requirements for Appointment

- Be a Kenyan citizen.
- Bachelor of Pharmacy (B Pharm) Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board;

- Successively Completed one (1) year internship from a recognized institution;
- Registration Certificate by the Medical Practitioners and Dentists Board;
- Certificate in Computer application skills from a recognized institution;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

## **7. SUPPLY CHAIN MANAGEMENT ASSISTANT III (2 POSTS)**

**Terms of Service: One (1) year contract**

**Salary: KShs. 40,000/=**

### **Duties and responsibilities**

- Assisting in Procurement.
- Preparation of procurement plans, market survey and research
- Disposal of stores and equipment in accordance to the aid down regulations and procedures.
- Preparation of periodic supply chain management reports.
- Performing any other duties as may be assigned by the immediate supervisor

### **Requirements for Appointment**

- Be a Kenyan citizen;
- Be a holder of Diploma in Supplies Management or its equivalent from a recognized institution;
- Certificate in Computer Application Skills from a recognized institution.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

## **8. RADIOGRAPHER III: (1 POST)**

**Salary: Job Group H**

**Salary Scale: KSH. Ksh. 24,580 x 1,070 – 25,650 x 1,080 – 26,730 x 1,110 – 27,840 x 1,130 - 28,970 x 1,200 – 30,170 x 1,260 – 31,430 x 1,330 – 32,760 p.m**

### **Duties and responsibilities**

This will be the entry and training grade for Radiographers cadre. An officer at this level will work under the supervision and guidance of an experienced officer. Specific duties will include:

- Providing radiographic services to the patients;
- Processing, verifying and maintaining information relating to patients;
- Ordering and maintaining records of radiographic and photographic supplies.
- Performing any other duties as may be assigned by the immediate supervisor

### **Requirements for Appointment**

- Be a Kenyan citizen.
- Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics; and
- Be a holder of Diploma in any of the following: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging,

Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution.

- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

In addition to the above requirements, an officer must have the following

- **Personal Qualities:**

Ability to get on well with the diverse workforce; Good knowledge in the professional field of specialization; Good communication skills; Ability to take instructions and good organizational and supervisory skills.

- **Core Skills:**

Team playing skills; Accuracy; Care for resources; Manual dexterity; Execution of instructions; Interpersonal skills; Analytical skills and Records Management skills

## **9. PLASTER TECHNICIANS (4 POSTS)**

**Terms of Service:** One (1) year Contract

**Salary:** KShs. 30,000/=

### **Duties and Responsibilities**

- Manipulating and reducing fractures and dislocations.
- Fixing and removing casts, bandages to and from patients.
- Correcting Congenital Talipes Equino - Varus (C.T.E.V).
- Participating in the management of minor orthopaedic and trauma cases in emergencies and accidents.
- Sensitizing and creating awareness on orthopaedic and trauma conditions to the communities.
- Protecting patients and support staff by adhering to Infection Control Protocols.
- Counselling patients/clients on issues regarding orthopaedic trauma.
- Ensuring compliance with the set standard operating procedures.

### **Qualifications and Experience**

- Certificate in Orthopaedic Plaster and Traction Technology or Orthopaedic Plaster Technology from a recognized institution.
- At least two (2) years working experience in an NHIF accredited facility.
- Registration with a professional body.
- Certificate in computer operations from a recognized institution.

## **10. EMERGENCY MEDICAL TECHNICIAN (3 POSTS)**

**Terms of Service:** One (1) year Contract

**Salary:** KShs. 40,000/=

### **Duties and responsibilities**

- Evacuate patients and offer first aid services.
- Provision of Basic Life support skills.
- Communication in disaster management and evacuation.

## **Requirements for Appointment**

- Be a Kenyan citizen.
- Certificate in Basic Life Support from a recognized institution for not less than six (6) months.
- Certificate in computer operations from a recognized institution.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

### **11. PSYCHOSOCIAL COUNSELLOR: (1 POST)**

**Terms of Service:** One (1) year contract

**Salary:** KShs. 60,000/=

### **Duties and responsibilities**

The officer at this level will be deployed in the County or Sub county Hospital(s) and will work under guidance of the County Counselling Unit head.

### **Duties and Responsibilities**

- Conducting client intake and individual counselling sessions for people with all kinds of difficulties, from substance abuse, domestic violence to post-traumatic stress and eating disorders, aging, bullying, anger management, careers, depression, relationships, self-image, stress and suicide then help clients define goals, plan action and gain insight.
- Undertaking assessments, including assessment of counselling needs, risk assessment and psychometric testing;
- Select, administer, and interpret psychological tests to assess intelligence, aptitudes, abilities, or interests.
- Collect information about individuals or clients, using interviews, case histories, observational techniques, and other assessment methods.
- Formulating a psychological explanation of the client's issues; as well as talking to people and helping them deal with their problems
- Based on these assessments, counselling psychologists will then create a bespoke therapy plan for the individual service user.
- Develop therapeutic and treatment plans based on clients' interests, abilities, and needs.
- Evaluate the results of counseling methods to determine the reliability and validity of treatments.
- Establishing a collaborative working relationship with the client based on trust and respect;
- Writing reports and record-keeping;
- Continuing personal and professional development (CPD);
- Undertaking research, either individually or as part of a team to develop or improve diagnostic or therapeutic counseling techniques.
- Consult with other professionals to discuss therapies, treatments, counseling resources, or techniques, and to share occupational information.
- Analyze data such as interview notes, test results, and reference manuals to identify symptoms and to diagnose the nature of clients' problems.
- Provide consulting services to schools and social service agencies.
- Refer clients to specialists or to other institutions for non-counseling treatment of problems.

### **Requirements for Appointment**

- Be a Kenyan citizen.

- Be a holder of Bachelor's Degree in Counselling or a Bachelor's Degree in Social Sciences with a Post-Graduate Diploma from a recognized institution;
- A master's degree in the relevant field will be an added advantage.
- Be a registered member of the Kenya Counsellors and Psychologists Association.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and integrity.
- Be computer literate

### **Other requirements**

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce;
- Effective knowledge in the professional field of specialization;
- Effective communication skills;
- Ability to take instructions;
- Effective organizational and supervisory skills;
- Ability to keep confidentiality of clients information;
- Writing skills.
- Able to maintain confidentiality and high standards of ethical behaviour
- Team playing skills;
- Accuracy;
- Care for resources;
- Manual dexterity;
- Execution of instructions;
- Interpersonal skills;
- Analytical skills; and,
- Records Management skills.

## **12. HEALTH ADMINISTRATIVE OFFICER III (1 POST)**

**Terms of Service:** One (1) year contract

**Salary:** KShs. 40,000/=

### **Duties and Responsibilities**

- Overseeing procurement,
- Provision and maintenance of facilities;
- Preparation of budgets and sound management of budgetary allocations
- Revenue collection;
- Overseeing welfare of staff and patients and ensuring their security; and
- General upkeep of the hospital.

### **Requirements for Appointment**

- Be a Kenyan citizen.
- Diploma in any of the following: - Health Management, Hospital Administration, Business Administration or its equivalent qualification from a recognized institution.
- Certificate in Computer application skills from a recognized institution;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010



### **13. MEDICAL OFFICERS: (7 POSTS)**

**Terms of Service:** One (1) year contract

**Salary:** KShs. 100,000/=

#### **Duties and responsibilities**

An Officer at this level will work under guidance of a senior officer. Duties and responsibilities will entail:

- Diagnosing, caring and treating diseases;
- Performing medical and surgical procedures;
- Preparing and responding to emergencies and disasters;
- Participating in management of medicines, medical instruments and equipment;
- Providing health educational maintaining medical records, health information and data;
- Counselling patients and their relatives on diagnoses and bereavement;
- Teaching and coaching medical students, nursing students and clinical officer interns;
- Preparing requisite documents for registration.
- Performing any other duties as may be assigned by the immediate supervisor

#### **Requirements for Appointment**

- Be a Kenyan citizen.
- Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board;
- Successively Completed one (1) year internship from a recognized institution;
- Registration Certificate by the Medical Practitioners and Dentists Board;
- Certificate in Computer application skills from a recognized institution;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

### **14. REGISTERED NURSE I – CRITICAL CARE NURSE: (3 POSTS)**

**Terms of Service:** Three (3) years Contract

**Salary:** Job Group K

**Salary Scale:** Ksh. 37,070 x 1,470 – 38, 540 x 1,520 – 40,060 x 1,710 – 41,770 x 1,910 – 43,680 x 2,000 – 45,680 x 2,100 – 45,680 x 2,100 – 47,780 x 2,170 – 49,950 p.m.

#### **Duties and responsibilities**

Duties and responsibilities at this level will entail:

- Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- Diagnosing common health conditions;
- Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health;
- Providing health education and counselling to patients/clients and community on identified health needs;
- Referring patients and clients appropriately;
- Facilitating patients' admission and initiating discharge plans;
- Maintaining records on patients/clients health condition and care;
- Ensuring a tidy and safe clinical environment;

- Collecting and collating data for research;
- Evaluating healthcare outcomes on patients/clients and preparing individualized reports;
- Conducting assessment of schools health needs;
- Planning, implementing interventions and preparing periodic reports;
- Identifying occupational health needs and making appropriate recommendations.

In addition to the above general duties, the officer at this level will be responsible for care of patients (paediatrics and adults) who require critical care nursing. Specific duties will include:

- Assessment and nursing care of patients.
- Initiation of patient care and machine monitoring in the critical care unit.
- Nursing care prior to and following specialised surgery.
- Organizing for and coordinating training for staff on critical care.
- Ensuring a safe environment for care of patients
- Performing any other duties as may be assigned by the immediate supervisor

### **Requirements for Appointment**

- Be a Kenyan citizen.
- Served in the grade of Registered Nurse for a minimum period of three years:
- Diploma in any of the following disciplines: Kenya Registered Community, Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- Higher Diploma in Critical care nursing from a recognised institution
- Registration Certificate issued by the Nursing Council of Kenya;
- Valid practising license from the Nursing Council of Kenya;
- Certificate in computer application skills from a recognized institution;
- Shown merit and ability as reflected in work performance and results.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

## **15. HUMAN RESOURCE ASSISTANT III (1 POST)**

<b>Salary:</b>	<b>Job Group “H”</b>
<b>Salary Scale:</b>	<b>KSH. Ksh. 24,580 x 1,070 – 25,650 x 1,080 – 26,730 x 1,110 – 27,840 x 1,130 - 28,970 x 1,200 – 30,170 x 1,260 – 31,430 x 1,330 – 32,760 p.m</b>

### **Duties and responsibilities**

- Processing Human Resource Management matters including appointments, promotions and leave applications within the existing rules, regulations and procedures
- Capturing and updating human resource data in iHRIS
- Drafting letters

### **Requirements for Appointment**

- Be a Kenyan citizen.
- Diploma in Human Resource Management, Industrial Relations. Labour Relations or any other relevant institution lasting not less than nine (9) months.
- Certificate in Computer application skills from a recognized institution;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

## **16. MORTUARY ATTENDANTS (5 POSTS)**

**Terms of Service:** One (1) year contract

**Salary:** KShs. 20,000/=

### **Duties and Responsibilities:**

- Receiving of dead bodies from wards, public and police and delivering same to relatives/parents/police;
- Wrapping in mortuary sheets, labelling and storing of dead bodies in the Cold room of the mortuary;
- Keeping of appropriate registers for receipt and delivery of dead bodies at the mortuary;
- Washing, cleaning and disinfecting of mortuary equipment and instruments after postmortem examinations;
- Embalming of bodies whenever required;
- Delivering of dead bodies after autopsies to relatives/parents/police
- Placing of dead bodies from wards and after autopsies in appropriate coffins whenever required.
- Assisting in postmortems
- Proper cleanliness and upkeep of the Mortuary, cold room equipment, instrument;
- Performing any other duties as may be assigned by the immediate supervisor

### **Requirements for Appointment**

- Be a Kenyan citizen.
- Relevant training from a recognized institute
- Training in embalming will be added advantage
- Minimum experience 2 years
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

## **17. AMBULANCE DRIVERS: (5 POSTS)**

**Terms of Service:** One (1) year contract

**Salary:** KShs. 20,000/=

### **Duties and responsibilities**

The Officer will be responsible for the following:

- Driving an ambulance to transport sick, injured, or convalescent persons.
- Assisting ambulance attendant to place patients on stretcher and loads stretcher into ambulance.
- Taking sick or injured persons to hospital, or convalescents to destination.
- Assisting in changing soiled linen on stretcher.
- Administering first aid as required.
- May assist to restraint violent patients if necessary.
- Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.;
- Detecting and reporting malfunctioning of vehicle systems;
- Maintenance of work tickets for vehicles assigned;
- Maintaining cleanliness of the vehicle/Ambulance.

- Performing other duties as may be assigned from time to time by the immediate supervisor

### **Requirements for appointment**

- Be a Kenyan citizen.
- Possess a valid driving license free from any current endorsement (s) for class (es) of vehicle (s) an officer is required to drive.
- Have a First aid training Lasting not less than one (1) week preferably from St. Johns Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution.
- Knowledge and skill in driving to avoid sudden motions detrimental to patients.
- Full Knowledge of motorable routes within the county.
- Passed Occupational Trade Test III for Drivers.
- Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution.
- Those who have served in the disciplined forces will have an added advantage.
- 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.
- A valid Certificate of Good Conduct from the Kenya Police and;

### **18. CLERICAL OFFICERS: (6 POSTS)**

**Terms of Service:** One (1) year contract

**Salary:** KShs. 20,000/=

### **Duties and responsibilities**

Work at this level will be carried out under close supervision and guidance of a more senior officer and will be subject to regular checks and verification. Officers at this level will be deployed in the HRM Unit, general registry, supplies, accounts office or general office services.

Specific duties will include;

- Compiling statistical records;
- Sorting, filing and dispatching letters;
- Maintaining an efficient filing system;
- Processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- Computation of financial or statistical records based on routine or special sources of information;
- Preparing payment vouchers;
- Compiling data and drafting simple letters.
- Performing any other duties as may be assigned by the immediate supervisor

### **Requirements for Appointment**

- Be a Kenyan citizen.
- Kenya Certificate of Secondary Education (KCSE) mean grade C Plain or its approved equivalent;
- Proficiency in computer applications.
- Those with KATC/ATC qualifications will have an added advantage,

**NOTE:**

- (i) Candidates should attach **ONLY** relevant professional certificates, National Identity Card, professional registration card and practice licence where necessary.
- (ii) Only shortlisted candidates will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) Shortlisted candidates will be required to produce their original National Identity Cards, academic and professional certificates and transcripts during the interview.
- (v) The Makueni County Government is an equal opportunity employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply.
- (vi) Affirmative action as stipulated in the constitution shall be applied.

Interested and qualified persons are requested to submit their applications **via email** to: [cpsb@makueni.go.ke](mailto:cpsb@makueni.go.ke) in the format;

1. Position applied for as the mail subject
2. Attach a zipped folder with the Application Letter, CV and other Relevant testimonials as outlined in roman (i) above.  
so as to reach the undersigned on or before Friday **17<sup>th</sup> April, 2020 at 5:00 p.m.**

**The Ag. Secretary/CEO  
Makueni County Public Service Board  
P.O. Box 49 - 90300  
MAKUENI**