



**MAKUENI COUNTY PUBLIC SERVICE BOARD**

**P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751**

**Email: cpsb@makueni.go.ke**

**Web: www.makuenipsb.go.ke**

**JOB ADVERTISEMENT (RE-ADVERTISEMENT)**

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:

**DEPARTMENT OF LANDS, URBAN PLANNING AND DEVELOPMENT,  
ENVIRONMENT AND CLIMATE CHANGE.**

**VACANCY IN THE GRADE OF MANAGING DIRECTOR,  
MAKUENI COUNTY SAND CONSERVATION AND UTILIZATION AUTHORITY  
JG SA1 (EQUIVALENT TO JG R)**

Pursuant to Section 7(3) of the Makueni County Sand Conservation and Utilization Act, 2015, applications are invited for the position of Managing Director, Makueni County Sand Conservation and Utilization Authority.

**Salary:** Job Group R

**Salary Scale:** Kshs. 121,430 x 6,070 – 127,500 x 6,370 – 133,870 x 6,570 – 140,440 x  
6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140 p.m.

**Reporting:** The Managing Director will report to the Board of the Authority

**Terms of service:** 5 years renewable contract subject performance.

**Duties and responsibilities:**

**Under the Sand Conservation and Utilization Section**

1. To conserve and provide for periodic assessment of sites designated for purposes of protecting natural resources and environment;
2. To mitigate the risks associated with unregulated sand utilization which include environmental degradation.
3. To educate the public on the process and importance of protecting the environment and proper utilization of natural resources;
4. To cater for the rights of all the parties involved in the process of sand conservation and utilization and ensure the community benefits from the resource;
5. To co-ordinate the various sand management activities being undertaken by agencies and promote the integration of sand related environmental consideration into development

**SECRETARY  
MAKUENI COUNTY PUBLIC  
SERVICE BOARD**  
**22 MAR 2023**  
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- policies, plans, programmes and projects with a view to ensuring the conservation and rational utilization of the resource on a sustainable yield basis for the improvement of the quality of human life in the County;
6. To establish and maintain effective working relationship with key stakeholders and partners, including building their capacities to bolster sand and environment conservation activities;
  7. To License and register all persons who wish to engage in any sand utilization activities and maintaining such registers as may be necessary;
  8. To mobilize and monitor the use of finance and human resources for sand conservation and utilization; and
  9. To provide technical assistance to community groups as and when necessary to ensure effective management of sand utilization and conservation of sites.

#### **Under the Sand Enforcement and Compliance Section**

1. Command and control of the Sand Enforcement Department of the Authority;
2. Ensure effective handling, maintenance and safe custody of security equipment;
3. Ensure safe custody and security of assets of the Authority;
4. Establish systems for effective collaboration with government security agencies, communities and other stakeholders for effective enforcement of Makueni County Sand Conservation and Utilization Act, 2015; and
5. Develop capacity for effective enforcement of Makueni County Sand Conservation and Utilization Act, 2015.

#### **Under the Administration Section**

1. Liaising with superior to make decisions for operational activities and set strategic goals;
2. Planning and monitoring the day-to-day running of the Authority to ensure smooth progress;
3. Overseeing and Supervising staff and providing constructive feedback;
4. Working closely with the Management team and advising on financial implications of the proposed actions and inform guide decision making;
5. Overseeing procurement processes and coordinate material and resources allocation;
6. Oversee customer support processes and organize them to enhance customer satisfaction;
7. Compiling financial information and adjust operational budgets to promote efficiency and effectiveness;
8. Planning and coordinating timely preparation of annual work plans and budget estimates;
9. Coordinating ISO processes and compliance;
10. Ensuring adherence to contractual agreements; and
11. Manage relationships/agreements with external customers.

#### **Requirements for Appointment: -**

1. **A Master's Degree from a recognized institution in any of the following;**  
Environmental Economics, Environmental Diplomacy, Environmental Law, Environmental Science, Forest Survey for Sustainable Development, Forestry, Natural Resources Management, Environmental Governance, Environmental Policy , Geo-spatial Information and Remote Sensing, Geo-information Sciences, Environmental Planning and Management/Studies/Agro-forestry and Rural Development/Environmental Education/Health/Environmental Management and Legislation, Marine Science, Fish Science, Biological Science (Botany/Zoology/Aquatic Ecology/Biology of Conservation), Management of Agro-ecosystems and Environment, Afro-Forestry, Environmental Chemistry, Climate Change Adaptation, Agriculture Resource Management, Agriculture Economics, Land and Water Management, Biodiversity Conservation, Limnology and Hydrology, Wildlife Conservation; Range Management, Meteorology, Climate Change or Sustainable Development, Resource Conflict Management.





2. **A Bachelor's Degree from a recognized institution in any of the following;**  
Environmental Science, Environmental Conservation and Natural Resource Management, Environmental Conservation, Environmental Education, Environmental Health, Environmental Horticulture and Landscaping, Environmental Law, Environmental Management and Conservation, Environmental Resource Conservation, Environmental Studies and Community Development, Environmental Studies and Community Resource Conservation, Fisheries, Forestry, Geo-spatial Information and Remote Sensing, Agriculture, Aquatic Science, Bio-Resource Conservation and Management, Botany, Chemistry, Climate Change and Development, Coastal and Marine Resource Management, Conservation Biology, Disaster Mitigation and Sustainable Development, Dry land Agriculture and Enterprise Development, Earth Science with Information Technology, Ecology, Environmental and Bio-system Engineering, Environmental Chemistry, Geography, Geo-information Sciences, Horticulture, Land Resource Planning and Management, Management of Agro-Ecosystem and Environment, Marine Resource Management, Meteorology, Natural Resource Management, Range Management, Waste Management, Water Resources and Environment, Wildlife Management or Zoology .
3. At least eighteen (18) years working experience with a minimum of seven (7) years in senior management in public or private Sector;
4. Certificate in Strategic Leadership Development Programme (SLDP) lasting not less than six (6) weeks or equivalent will be an added advantage;
5. Must be a member in good standing of a relevant professional body;
6. Experience with result-based project cycle management including monitoring and evaluation methodologies and project budget management;
7. Experience in participatory and community-based development or natural resource management approaches;
8. Has demonstrated professional administrative capabilities and initiative in the general organization and management of programs in public/private organization;
9. Demonstrate experience and capacity in resource mobilization;
10. Has understanding of the Public Service Financial, Accounting, Administration and Human Resource Management operations.

### **HOW TO APPLY**

Written applications enclosing the Job Application Form, current Curriculum Vitae, copies of academic and professional certificates and ID card should be submitted in a sealed envelope and addressed to:

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



OR

Delivered by hand at the reception of Makueni County Public Service Board offices located past Makueni Girls and Opposite Wote Technical Training Institute.

All the applications should reach the Secretary/CEO, Makueni County Public Service Board on or before **5:00p.m on Tuesday, 4<sup>th</sup> April, 2023.**

**NOTE:**

- i. The Job Application Form (Revised 2022) can be downloaded from the County Public Service Board's website; [www.makuenipsb.go.ke](http://www.makuenipsb.go.ke)
- ii. Candidates should attach relevant academic and professional certificates, National Identity Card, practice license and professional registration certificate (where necessary).
- iii. Shortlisted candidates will be required to obtain clearance from the following Institutions and the clearance certificates **must** be produced during the interviews;
  - The Criminal Investigation Department (CID)
  - Credit Reference Bureau (CRB)
  - Higher Education Loans Board (HELB)
  - Kenya Revenue Authority (KRA)
  - Ethics and Anti-Corruption Commission (EACC)
- iv. Only the shortlisted candidates will be contacted.
- v. Canvassing in any form will lead to automatic disqualification.
- vi. Shortlisted candidates will be required to produce their original National Identity card/valid passport, certificates and testimonials at the interview.
- vii. The Government of Makueni County is an equal employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply.
- viii. Affirmative action as stipulated in the constitution shall be applied.
- ix. The Board does not charge a fee at any stage of the recruitment process and payment of any form of fee will lead to automatic disqualification.



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