



MAKUENI COUNTY PUBLIC SERVICE BOARD  
P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751  
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**INTERNAL VACANCY ADVERTISEMENT**

Makueni County Public Service Board wishes to recruit competent and qualified serving public officers in the Government of Makueni County to fill the following vacant positions:

**DEPARTMENTS OF:**

- 1) AGRICULTURE, IRRIGATION, LIVESTOCK, FISHERIES AND COOPERATIVE DEVELOPMENT
- 2) ICT, EDUCATION AND INTERNSHIP
- 3) THE COUNTY TREASURY
- 4) HEALTH SERVICES

**1. CHIEF VETERINARY SERVICES, JOB GROUP 'N'(3 POSTS)**

**Duties and responsibilities**

Duties and responsibilities at this level will entail: -

Desseminating data/information on animal health, products and markets; collaborating with stakeholders in providing veterinary services; undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations; training stakeholders on vector control programmes, animal health, breeding, welfare and good veterinary practices; treating sick animals; collating data and preparing reports on animal health, products and markets; undertaking postmortem examination and other diagnostic tests; inspecting, grading and licencing plants processing animal products and transport carriers/containers; examining and issuing animal health certificate; and participating in field efficacy trials for drugs, vaccines and acaricides

**Requirements for appointment;**

For appointment to this grade, an officer must have:

- (i) Have served in the grade of Senior Veterinary Officer Job Group "M" for a minimum period of three (3) years;
- (ii) Be in possession of a Bachelor of Veterinary Medicine (BVM) degree from a recognized institution;



- (iii) Be registered and retained by Kenya Veterinary Board;
- (iv) Have a Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Have Certificate in computer application from a recognized institution; and
- (vi) Have shown ability and demonstrated merit as reflected in work performance and results.

## 2. SENIOR SUPERINTENDING ENGINEER (AGRICULTURE), JOB GROUP 'N' (1 POST)

### Duties and responsibilities

Duties and responsibilities at this level will involve working in one of the sections within the branches in agricultural engineering services at the headquarter or in the province. At the ministry headquarters, the officer will be deployed to head a station within a branch. Specific duties will involve completion of field reports, organizing and facilitating training programs in liaison with relevant institution and agencies to provide and maintain data for effective decision making. At the province the officer will coordinate all the agricultural engineering programs/projects

### Requirements for appointment;

For appointment to this grade, an officer must have:

- i) Served in the grade of Chief Superintending Engineer (Agriculture) or in a comparable and relevant position in the public service for a minimum period of three years
- ii) Be registered by the engineers registration board of Kenya
- iii) Attended a management course not less than four weeks from a recognized institution;
- iv) Have demonstrated a high degree of professional and technical competence as reflected in work performance and results

## 3. PRINCIPAL AGRICULTURAL OFFICER, JOB GROUP 'N'(4 POSTS)

### Duties and responsibilities

An officer at this level may be deployed in district, province or at the ministry head quarters. At the district, the officer will be deployed as the district agricultural officer (DAO) to coordinate all agricultural services in the district. At the province the officer will be deployed as a subject matter specialist to coordinate any of the following programmes:- gender and home management; land development and environment management; crop development; project monitoring and evaluation; extension, research liaison and training; or promotion and development of agribusiness activities. At the ministry head quarters the officer will be deployed to head a section within a branch. Specific duties will involve completion of field reports, organizing and facilitating training programmes in liaison with relevant institutions and agencies to provide and maintain data for effective decision making.



**Requirements for appointment;**

For appointment to this grade, an officer must have:

- i) Served in the grade of Chief Agricultural Officer Job Group “M” or in a comparable and relevant position in the public service for atleast three years
- ii) Demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results

**4. CHIEF AGRICULTURAL OFFICER, JOB GROUP ‘M’(3 POSTS)**

**Duties and responsibilities**

An officer at this level will be deployed as head of a division, as a subject matter specialist in a district or as head of an Agricultural Training Centre (ATC). Specific duties in the division will involve coordination of all agricultural services in an administrative division. Duties as a district subject matter specialist (SMS) will entail coordination of any of the following programmes: Gender and Home Management; Land Development and Environment Management; Crop Development; Projects Monitoring and Evaluation; Extension, Research Liason and Training; or Promotion and Development of Agribusiness activities. As the head of an Agricultural Training Centre the officer will be responsible for the overall administration and management of the centre

**Requirements for appointment;**

For appointment to this grade, an officer must have:

- i) Served in the grade of Senior Agricultural Officer or in a comparable and relevant position in the public service for atleast three (3) years;
- ii) Attended a management course lasting not less than four (4) weeks from a recognized institution and
- iii) Demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results

**5. PRINCIPAL COOPERATIVE OFFICER, JOB GROUP ‘N’(1 POST)**

**Duties and Responsibilities**

An officer at this level may be deployed as a subject matter specialist in any of these areas education and training, marketing, finance, savings and credits, projects, accounts governance or statistics. Specific duties entail; promoting cooperative societies, advising on cooperative investment overseeing cooperative election, analyzing data for policy formulation developing and monitoring work plan for cooperative extension services; overseeing cooperative activities in several cooperative societies; evaluating cooperative activities and trends for promoting the cooperative movement; and enforcing compliance with cooperative legislation



**Requirements for appointment;**

For appointment to this grade, an officer must have:

- i) Served in the grade of Chief Co-operative Officer Job Group 'M' for a minimum period of three (3) years;
- ii) Bachelor's degree in any of the following disciplines: Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-operative Management, Marketing, Entrepreneurship, Organizational Development, Finance or Agribusiness from a recognized institution;
- iii) Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- iv) Certificate in computer applications from a recognized institution; and
- v) Demonstrated merit and shown ability as reflected in work performance and results

**6. ASSISTANT FISHERIES OFFICER I, JOB GROUP 'K'(4 POSTS)**

**Duties and responsibilities will entail:-**

Duties and responsibilities at this level will involve: Undertaking fisheries, extension services in aquaculture and capture fisheries; Undertaking environmental management including monitoring water bodies for signs of water pollution, invasive weeds and alien fish species; Monitoring siltation of rivers, lakes and government fish farms; Receiving, collating, analyzing and disseminating fisheries statistical data; Compiling monthly fisheries reports; and Promoting fish marketing and value addition.

Further, the officer will also be involved in monitoring, control and surveillance of the fisheries resources; and inspecting fish and fish handling facilities at fish landing sites, markets and farms for quality assurance.

**Requirements for appointment;**

**For appointment to this grade, an officer must have:**

- i) served in the grade of Assistant Fisheries Officer II Job Group "J" for a minimum of three (3) years;
- ii) Diploma in either Fisheries Management, Natural Resource Management or an equivalent qualification from a recognized institution;
- iii) Certificate in computer application skills from a recognized institution; and
- iv) shown merit and ability as reflected in work performance and results.

**7. YOUTH POLYTECHNIC INSTRUCTORS I JOB GROUP "K" (1 POST)**

**Duties and Responsibilities**

- i) Theoretical and practical instruction in the area of specialization;
- ii) Preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- iii) Carrying out trainee assessment;
- iv) Preparing trainee progress reports



- v) Ensuring proper storage, care and usage of teaching and learning materials, tools and equipment;
- vi) Administering examinations;
- vii) Coordinating co-curricular activities;
- viii) Ensuring trainee discipline is maintained;
- ix) Coaching and providing leadership to newly deployed instructors;
- x) Liaising with relevant industries for trainee attachment;
- xi) Guiding, monitoring and supervising trainees on attachment;
- xii) Preparing trainees progress reports.

### Requirements for Appointment

For promotion to this grade, an officer must have:

- i) Served in the grade of Youth Polytechnic Instructor II for a minimum period of three (3) years;
- ii) Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumental and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology ;Food Technology; Institutional Management; Catering and Housekeeping; Carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;
- iv) Certificate in computer applications from a recognized institution; and
- v) Shown merit and ability as reflected in work performance and results.

## 8. SENIOR YOUTH POLYTECHNIC INSTRUCTOR JOB GROUP "L" (2 POSTS)

### Duties and Responsibilities

- i) Theoretical and practical instruction in the area of specialization;
- ii) Preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- iii) Carrying out trainee assessment;
- iv) Preparing trainee progress reports
- v) Coordinating storage, care, maintenance and proper usage of teaching and learning materials, tools and equipment;
- vi) Coordinating co-curricular activities;
- vii) Ensuring trainee discipline is maintained;
- viii) Coaching and providing leadership to newly deployed instructors;
- ix) Liaising with relevant industries for trainee attachment;
- x) Coordinating and monitoring trainees on industrial attachment;
- xi) Guiding and supervising newly deployed youth instructors;



- xii) Participating in preparation of estimates of recurrent and developed expenditure in specific technical subject area;
- xiii) Ensuring preparation and proper maintenance of inventory of tools, equipment's and training materials.

**Requirements for Appointment**

For promotion to this grade, an officer must have:

- i) Served in the grade of Youth Polytechnic Instructor I for a minimum period of three (3) years;
- ii) Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumental and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology ;Food Technology; Institutional Management; Catering and Housekeeping; Carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;
- iii) Certificate in computer applications from a recognized institution; and
- iv) Demonstrate merit and ability as reflected in work performance and results.

**9. CHIEF YOUTH POLYTECHNIC INSTRUCTOR JOB GROUP “M” (5 POSTS)**

**Duties and Responsibilities**

- i) Participating in formulation of education plans, management, administration, and development strategies for the youth polytechnic;
- ii) Coordinating curriculum development, implementation and evaluation;
- iii) Instructing in areas of specialization;
- iv) Guiding and supervising newly deployed youth polytechnic instructors;
- v) Coordinating setting, moderation and administering of examinations;
- vi) Carrying out research in relevant technical areas;
- vii) Ensuring proper utilization of training and learning resources in the youth polytechnic;
- viii) Liaising with relevant industries for trainee industrial attachments;
- ix) Coordinating and monitoring trainee progress reports;
- x) Ensuring proper maintenance of inventory tools, equipment and training materials;
- xi) Participating in preparation of recurrent and development expenditures for the youth polytechnic;
- xii) Supervising, training and developing staff.

**Requirements for Appointment**

For promotion to this grade, an officer must have:



- i) Served in the grade of Senior Youth Polytechnic instructor for a minimum period of three (3) years;
- ii) Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumental and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology ;Food Technology; Institutional Management; Catering and Housekeeping; Carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;
- iii) Supervisory skills course lasting not less than two weeks from a recognized institution.
- iv) Certificate in computer applications from a recognized institution; and
- v) Demonstrate merit and ability as reflected in work performance and results.

#### 10. ECDE TEACHER II JOB GROUP “J” (1 POST)

##### **Duties and Responsibilities**

- i) Class teaching;
- ii) Role modeling, guidance and counselling, mentoring and motivation of the learners;
- iii) Preparing reports;
- iv) Ensuring the safety and security of learners;
- v) Designing, organizing and facilitating play/learning activities for learners;
- vi) Identifying, initiating, developing and facilitating play learning activities that will enable learners enjoy living and learning through play;
- vii) Developing relevant play/learning materials for all learners;
- viii) Preparing and developing schemes of work, lessons plans, daily programme of activities, assessment and evaluation of learners’ progress and keeping professional records;
- ix) Enhancement of communication, pre-writing, pre-reading and number skills and experimentation;
- x) Participate in the mentorship of ECDE teacher trainees on internship at the center.

##### **Requirements for Appointment**

For promotion to this grade, a teacher must have:

- i) Served in the grade of ECDE teacher III Job Group H or a comparable and relevant position for at least three (3) years.
- ii) Diploma in Early Childhood Development and Education offered by KNEC or its approved equivalent;



- iii) Registered by the Teachers Service Commission;
- iv) A certificate in computer applications;
- v) Certificate of Good Conduct from the National Police Service;
- vi) Valid medical report from a registered government health facility.
- vii) Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an ECDE teacher must have the following:

**Personal Qualities**

- Creative and innovative;
- Professionalism and integrity;
- Relate well with Children, parents, and members of the society;
- Modest and of sound mind.

**Core Competencies**

- Team Player;
- Ability to think creatively and constructively;
- Excellent Communication skills.

**11. GRADUATE ECDE TEACHER II JOB GROUP “L” (4 POSTS)**

**Duties and Responsibilities**

- i) Class teaching;
- ii) Facilitate learning;
- iii) Role modeling, guidance and counselling, mentoring and motivation of the learners;
- iv) Preparing reports;
- v) Ensuring the safety and security of learners;
- vi) Developing and facilitating play/learning activities that will enable learners enjoy living and learning through play in ECDE centres;
- vii) Developing relevant play/learning materials for all learners;
- viii) Preparing and developing schemes of work, lessons plan and daily programme of activities, assessment and evaluation of learners’ progress and keeping professional records;
- ix) Assisting in planning the ECDE Centre programmes;
- x) Conducting research on ECDE;
- xi) Participating in stakeholder engagements in the ECDE sector;
- xii) Mobilizing and sensitizing communities on the need of ECDE;
- xiii) Assisting in the implementation of the ECDE policy.

**Requirements for Appointment**

For promotion to this grade, a teacher must have;

- i) Served in the grade of a graduate ECDE teacher III job group K or a comparable and relevant position for at least three years;





- ii) Degree in Early Childhood Development and Education offered by a recognized institution of higher learning;
- iii) A certificate in Senior Management Course from a recognized government training institution;
- iv) Registered by the Teachers Service Commission;
- v) A certificate in computer applications;
- vi) Certificate of Good Conduct from the National Police Service;
- vii) Valid medical report from a registered government health facility;
- viii) Meet the requirements of Chapter Six of the Constitution of Kenya, 2010;
- ix) Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an ECDE teacher must have the following:

#### **Personal Qualities**

- Creative and innovative;
- Professionalism and integrity;
- Relate well with Children, parents, and members of the society;
- Modest and of sound mind;

#### **Core Competencies**

- Team Player
- Target setting;
- Problem solving skills;
- Organizational skills;
- Excellent Communication skills

### **12. GRADUATE ECDE TEACHER I JOB GROUP “M” (1 POST)**

#### **Duties and Responsibilities**

- i) Class teaching;
- ii) Facilitate learning;
- iii) Role modeling, guidance and counselling, mentoring and motivation of the learners;
- iv) Preparing reports;
- v) Ensuring the safety and security of learners;
- vi) Developing and facilitating play/learning activities that will enable learners enjoy living and learning through play in ECDE centres;
- vii) Developing relevant play/learning materials for all learners;
- viii) Preparing and developing schemes of work, lessons plan, daily programme of activities, assessment and evaluation of learners’ progress and keeping professional records;
- ix) Planning and implementing the ECDE Center programmes;
- x) Conducting research on ECDE;
- xi) Initiating stakeholder engagements in the ECDE sector.



- xii) Mobilizing and sensitizing communities on the need for ECDE;
- xiii) Implementation of the ECDE policy;
- xiv) Assist in the development and implementation of the strategic plan of the ECDE sector
- xv) Monitoring and evaluation of the ECDE programmes;
- xvi) Conduct professional Development and capacity-building for Early Childhood teachers and other stakeholders;
- xvii) Plan and budget for the ECDE play/learning materials and the feeding programme;
- xviii) Mentorship and counseling supervisory role over ECDE Teachers in the county
- xix) Induction of new ECDE teachers
- xx) Liaising with community, education fraternity, other government departments and other relevant Stakeholders on ECDE related matters;

Note: A Senior ECDE Teacher I Job group 'M' may be deployed at the Sub-County Centre for Early Childhood Education (S COCECE) in the area of;

- a. ECDE Programmes;
- b. ECDE Curriculum Implementation;
- c. Community Mobilization;
- d. Health & Nutrition
- e. ECDE Quality Assurance;

#### **A. ECDE Programmes**

In the area of ECDE Programmes, a Senior ECDE Teacher I Is expected to perform the following duties:

- i Participate in the training of ECDE trainees in the Ward/Sub-County;
- ii In charge of welfare and discipline;
- iii Ensure adequate care of materials and equipment in the S COCECE maintaining proper inventories of equipment and supplies entrusted to the centre;
- iv Coordinating the S COCECE requisitions, receipts and issues of the Centre's supplies and stores;
- v Coordinating ECDE data collection and submission to the County Director – ECDE.

#### **B. ECDE Curriculum Implementation**

In the area of ECDE Curriculum Implementation, a Graduate ECDE Teacher I is expected to perform the following additional duties:

- (i) Participating in the training of ECDE trainees at the Ward/Sub-County;
- (ii) Ensuring the schemes of work, lesson plans and lesson notes are developed and used in the course of training;
- (iii) Ensuring the maintenance of high standards of professionalism in assessment and maintaining records of learners' progress within the Ward/Sub-County;
- (iv) Coordinating basic research and supervise ECDE Teacher trainees' research projects in the Ward/Sub-County;



- (v) Advising on the appropriate course materials and equipment required for the training.

### **C. Community Mobilization, Health & Nutrition**

In the area of Community Mobilization, a Graduate ECDE Teacher I is expected to perform the following additional duties:

- (i) Participating in the training of ECDE Trainees at the centre;
- (ii) Organizing community mobilization and capacity building meetings;
- (iii) Coordinating parental education meetings;
- (iv) Initiating income generating activities and Liaising with NGOs, CBOs and other stakeholders to mobilize resources to support ECDE programmes;
- (v) Linking with the County Department of Health on growth, monitoring and promotion, immunization campaigns;
- (vi) Linking with the Ministry of Water to ensure the supply of water to the ECDE centres;
- (vii) Linking with the Children's Department for child protection matters and birth registration;
- (viii) Collaborating with the relevant authorities and stakeholders on advocacy of children's rights.

### **D. ECDE Quality Assurance**

In the area of ECDE Quality Assurance, a Graduate ECDE Teacher I is expected to perform the following duties:

- (i) Carry out standard assessments to ensure proper curriculum implementation and compliance to teaching standards in the ECDE centres;
- (ii) Carryout ECDE Teachers' appraisals in the Ward/Sub-County;
- (iii) Design, develop and implement standard tools for ECDE data collection;
- (iv) Monitor compliance with the regulatory requirements in the ECDE sector Monitor and evaluate ECDE programmes;
- (v) Generate regular reports so as to give feedback; Participate in the assessment for the registration of ECDE centres.

### **Requirements for Appointment**

For promotion to this grade, a teacher must have;

- i) Served in the grade of Graduate ECDE teacher II job group L or a comparable and relevant position for at least three (3) years;
- ii) Degree in Early Childhood Development and Education offered by a recognized institution of higher learning;
- iii) A certificate in Senior Management Course from a recognized government training institution;
- iv) Registered by the Teachers Service Commission;
- v) A certificate in computer applications;
- vi) Certificate of Good Conduct from the National Police Service;
- vii) Valid medical report from a registered government health facility;
- viii) Meet the requirements of Chapter Six of the Constitution of Kenya, 2010;
- ix) Shown merit and ability as reflected in work performance and results.



In addition to the above requirements, an ECDE teacher must have the following:

**Personal Qualities**

- Modest of sound mind;
- Relate well with children, parents, and members of the society;
- Creative and innovative
- Professionalism and integrity;

**Core Competencies**

- Team Player
- Target setting;
- Problem solving skills;
- Organizational skills;
- Excellent Communication and interpersonal skills;
- Managerial skills;
- Negotiation and conflict resolution skills;
- Ability to work under pressure.

**13. INFORMATION COMMUNICATION TECHNOLOGY OFFICER I JOB GROUP  
“K” (2 POSTS)**

**Duties and Responsibilities**

Duties and responsibilities at this level will include: installation and maintenance of computer systems; configuration of Local Area Network and Wide Area Network; and developing and updating application systems; and carrying out systems analysis, design and programme specifications in liaison with users; carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals; drawing up hardware specifications for Information Communication Technology equipment; verification, validation and certification of Information Communication Technology equipment; and overseeing the process of configuration of new Information Communication Technology equipment.

**Requirements for promotion**

For promotion to this grade, an officer must have;

- Served in the grade of Information Communication Technology Officer II or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years; and
- Shown merit and ability as reflected in work performance and results;



**14. CHIEF INFORMATION COMMUNICATION TECHNOLOGY OFFICER JOB GROUP “M” (5 POSTS)**

**Duties and Responsibilities**

Duties and responsibilities at this level will involve; coordinating systems analysis, design programme specifications; ensuring timely implementation and effective maintenance systems; developing reports on ICT standards; and supervising overall systems documentation; taking charge of Information Communication Technology equipment maintenance; preparing progress reports of the Information Technology equipment maintenance; evaluating and recommending on the suitability of Information Communication Technology equipment; training of Information Communication Technology Hardware personnel and users; designing Local Area Network (LAN) and Wide Area Network (WAN); and preparing staff performance reports.

**Requirements for promotion**

For promotion to this grade, an officer must have:

- i) Served in the grade of Senior Information Communication Technology Officer or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- ii) Shown merit and ability as reflected in work performance and results; and
- iii) Demonstrated professional ability, initiative and competence in organizing and directing work.

**15. PRINCIPAL INFORMATION COMMUNICATION TECHNOLOGY OFFICER JOB GROUP “N” (1 POST)**

**Duties and Responsibilities**

Duties and responsibilities at this level will involve systems development, implementation and allocation ; coordinating systems development , implementation and maintenance; carrying out feasibility studies ; preparing progress reports of the systems development; evaluating systems and ensuring adherence to established ICT Standards; training and preparing staff performance Communication Technology division/Unit; ensuring adherence to Information Communication Technology standards; liaising with user departments to ensure effective maintenance of Information Communication Technology equipment; and reviewing and evaluating hardware maintenance feasibility studies and detailed specifications before implementation.

**Requirements for promotion**

For promotion to this grade, an officer must have;

- i) Served in the grade of Chief Information Communication Technology Officer or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;



- ii) Attended a Management Course lasting not less than four (4) weeks; and
- iii) And demonstrated professional ability, initiative and competence in organizing and directing work.

**16. PRINCIPAL ECONOMIST, JOB GROUP 'P' (1 POST)**

**Duties and Responsibilities**

A principal Economist will head a Division in the planning department, the work will include: -

- (i) Economic planning;
- (ii) Production and compilation of statistical data;
- (iii) Initiation of national economic planning policy; and
- (iv) Collection and presentation of statistical data in the form of survey reports and bulletins.

**Requirements for Appointment**

For appointment to the grade of Principal Economist, an officer must have: -

- (i) Served at the level of Senior Economist I/ Principal Statistician I for at least three (3) years;
- (ii) Demonstrated professional competence and managerial capability coupled with appreciation of the country's economic development needs and strategies and production of statistical data;
- (iii) Demonstrated high administrative capability coupled with broad experience in economic planning, policy analysis and research or the production of statistical data; and
- (iv) Attained qualification in Economic and Statistics of at least Masters of Arts (MA), Masters of Science (MSc.) or Master of Philosophy (MPhil.) level or their equivalent recognized qualifications.

**17. CHIEF INTERNAL AUDITOR, JOB GROUP 'M' (1 POST)**

**Duties and Responsibilities**

An officer at this level will be in charge of the overall operations and programs of an audit unit in either a Department or Entity. Duties and responsibilities will entail: -

- (i) Evaluation and implementation of audit reports;
- (ii) Reviewing audit working papers;
- (iii) Ensuring maintenance of high audit standards within the unit and adherence to plans, budgets and work schedules;
- (iv) Ensuring compliance with existing regulations, instructions and procedures in financial and other operations; and
- (v) Verifying and pre-auditing of Annual Appropriation Accounts, statement of assets and liabilities, fund accounts and annual audited statements prepared by Accounting Officer for submission to the Auditor General.
- (vi) Liaising with Accounting Officers on matters raised in reference sheets from Auditor General;
- (vii) Carrying out investigations and head special audit tasks; and



(viii) Preparing annual audit reports/returns.

### **Requirements for Appointment**

For appointment to this grade, an officer must have: -

(i) CPA Part III or CIA Part IV or a Masters degree in Business Administration (Accounting/Finance) or Master of Science in Auditing and have served in the grade Senior Internal Auditor for at least three (3) years;

**OR**

(ii) Served for four (4) years as Senior Internal Auditor and passed CPA Part II or CIA Part III:

**OR**

(iii) Served for four (4) years as Senior Internal Auditor and in possession of a Bachelor of Commerce degree (Accounting/Finance) option and in addition be in possession of Post Graduate Diploma in Internal Auditing or its equivalent.

**In addition, the officer must: -**

- (i) Have demonstrated wide administrative and high degree of professional competence in managing internal audit activities; and
- (ii) Be a person of high integrity, a team leader and result oriented.

### **18. VACANCY IN THE GRADE OF DEPUTY CHIEF HEALTH ADMINISTRATIVE OFFICER JOB GROUP 'N' (1 POST)**

#### **Duties and responsibilities**

- i) Ensuring efficient and effective management of health support services
- ii) Promoting the welfare of patients and staff and ensuring their security;
- iii) Liaising with other professionals and technical department heads in order to improve the overall management and delivery of health care services
- iv) Promoting discipline and professionalism among the health administrative personnel.

#### **Requirements for appointment**

- i) Served in the grade of Assistant Chief Health Administrative Officer or in a comparable position for a minimum period of three (3) years;
- ii) Undertaken a senior management course lasting for not less than four weeks
- iii) Demonstrated professional competence and administrative ability in the management of health services.

#### **HOW TO APPLY**

All applications clearly specifying the Position applied for must be received on or before **Friday 3<sup>rd</sup> May, 2024**, and should be addressed to:-





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

**NOTE:**

- (i) The Job Application Form can be downloaded from the County Public Service Board website; [www.makuenipsb.go.ke](http://www.makuenipsb.go.ke)
- (ii) Only Shortlisted candidates will be contacted
- (iii) Shortlisted candidates will be required to produce the following documents during the interview:
  - a. Original Identity Card/passport;
  - b. Letter of 1<sup>st</sup> Appointment;
  - c. Confirmation letter to the Permanent and Pensionable Establishment;
  - d. Letter of promotion to the current job group;
  - e. Original academic certificates;
  - f. Original Professional certificates;
  - g. Computer certificate;
  - h. Registration certificate (where necessary);
  - i. Practice licence (where necessary);
- (iv) The Makueni County Government is an equal Opportunity Employer; Youth, Women, Persons with Disabilities and other disadvantaged persons are encouraged to apply.



SECRETARY/CEO  
MAKUENI COUNTY PUBLIC SERVICE BOARD

