



**MAKUENI COUNTY PUBLIC SERVICE BOARD**  
**P.O BOX 49 – 90300 MAKUENI Tel: 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.

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 Section 59 of the County Governments' Act 2012.

**DEPARTMENT OF AGRICULTURE, IRRIGATION, LIVESTOCK, FISHERIES AND CO-OPERATIVE DEVELOPMENT**

**1. Assistant Animal Health Officer (1 Post)**

**Salary:** Job Group: "H"

**Salary:** Kshs. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

**Terms of Service:** Permanent and Pensionable

**Duties and Responsibilities**

- (i) Disease control activities such as disease search and reporting, livestock vaccination and inspection of stock routes, enforcement of quarantines and management of livestock markets;
- (ii) Participating in animal health field demonstrations and inspection of animals for agricultural shows
- (iii) Advising farmers on good veterinary practices;
- (iv) Collecting data and preparing reports on animal health, products and markets;
- (v) Providing advice and maintain records on animal breeding and welfare;
- (vi) Collecting, packaging and dispatching samples for livestock disease diagnosis.



### Requirements for appointment.

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent
- (ii) A Diploma in Animal Health or Animal health and production or Animal health and Range Management from a recognized institution
- (iii) Be registered and retained by the Kenya Veterinary Board
- (iv) Certificate in computer application skills.

### 2. Assistant Agricultural Officers III (2 Posts)

**Salary:** Job Group 'H'

**Salary Scale:** Kshs. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170  
31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

**Terms of Service:** Permanent and Pensionable

### Duties and Responsibilities

- (i) Training and advising farmers on matters relating to crop production, land development, planning and management of demonstration plots,
- (ii) Participating in field days and agricultural shows to disseminate agriculture technologies and information;
- (iii) Collecting and collating agriculture data and information for gross margins, market access and planning;
- (iv) Participating in collaborative research activities;
- (v) Collecting agriculture inputs and products samples for analysis and
- (vi) Advising farmers on group formation, construction of farm structures and equipment.
- (vii) Performing any other duty that may be assigned by the supervisor.

### Requirements for appointment

- (i) Be a Kenyan citizen
- (ii) Have a Certificate of secondary education (KCSE) mini grade C or its equivalent;
- (iii) Have a Diploma in any of the following disciplines: - Agriculture, Food Technology, Agriculture and Home Economics, Agricultural Education and Extension, Farm Management, Horticulture or any other relevant equivalent qualification from a recognized institution.
- (iv) Certificate in computer application from a recognized institution.

**DEPARTMENT OF AGRICULTURE, IRRIGATION, LIVESTOCK, FISHERIES AND  
CO-OPERATIVE DEVELOPMENT – MAKUENI COUNTY FRUIT DEVELOPMENT  
AND MARKETING AUTHORITY**

### 1. Quality Assurance Supervisor (1 Post)

**Salary:** Job Group "M"

**Salary Scale:** Kshs. 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 –  
61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.



**Terms of Service:** Three (3) years' renewable contract

### **Duties and responsibilities**

Reporting to the Productions Manager, the duties and responsibilities of the Quality Assurance Supervisor will be;

- (i) Ensuring the inspections and testing of raw materials, on line and finished products
- (ii) Ensuring that Good Manufacturing Practices (GMP) are adhered to at all times during production so as to guarantee that products are of the set quantity
- (iii) Implementing and enforce quality control and tracking programs to meet quality objectives
- (iv) Analyzing production and quality control to detect and correct problems;
- (v) Complete analysis of raw materials, on line and finished products to ensure that they comply with the established quality standards
- (vi) Monitoring and upholding the quality standards of production to ensure that the manufactured products meet company's quality specifications
- (vii) Quality control and assessment of process water and the level of plant sanitation and personnel hygiene practices
- (viii) Maintaining accurate laboratory records as well as reporting experimental results in a clear and concise manner
- (ix) Maintaining the laboratory measuring systems to ensure reliability of analytical results
- (x) Implementing and maintaining quality and safety management system as well as proper hygiene and cleanliness of the plant and equipment
- (xi) Participating in developing new methods of quality analysis in line with company's new products development strategy
- (xii) Ensuring that GMP, HACCP and all other applicable quality management systems are implemented and adhered to
- (xiii) Interpreting and implement quality assurance standards as well as evaluate their adequacy in meeting expected quality requirements
- (xiv) Documenting and implementing of all applicable Standard Operating Procedures
- (xv) Investigating and resolve customer complaints received and non-conformance issues
- (xvi) Recommending on ways of dealing with non-conforming raw materials, in process materials or the finished products, when critical control points have been violated
- (xvii) Carrying out any other tasks that may be assigned from time to time

### **Requirements for appointment**

- (i) Be a Kenyan citizen;
- (ii) B Sc. in Food Science and Technology, Biochemistry or Analytical Chemistry
- (iii) Minimum 6 years' experience in production, quality control and assurance preferably in fruit Juices, milk or soft drinks processing environment at a supervisory level



- (iv) Candidate should have general knowledge of Food Processing, Safety, Quality Assurance, Sanitation, Budgeting and Cost Control, Organizational Management, Effective Communications, Labor Relations and Equal Employment.
- (v) Certifications on GMP, HACCP, ISO 22000 or any other Food Safety Management System an added advantage
- (vi) Strong computer skills including Microsoft office and databases
- (vii) Demonstrate Sound knowledge in quality inspection, auditing and testing experience
- (viii) Sound knowledge of chemical, physical and microbiological laboratory applications and functions
- (ix) Develop monthly progress reports
- (x) Track and report the progress made towards the achievement of authority performance indicators under the QA unit
- (xi) Good knowledge of local and international analytical standards and methods of analysis such as KEBS and Codex standards
- (xii) Strong computer skills including Word, Excel and Power-point
- (xiii) Strong interpersonal and communication skills
- (xiv) Attention to details and a team player
- (xv) Sound data collection, analysis and report writing skills
- (xvi) Satisfy the requirements of chapter six of the constitution of Kenya 2010

## 2. Production Supervisor (1 post)

**Salary:** Job Group "M"

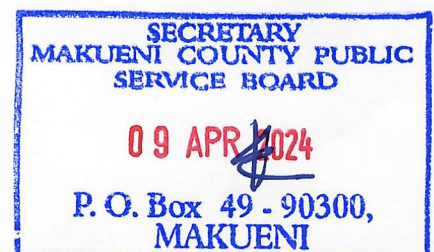
**Salary Scale:** Kshs. 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

**Terms of Service:** Three (3) years' renewable contract

### Duties and responsibilities

Reporting to the Production Manager, the duties and responsibilities of the production officer will be to:

- (i) Planning, organizing and controlling production to ensure that goods are produced efficiently, on time, within budget and to stipulated quality standard
- (ii) Developing and implementing standard operating procedures for the production operations
- (iii) Ensuring implementation and adherence to health and safety procedures
- (iv) Ensuring the availability of all the utilities and inputs needed for efficient production;
- (v) Ensuring that monthly production reports are prepared and submitted in a timely manner;
- (vi) Monitoring and reviewing the performance of the production team and organize necessary interventions for improvement;
- (vii) Estimating production costs, setting targets, managing and implementing cost control;



- (viii) Ensuring proper and timely preparation of raw materials and requisite ingredients for processing
- (ix) Ensuring that packaging, incubation of finished products as well as handing over finished products to stores
- (x) Assigning tasks to and supervising production personnel supporting the production and packaging of finished goods
- (xi) Supporting the operations manager in implementing production targets as well as other performance targets under the production and engineering unit
- (xii) Carrying out any other tasks that may be allocated from time to time

**Requirements for Appointment**

- (i) Be a Kenyan citizen;
- (ii) Bachelor of Science in Food Science and Technology or a related discipline from a recognized institution
- (iii) Minimum of 6 years' experience in food manufacturing, preferably in production of fruit Juices or soft drinks
- (iv) Excellent leadership, organizational and communication skills, along with problem solving and conflict management skills
- (v) Attention to details and a team player
- (vi) Satisfy the requirements of chapter six of the constitution of Kenya 2010

**3. Boiler Operator (1 post)**

**Salary:** Job Group 'H'

**Salary Scale:** Kshs.26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

**Terms of service: Permanent and pensionable**

**Duties and Responsibilities**

Reporting to the Mechanical Technician, the main duties and responsibilities of the boiler operator will be;

- (i) Operating Steam boilers in line with specified Standard Operation Procedures.
- (ii) Ensuring that the processing plant receives the required steam in a timely manner.
- (iii) Ensuring that the minimum reorder level for boiler fuel(s) is maintained.
- (iv) Performing routine boiler maintenance tasks.
- (v) Implementing occupational health, safety and environment regulations and procedures at the workplace.
- (vi) Carrying out any other task as may be required from time to time by the immediate supervisor.

**Requirements for Appointment**

- (i) Be a Kenyan citizen
- (ii) Certificate in boiler operations and safety from a recognized institution



- (iii) At least (6) years of working experience as a boiler operator in a manufacturing setting
- (iv) Certificate in skills upgrading course in boiler operations from a recognized institution
- (v) Training in occupational health, safety and environment regulations;
- (vi) Training in fire safety awareness
- (vii) Knowledge in water and energy products and systems will be an added advantage
- (viii) Strong interpersonal and communication skills
- (ix) Satisfy the requirements of chapter six of the constitution of Kenya 2010

**4. Supply Chain Management Assistant II (1 Post)**

**Salary:** Job Group 'J'

**Salary Scale:** Kshs. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460  
– 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1520 – 42,690 p.m.

**Terms of Service:** 3 years contract

**Duties and Responsibilities**

An officer at this level will be deployed in specialized areas such as warehousing, distribution/control, logistics or market surveys the officer will assist in the preparation of annual procurement plans and supply chain management reports.

**Requirements for appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of supply chain management assistant III or in a comparable position in the public service or private sector for a minimum of three (3) years
- (ii) Diploma (foundation stage) or its equivalent from a recognised institution
- (iii) Shown merit and ability as reflected in work performance and results.

**Personal qualities**

- Ability to get on well with diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organisational and supervisory skills

**Core Competencies**

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Record management skills



**5. Accountant II (1 Post)**

**Salary:** Job Group 'J'

**Salary Scale:** Kshs. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460  
– 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1520 – 42,690 p.m.

**Terms of Service:** 3 years contract

**Duties and Responsibilities**

- (i) Preparing and verifying vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cash books, imprest and advances ledgers etc. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved.
- (ii) Responsible for safe custody of records and assets under him /her.

**Requirements for Appointment**

For appointment to the grade of Accountant II, Job Group 'J' a candidate must have the following qualification: -

- (i) A pass in part II of the Certified Public Accountants (CPA) Examination or it's recognized equivalent qualifications.

**OR**

Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.

**Personal Qualities**

In addition to the above requirements, an officer must have the following 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
- Good organizational and supervisory skills

**Core Skills**

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills



- Analytical skills
- Records Management skills

**DEPARTMENT OF LANDS, URBAN PLANNING AND DEVELOPMENT,  
ENVIRONMENT AND CLIMATE CHANGE - MAKUENI COUNTY SAND  
CONSERVATION AND UTILIZATION AUTHORITY (RE-ADVERTISEMENT)**

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.

**Managing Director (1 post)**

**Salary:** Job Group R

**Salary Scale:** Kshs. 124,630 x 6,070 – 130,700 x 6,370 – 137,070 x 6,570 – 143,640 x 6,770 – 150,410 x 6,960 – 157,370 x 7,160 – 164,530 x 7,820 – 172,350 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**

- (i) Conserving and providing for periodic assessment of sites designated for purposes of protecting natural resources and environment;
- (ii) Mitigating the risks associated with unregulated sand utilization including environmental degradation.
- (iii) Educating the public on the process and importance of protecting the environment and proper utilization of natural resources;
- (iv) Catering for the rights of all the parties involved in the process of sand conservation and utilization and ensure the community benefits from the resource;
- (v) Co-coordinating the various sand management activities undertaken by agencies and promoting the integration of sand related environmental consideration into development 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;
- (vi) Establishing and maintaining effective working relationship with key stakeholders and partners, including building their capacities to bolster sand and environment conservation activities;
- (vii) Licensing and registering all persons who wish to engage in any sand utilization activities and maintaining such registers as may be necessary;
- (viii) Mobilizing and monitoring the use of finance and human resources for sand conservation and utilization; and
- (ix) Providing 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**

- (i) Commanding and controlling of the Sand Enforcement Department of the Authority;





- (ii) Ensuring effective handling, maintenance and safe custody of security equipment;
- (iii) Ensuring safe custody and security of assets of the Authority;
- (iv) Establishing 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
- (v) Developing capacity for effective enforcement of Makueni County Sand Conservation and Utilization Act, 2015.

**Under the Administration Section**

- (i) Liaising with superior to make decisions for operational activities and set strategic goals;
- (ii) Planning and monitoring the day-to-day running of the Authority to ensure smooth progress;
- (iii) Overseeing and Supervising staff and providing constructive feedback;
- (iv) Working closely with the Management team and advising on financial implications of the proposed actions and inform guide decision making;
- (v) Overseeing procurement processes and coordinate material and resources allocation;
- (vi) Overseeing customer support processes and organize them to enhance customer satisfaction;
- (vii) Compiling financial information and adjust operational budgets to promote efficiency and effectiveness;
- (viii) Planning and coordinating timely preparation of annual work plans and budget estimates;
- (ix) Coordinating ISO processes and compliance;
- (x) Ensuring adherence to contractual agreements; and
- (xi) Manage relationships/agreements with external customers.

**Requirements for Appointment: -**

- (i) At least twelve (12) years working experience with a minimum of three (3) years in senior management in public or private Sector;
- (ii) 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 .



- (iii) 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.
- (iv) Certificate in Strategic Leadership Development Programme (SLDP) lasting not less than six (6) weeks or equivalent will be an added advantage;
- (v) Must be a member in good standing of a relevant professional body;
- (vi) Experience with result-based project cycle management including monitoring and evaluation methodologies and project budget management;
- (vii) Experience in participatory and community-based development or natural resource management approaches;
- (viii) Has demonstrated professional administrative capabilities and initiative in the general organization and management of programs in public/private organization;
- (ix) Demonstrate experience and capacity in resource mobilization;
- (x) Has understanding of the Public Service Financial, Accounting, Administration and Human Resource Management operations.

**DEPARTMENT OF FINANCE, BUDGET, PLANNING AND REVENUE**

**1. Internal Auditor I (1 Posts)**

**Salary:** Job Group "K"

**Salary scale:** Kshs. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 p.m.

**Terms:** Permanent and Pensionable

**Requirements for Appointment**

For appointment to this grade, an officer must: -

**Direct Appointment**

For direct appointment to this grade, a candidate must have passed CPA Part III or CIA Part IV or be in possession of a Bachelor of Commerce Degree (Accounting/Finance option) with CPA Part II or CIA Part III.



## **Promotion**

Promotion to this grade may be made from serving officers who: -

- (i) Have served in the grade of Internal auditor II for a period of three (3) years and are in possession of either Bachelor of Commerce (Accounting/Finance Option) or CPA Part IV CIA III from a recognized institution;

**OR**

- (ii) Are in possession of CPA Part I or Diploma in Auditing and have served in the grade of Internal Auditor II for at least five (5) years; and
- (iii) In addition, serving officers must have shown merit and ability in work performance and results.

## **Duties and Responsibilities**

An Internal Auditor I will be answerable to a unit leader and will be required to undertake audit assignments such as:

- (i) Executing audit programmes;
- (ii) Collecting audit evidence on major issues;
- (iii) Reviewing internal control systems in operation;
- (iv) Verifying the existence and safety of County Government assets;
- (v) Preparation of draft reports and holding discussions with the clients;
- (vi) Reviewing budgetary controls on the issuance of authority to incur expenditure and commitments; and
- (vii) Ensuring completeness and accuracy of records and reports.

## **HOW TO APPLY**

Written applications enclosing current Curriculum Vitae, copies of academic and professional certificates, birth certificate and ID card clearly indicating the position applied for on the **ENVELOPE** 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 desk at Makueni County Public Service Board Offices located past Makueni Girls, Opposite Wote Technical Training Institute to be received on or before **Tuesday 23<sup>rd</sup> April, 2024.**



**NOTE:**

- (i) The Job Application Form (revised 2022) 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. If you do not hear from us, please consider your application unsuccessful;
- (iii) Shortlisted candidates will be required to produce originals of their National Identity card, birth certificate, academic and professional certificates, transcripts and testimonials at the interview;
- (iv) Academic Qualifications of external origin MUST be accompanied with a recognition and equation certificate from the relevant body in Kenya;
- (v) Canvassing for appointment to any of the position will lead to automatic disqualification.
- (vi) Please note that it is a criminal offence to present fake certificates;
- (vii) The Makueni County Government is an equal opportunity 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 successful candidates will be required to present the relevant documents in compliance with Chapter 6 of the Constitution of Kenya;
- (x) **The Board does not charge a fee at any stage of the recruitment process. Payment of any form of fee will lead to automatic disqualification.**

  
**SECRETARY**  
**MAKUENI COUNTY PUBLIC**  
**SERVICE BOARD**  
**09 APR 2024**  
**P. O. Box 49 - 90300,**  
**MAKUENI**

**THE SECRETARY/CEO**  
**MAKUENI COUNTY PUBLIC SERVICE BOARD**