

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



MAKUENI COUNTY PUBLIC SERVICE BOARD

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

Email: cpsb@makueni.go.ke

Web: www.makuenipsb.go.ke

VACANCY

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 a competent and qualified person to fill the position of Managing Director – Makueni County Sand Conservation and Utilization Authority pursuant to Section 7(3) of the Makueni County Sand Conservation and Utilization Act, 2015.

**DEPARTMENT OF LANDS, URBAN PLANNING AND DEVELOPMENT,
ENVIRONMENT AND CLIMATE CHANGE (RE-ADVERTISEMENT).**

1. 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: 3 years contract subject performance.

Duties and Responsibilities:

1. Conserving and providing periodic assessment of sites designated for purposes of protecting natural resources and environment;
2. Mitigating risks associated with unregulated sand utilization which includes environmental degradation.
3. Educating the public on the process and importance of protecting the environment and proper utilization of natural resources;
4. 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;
5. 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;
6. Establishing and maintaining effective working relationship with key stakeholders and partners, including building their capacities to bolster sand and environment conservation.



- activities;
7. Licensing and registering all persons wishing to engage in any sand utilization activities and maintaining such registers as may be necessary;
 8. Mobilizing and monitoring the use of finance and human resources for sand conservation and utilization; and
 9. Providing technical assistance to community groups as and when necessary to ensure effective management of sand utilization and conservation of sites.
 10. 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
 11. Performing any other lawful duty as may be assigned by the Board of Directors from time to time.

For appointment to this grade an officer must have: -

1. A Bachelor's Degree from a recognized institution.
2. A Master's Degree from a recognized institution
3. At least fifteen (15) years working experience with a minimum of seven (7) years in senior management
4. Certificate in Strategic Leadership Development Programme (SLDP) lasting not less than six (6) weeks will be an added advantage;
5. Must be a member 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. Have 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. Have a good understanding of the Public Service Financial, Accounting, Administration and Human Resource Management operations; and
11. Certificate in Computer Applications from a recognized institution.

HOW TO APPLY

Interested and qualified persons are requested to make their applications ONLINE through the Boards website: www.makuenipsb.go.ke or jobs portal: <http://kazi.makuenipsb.go.ke/jobs/>

Please Note:

- i) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- ii) Only shortlisted and successful applicants will be contacted.
- iii) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- iv) Canvassing in any form will lead to automatic disqualification.
- v) It is a criminal offence to present fake certificates/documents.
- vi) The Makueni County Government is an equal Opportunity Employer; Youth, Women, Persons with Disabilities and other disadvantaged persons are encouraged to apply.
- vii) The Board does not charge a fee at any stage of the recruitment process.



- viii) Applications should reach the Board on or before **Close of Business on Monday 26th May, 2025.**

OR

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 at ACK Building Complex along Wote - Mwaani Girls Road on or before **Close of Business on Monday 26th May, 2025.**

NOTE:

- (i) The Job Application Form (revised 2022) can be downloaded from the County Public Service Board website; 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 the position will lead to automatic disqualification.
- (vi) 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)
- (vii) Please note that it is a criminal offence to present fake certificates;
- (viii) The Makueni County Government is an equal opportunity employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply.
- (ix) Affirmative action as stipulated in the constitution shall be applied;
- (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.**

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

