



**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.

**LANDS, URBAN PLANNING AND DEVELOPMENT, ENVIRONMENT  
AND CLIMATE CHANGE**

**1. Assistant Director Lands & Urban Planning (1 Post)**

**Salary:** Job Group "P"

**Salary Scale:** Kshs. 90,200 x 3,220-93,420 x 4,520-97,940 x 4,920-102,860 x 5,070-107,930 x 5,300-113,230 x 5,560-118,790 x 5,840-124,630 p.m.

**Terms of Service:** Permanent and Pensionable

**Duties and responsibilities**

- a) Advising the county government on physical and land use planning matters that impact the County;
- b) Formulating county physical and land use planning policies, guidelines and standards;
- c) Preparation of county physical and land use development plans;
- d) Preparation of local physical and land use development plans;
- e) Participating in the preparation of inter-county physical and land use development plans;
- f) Undertaking research on matters relating to physical and land use development planning at the county level



- g) Recommending to the County Government the Establishment of planning units as may be necessary;
- h) Maintaining land information system to guide physical and land Use planning;
- i) Communicating decisions of the county government development applications;
- j) Issuing development permission and other development control instruments under this Act with the approval of the county executive committee; and
- k) Any other duty as assigned by immediate supervisor.

### **Requirement for appointment**

For appointment to this grade, an Officer must:-

- i. Be a Kenyan citizen;
- ii. Hold a bachelor's degree in urban and regional planning from a recognized university;
- iii. Be registered as a physical planner under the Physical Planners Registration Act, 1996;
- iv. Be member of Kenya Institute of Planners (KIP) or Architectural Association (town Planners chapter);
- v. Be in good standing with relevant Professional body;
- vi. Hold a certificate in Strategic Leadership Development Programme (SLDP) or its equivalent lasting not less than six (6) weeks from a recognized institution;
- vii. Master's degree in urban and regional planning from a recognized university will be an added advantage;
- viii. Have at least five (5) years' post-qualification professional experience in physical and land use planning; and
- ix. Is not otherwise disqualified under the provisions of Chapter Six of the Constitution or any other written law.

## **2. Physical Planner (2 Posts)**

**Salary: Job Group "K"**

**Salary Scale: Ksh. 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 of Service: Permanent and Pensionable**

### **Duties and Responsibilities**

- a) Initiating, preparing and monitoring the implementation of County and local physical and Land Use development plans;
- b) Providing advice on development applications and development control matters;
- c) Implementing and providing feedback on physical and land use planning guidelines and standards;
- d) Managing physical and land use planning data;
- e) Preparing action plans for specific projects such as residential housing schemes, shopping centers, industrial estates and recreational facilities;
- f) Undertaking thematic regional studies on matters relating to physical and land use planning;





- g) Preparing annual state of physical planning reports on county and local physical development plans;
- h) Set agenda and convene physical planning liaison committee meetings;
- i) Keeping record of deliberations and communicate decisions of the physical planning liaison committees;
- j) Management of physical and land use planning data; and
- k) Performing any other duty that may be assigned by the supervisor

### **Requirements for Appointment**

For appointment to this grade, an officer must: –

- i. Have a bachelor's degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution.
- ii. Be a member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planner Chapter);
- iii. Have a certificate in computer applications from a recognized institution; and

### **HOW TO APPLY**

Interested and qualified persons are requested to make their applications ONLINE through the Boards website: [www.makuenipsb.go.ke](http://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 Thursday 10<sup>th</sup> July, 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**

- i) 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 Thursday 10<sup>th</sup> July, 2025.**