



**MAKUENI COUNTY PUBLIC SERVICE BOARD**  
**P.O BOX 49 – 90300 MAKUENI Tel: 0115105310/020 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 FINANCE, PLANNING, BUDGET AND REVENUE

#### 1. Revenue Clerk II (11 Posts)

Salary: Job Group 'F'

Salary Scale: Kshs. 20,560 x 680 – 21,240 x 700 – 21,940 x 780 - 22,720 x 800 – 23,520 x 950 – 24,470 x 950 - 25,420 x 1,040 – 26,460 p.m.

Terms of Service: Permanent and Pensionable

#### a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- Collection, accounting and reporting on revenue collected and maintaining such revenue records as shall be prescribed by the County Receiver of Revenue.

#### b) Requirements for Appointment

For appointment to this grade, a candidate must have:-

- i. Be a Kenyan citizen;
- ii. Have Kenya Certificate of Secondary Education (KCSE) mean grade D+ (Plus) or its approved equivalent;
- iii. Have certificate in any of the following disciplines: - Business Administration, Business management, Accountancy, Tax Administration, Revenue Administration or any other equivalent qualification from a recognized institution;
- iv. Have certificate in computer applications.

SECRETARY  
 MAKUENI COUNTY PUBLIC  
 SERVICE BOARD

12 MAR 2026

P. O. Box 49 - 90300,  
 MAKUENI

## 2. Revenue Assistant III (9 Posts)

Salary: Job Group 'H'

Salary Scale: Kshs. 28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170 – 33,170 x 1,250 - 34,420 x 1,300 – 35,720 x 1,380 – 37,100 p.m.

Terms of Service: Permanent and Pensionable -

### a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Preparation of weekly and monthly revenue reports;
- ii. Update registers as provided;
- iii. Offer services to walk-in clients at the ward offices promptly;
- iv. Reporting incidents and obstacles that may hinder smooth collection of revenue;
- v. Assess the fees and charges to be paid by a client;
- vi. Preparing invoices and ensuring that traders make payments as per the County Finance Act;
- vii. Issue electronic receipts for monies collected on behalf of the county;
- viii. Responsible for ensuring that all the revenue is collected through the approved payment methods;
- ix. Custodian and accountable of all official revenue documents in the locality; and
- x. Engaging and building good relationship with traders and creating a positive image of the County Government.

### b) Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Diploma in any of the following disciplines: - Commerce, Accounting, Finance, Business Administration, Economics, Statistics, Project Management, Entrepreneurship, Marketing, Management, Customer Relations, Tax Administration, Revenue Administration, Information Technology or any other equivalent qualification from a recognized institution; and
- ii. Certificate in Computer Applications.

## 3. Chief Driver (1 Post)

Salary: Job Group 'H'

Salary Scale: Kshs. 28,620 x 1,110 – 29,730 x 1,120 – 30,850 x 1,150 – 32,000 x 1,170 – 33,170 x 1,250 - 34,420 x 1,300 – 35,720 x 1,380 – 37,100 p.m.

Terms of service: Permanent and Pensionable

### a) Duties and Responsibilities

Duties and responsibilities will involve driving the assigned vehicle;

- i. Carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake systems, etc.;
- ii. Detecting and reporting malfunctioning of the vehicle systems;
- iii. Maintenance of work ticket(s) for vehicle(s) assigned;
- iv. Ensuring security and safety of the vehicle on and off the road;



- v. Overseeing safety of the passengers and/or goods therein; and
- vi. Maintaining cleanliness of the vehicle(s).

#### **b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Have at least five (5) years of experience in driving.
- ii. Passed Occupational Trade Test I for Drivers;
- iii. A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) the officer is required to drive;
- iv. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- v. Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- vi. A valid Certificate of Good Conduct from the Kenya Police; and
- vii. Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution.

#### **4. Asset Management Officer (2 Posts)**

**Salary: Job Group 'K'**

**Salary Scale: Kshs. 41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710 – 46,120 x 1,920 – 48,040 x 2,000 - 50,040 x 2,290 – 52,330 x 2,350 – 54,680 x 2,550 – 57,230 p.m.**

**Terms of service: Permanent and Pensionable**

#### **Duties and Responsibilities**

Duties and responsibilities in this position will entail:

- i. Support in maintenance and updating asset registers.
- ii. Assist in tagging and recording all newly acquired assets using approved County identification.
- iii. Ensure proper documentation of asset receipts, issues, transfers, and disposals.
- iv. File asset movement records and inventory controls.
- v. Verify the condition and location of assets on a regular basis.
- vi. Support in reconciling physical assets with asset records.
- vii. Implementation of asset management policies.
- viii. Ensuring compliance with relevant regulations including the Public Procurement and Asset Disposal Act, 2015.

#### **Requirements for Appointment**

For appointment to this grade, a candidate must have: -

- i. Bachelor's Degree in any of the following fields: - Economics, Purchasing and Supply Chain Management, Procurement, Finance/Accounting, Commerce, Project Planning and



- Management, Business Administration/Management, Statistics, Social sciences or in any other equivalent qualification from a recognized institution; and
- ii. Certificate in Computer Applications Skills.

#### **5. Senior Economist II (1 Post)**

**Salary: Job Group 'M'**

**Salary Scale: Kshs. 52,330 x 2,350 – 54,680 x 2,550 - 57,230 x 2,850 - 60,080 x 2,850 – 62,930 x 2,930 - 65,860 x 3,080 – 68,940 p.m.**

**Terms of Service: Permanent and Pensionable**

#### **Duties and responsibilities**

Work at this level will involve:

- i. heading a Planning Section in the department responsible for planning;
- ii. Carrying out more specialized and complex economic planning/statistical analyses;
- iii. Supervising and coordinating the activities of staff under him/her; and
- iv. Heading a Planning and Project Monitoring Unit in a Department.

#### **Requirements for appointment**

For appointment to this grade, a candidate must have: -

- i. Bachelor's degree in any of the following disciplines: - Economics, Statistics, Economics and Mathematics, Economics and Statistics, Economics and Finance or any other equivalent qualification from a recognized institution;
- ii. Have a minimum of six (6) years' relevant experience.

#### **6. Senior Statistician II (1 Post)**

**Salary: Job Group 'M'**

**Salary Scale: Kshs. 52,330 x 2,350 – 54,680 x 2,550 - 57,230 x 2,850 - 60,080 x 2,850 – 62,930 x 2,930 - 65,860 x 3,080 – 68,940 p.m.**

**Terms of Service: Permanent and Pensionable**

#### **Duties and responsibilities**

Work at this level will involve:

- i. Heading a statistics Section in the department responsible for planning;
- ii. Carrying out more specialized and complex economic planning/statistical analyses;
- iii. Supervising and coordinating the activities of staff under him/her;
- iv. Heading a Planning and Project Monitoring Unit in a Department.

#### **Requirements for appointment**

For appointment to this grade, a candidate must have: -

- i. Bachelor's degree in any of the following disciplines: - Economics, Statistics, Economics and Mathematics, Economics and Statistics, Economics and Finance or any other equivalent qualification from a recognized institution;
- ii. Have a minimum of six (6) years' relevant experience.



## 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 and their names published on the Board's website;
- iii) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates, transcripts and testimonials 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) Affirmative action as stipulated in the constitution shall be applied;
- viii) **Beware of fraudsters soliciting bribes from the public while masquerading as Board staff. The Board does not charge any fees for job applications, shortlisting, interviews or appointments. Payment of any form of fee will lead to automatic disqualification;** and
- ix) Applications should reach the Board on or before 5:00 p.m. on **2<sup>nd</sup> April, 2026.**

  
**SECRETARY**  
**MAKUENI COUNTY PUBLIC**  
**SERVICE BOARD**  
**12 MAR 2026**  
P. O. Box 49 - 90300,  
**MAKUENI**  
**MAKUENI COUNTY PUBLIC SERVICE BOARD**