



MAKUENI COUNTY PUBLIC SERVICE BOARD

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AD No. MCPSB/14/2026

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.

Makueni County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per Article 176 of the Constitution of Kenya 2010 and Section 59 of the County Governments' Act 2012.

DEPARTMENT OF DEVOLUTION, PUBLIC PARTICIPATION, COUNTY ADMINISTRATION & SPECIAL PROGRAMMES

1. Director Of County Administration (1 Post)

Salary: Job Group 'R'

Salary Scale: Ksh.127,340 x 6,070 – 133,410 x 6,380 – 139,790 x 6,570 – 146,360 x 6,6770 – 153,130 x 6,960 – 160,090 x 7,160 – 167,250 x 7,820 – 182,890 p.m.

Terms of service: Permanent and Pensionable

The County Director of Administration will be responsible to the Chief Officer in-charge of county administration function.

Duties and Responsibilities

Duties and Responsibilities at this level will entail: -

- (i) Initiation, interpretation, implementation and review of policies, strategies, procedures and programme;
- (ii) Coordination, management and supervision of general functions in the County;
- (iii) Coordination of public service reforms;
- (iv) Overseeing service delivering in the County;
- (v) Oversee development of programmes and projects to empower the community;
- (vi) Coordination and facilitation of citizen participation in of policies, plans and delivery of services; Facilitation of intra and inter-governmental relations and conflict resolutions;



- (vii) Oversee safe custody of county government assets;
- (viii) Coordination and liaison with other directorates and departments in the county;
- (ix) Ensure compliance with legal, statutory and regulatory requirements;
- (x) Ensure compliance with national values and principles of good governance; and
- (xi) Exercise any functions and powers delegated by the County Public Board under section 86.
- (xii) Coordination of development and implementation of the departmental strategic plan;
- (xiii) Ensure development and review of departmental annual work plans and budgets;
- (xiv) Management of departmental performance;
- (xv) Ensure compliance with principles and values of good governance;
- (xvi) Management of departmental assets and finances;
- (xvii) Overall management and development of staff.
- (xviii) Coordinating Government business;
- (xix) Coordinating activities touching on SAGAs within departments;
- (xx) Coordinating and ensuring timely response to County Assembly business and preparation of departmental statements, briefs and reports;
- (xxi) Ensuring integrity and ethical conduct within the department;
- (xxii) Ensuring security of Government assets;
- (xxiii) Chairing directorate and departmental meetings;
- (xxiv) Coordinating administrative matters in departments;
- (xxv) Representing the chief officer in various meetings and stakeholders' fora;
- (xxvi) Facilitating mobilization of resources for effective public service delivery; and
- (xxvii) Preparation of County Government functions briefs and programmes.

Requirements for Appointment

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

- (i) Work experience of twelve (12) years or in a comparable and relevant position in the Public Service or Private Sector;
- (ii) Bachelor's degree in any of the following disciplines: - public administration, business administration/management, community development or any other social science from a recognized institution;
- (iii) Master's degree in any of the following disciplines: public administration, business administration/management, community development or any other social science from a recognized institution;
- (iv) Certificate in Senior Management Course or its equivalent lasting not less than four (4) weeks or an equivalent qualification from a recognized institution;
- (v) Certificate in Strategic Leadership Development Programme or its equivalent qualification lasting not less than six (6) weeks from a recognized institution;



- (vi) Diploma in advance Public Administration or equivalent qualification from a recognized institution;
- (vii) Certificate in computer application skills from a recognized institution;
- (viii) Meet the requirements of chapter 6 of the Constitution of Kenya, 2010 and;
- (ix) Demonstrated a thorough understanding for national goals, policies, objectives and the ability to relate them to the administration

2. Ward Administrator II (3 Posts) (to represent Kikumbulyu North, Kee and Mbitini Wards)

Salary: Job Group "J"

**Salary Scale: Kshs. 34,420 x 1,300 – 35,720 x 1,380 – 37,100 x 1,390 – 38,490 x 1,460
– 39,950 x 1,470 -41,420 x 1,470 – 42,890 x 1,520 – 44,410 x 1,710 –
46,120 p.m.**

Terms of service: Permanent and Pensionable

Duties and Responsibilities

The officer will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will entail;

- (i) Coordinate, manage and supervise the development of policies and plans at the ward unit;
- (ii) Coordinate, manage and supervise service delivery at the ward unit;
- (iii) Coordinate, manage and supervise developmental activities to empower the community at the ward unit;
- (iv) Coordinate, manage and supervise the provision and maintenance of infrastructure and facilities of public services at the ward unit;
- (v) Coordinate, manage and supervise the county public service at the ward unit;
- (vi) Exercise any functions and powers delegated by the County Public Service Board under section 86; and Establishment of the office of village administrator;
- (vii) Coordination and facilitation of citizen participation in the development of policies and plans and delivery of services;
- (viii) Perform any other duty as may be assigned

Requirements for Appointment

For appointment to this grade, an officer must have:



- (i) Bachelor's degree in any of the following disciplines: - public administration, business administration/management, community development or any other social science from a recognized institution;
- (ii) Be a resident of the Ward for a minimum period of five (5) years;
- (iii) Meet the requirements of chapter 6 of the Constitution of Kenya, 2010;
- (iv) Certificate in computer applications.

3. Village Administrator III (4 Posts) (to represent Kitise, Wote, Kathulumbi and Ngulu Villages/Sub Wards)

Salary: Job Group 'H'

**Salary Scale: Ksh.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 – 34,240 x 1300 – 35,720 x 1,380 – 37,100 p.m.**

Terms of service: Permanent and Pensionable

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will be deployed in a village to chair the Village Council and will work under the guidance of a senior officer. Duties and responsibilities will entail:

- (i) Chair the village council;
- (ii) Coordinate, manage and supervise the general administrative functions in the village;
- (iii) Ensuring and coordinating the participation of the village unit in governance;
- (iv) Assisting the village unit to develop the administrative capacity for the effective exercise of the functions and powers and participation in governance at the local level;
- (v) Exercise any functions and powers delegated by the County Public Service Board;

Requirements for Appointment

For appointment to this grade, a candidate must:

- (i) Be between age 30-45 years;
- (ii) Diploma course in any of the following disciplines: public administration, management, social work, community development, governance, conflict management or its equivalent qualification from a recognized institution;



- (iii) Be a resident of the village/Sub Ward for a minimum period of five (5) years;
- (iv) Have certificate in computer applications.
- (v) Meet the requirements of chapter 6 of the Constitution of Kenya, 2010

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.
- (ii) Details of academic and professional certificates not obtained by closure of the advert should not be included;
- (iii) Only shortlisted and successful applicants will be contacted;
- (iv) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates, transcripts, and testimonials during interviews;
- (v) Shortlisted candidates will be required to obtain clearance from the following institutions and the clearance certificates must be produced during the interview;
 - a) The Criminal Investigation Department (CID).
 - b) Credit Reference Bureau (CRB)
 - c) The Higher Education Loans Board (HELB).
 - d) The Kenya Revenue Authority (KRA).
 - e) The Ethics and Anti-Corruption Commission (EACC)
- (vi) Canvassing in any form will lead to automatic disqualification;
- (vii) It is a criminal offence to present fake certificates/documents;
- (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) **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**
- (xi) Applications should reach the Board on or before **5:00 pm. on Wednesday, 15th April, 2026**


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

CS. Redempta Kavinda
 Secretary/CEO
MAKUENI COUNTY PUBLIC SERVICE BOARD