



MAKUENI COUNTY PUBLIC SERVICE BOARD
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AD No. MCPSB/15/2026

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 competent and qualified persons to fill the following position as per Section 59 of the County Governments' Act 2012.

DEPARTMENT OF ICT, EDUCATION AND INTERNSHIP

1. Chief Information Communication Technology Officer (1Post)

Job Group: M

Salary Scale: Kshs. 52,330 x2,350 – 54,680x2,550 – 57,230x2,850 – 60,080x2,850 – 62,930x2,930 – 65,860x3,080- 68,940 p.m.

Terms of service: Permanent & Pensionable

Duties and Responsibilities

Duties and responsibilities at this level will involve: coordinating systems analysis, design and programme specifications; ensuring timely implementation and effective maintenance of systems; developing reports on ICT standards; and supervising overall systems documentation; taking charge of Information Communication Technology equipment maintenance; preparing progress reports of the Information Communication Technology equipment maintenance; evaluating and recommending on the suitability of Information Communication Technology equipment; training of Information Communication Technology Hardware personnel and users; designing Local Area Network (LAN) and Wide Area Network (WAN); and preparing staff performance reports.

Requirements for Appointment

- (i) Be a Kenyan Citizen
- (ii) Bachelor of Science degree in any of the following fields: Computer Science, Information Communications Technology, Information Technology, Computer



- Engineering, Computer Networking, Software Engineering, Business Information Technology, Data Science, Telecommunications Engineering, Electrical and Electronic Engineering, Cyber Security or equivalent qualification from a recognized institution;
- (iii) At least six (6) years post-qualification professional experience in Information Communication Technology in the Public Service or Private Sector
 - (iv) Be in good standing with relevant Professional body;
 - (v) A certification in knowledge management will be an added qualification; and
 - (vi) Certificate in computer applications from a recognized institution.

2. Graduate ECDE Teacher III (1 Post)

Salary: Job Group "K"

Salary Scale: Kshs. 41,420 x1,470 – 42,890x1,520 – 44,410x1,710 – 46,120x1,920 – 48,040x2,000 – 50,040x2,290 – 52,330x2,350 – 54,680x2,550- 57,230 p.m.

Terms of service: Permanent & Pensionable

This is the entry grade for graduate teachers in Early Childhood Development and Education. A teacher at this level will work under the supervision of a more senior teacher for the purposes of professional mentoring and growth

Duties and Responsibilities

- (i) Class teaching;
- (ii) Facilitate learning;
- (iii) Role modeling, guidance and counselling, mentoring and motivation of the learners;
- (iv) Preparing reports;
- (v) Ensuring the safety and security of learners;
- (vi) Developing and facilitating play/learning activities that will enable learners enjoy living and learning through play in ECDE centers;
- (vii) Developing relevant play/learning materials for all learners;
- (viii) Preparing and developing schemes of work, lessons plans, daily program of activities, assessment and evaluation of learners' progress and keeping professional records;
- (ix) Assisting in planning the ECDE centre programmes;
- (x) Conducting research on ECDE;
- (xi) Participating in stakeholder engagement in the ECDE sector;
- (xii) Mobilizing and sensitizing communities on the need for ECDE;
- (xiii) Assisting in the implementation of ECDE policy.

Requirements for Appointment

For direct appointment to this grade, a candidate must be in possession of:-

- (i) Kenya Certificate of secondary Education(KCSE) minimum grade C+ (Plus) or its approved equivalent; OR
- (ii) Kenya Certificate of secondary Education(KCSE) minimum grade C (Plain) or its equivalent plus a Diploma in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent; OR
- (iii) Kenya Certificate of secondary Education(KCSE) minimum grade D+(plus);



- (iv) And Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent plus Diploma in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent;
- (v) Degree in Early Childhood Development and Education offered by a recognized Institution of higher learning;
- (vi) Registered by the Teachers Service Commission;
- (vii) A certificate in computer applications;
- (viii) Certificate of Good Conduct from the National Police Service;
- (ix) Valid medical report from a registered government health facility.
- (x) Meet the requirements of Chapter Six of the Constitution of Kenya, 2010;

In addition to the above requirements, an ECDE teacher must have the following:

Personal Qualities

- Modest and of sound mind
- Relate well with Children, parents, and members of the society
- Creative and innovative
- Professionalism and integrity

Core Competencies

- Team Player
- Target setting;
- Problem solving skills
- Organisational Skills
- Excellent Communication skill

3. ECDE Teacher III (3 Posts)

Salary: Job Group "H"

Salary Scale: Ksh.28, 620x1,110 – 29,730x1,120 – 30,850x1,150 – 32,000x1,170 – 33,170x1,250 – 34,240x1,300 – 35,720x1,380 – 37,100 p.m.

Terms of service: Permanent & Pensionable

This will be the entry grade for teachers with a Diploma in ECDE. A teacher at this level will work under the supervision of a more senior teacher for the purposes of professional mentoring and growth

Duties and Responsibilities

- (i) Class teaching;
- (ii) Role modeling, guidance and counselling, mentoring and motivation of the learners;
- (iii) Preparing reports;
- (iv) Ensuring the safety and security of learners;
- (v) Identifying, initiating, developing and facilitating play learning activities that will enable learners enjoy living and learning through play;
- (vi) Developing relevant play/learning materials for all learners;



- (vii) Preparing and developing schemes of work, lessons plans, daily programme of activities, assessment and evaluation of learners' progress and keeping professional records.

Requirements for Appointment

For direct appointment to this grade, a candidate must be in possession of:-

- (i) Kenya Certificate of secondary Education(KCSE) minimum grade C (Plain) or its equivalent; OR
- (ii) Kenya Certificate of secondary Education(KCSE) minimum grade D+(plus) or its approved equivalent plus Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent;
- (iii) Diploma in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent;
- (iv) Registered by the Teachers Service Commission;
- (v) A certificate in computer applications;
- (vi) Certificate of Good Conduct from the National Police Service;
- (vii) Valid medical report from a registered government health facility.

In addition to the above requirements, an ECDE teacher must have the following:

Personal Qualities

- Creative and innovative
- Professionalism and integrity
- Relate well with Children, parents, and members of the society
- Modest and of sound mind

Core Competencies

- Team Player
- Ability to think creatively and constructively;
- Excellent Communication skill

4. Assistant ECDE Teacher III (2 Posts)

Salary: Job Group "F"

Salary Scale: Kshs.20, 560x680 – 21,240x700 – 21,940x780 22,720x800 – 23,520x950 – 24,470x950 – 25,420x1,040- 26,460 p.m.

Terms of service: Permanent & Pensionable

This will be the entry grade for teachers with a Certificate in ECDE. A teacher at this level will work under the supervision of a more senior teacher for the purposes of professional mentoring and growth

Duties and Responsibilities

- (i) Class teaching;
- (ii) Role modelling, guidance and counselling, mentoring and motivation of the learners;



- (iii) Preparing reports;
- (iv) Ensuring the safety and security of learners;
- (v) Assist in organizing and facilitating play/learning activities of the learners;
- (vi) Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (Holistic development)
- (vii) Managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance registers etc) and ensuring learners safety and security;
- (viii) Preparing and developing play and learning materials.

Requirements for Appointment

For direct appointment to this grade, a candidate must be in possession of:-

- (i) Kenya Certificate of secondary Education(KCSE) minimum grade D+ (Plus) or KCE division IV at 'O' level;
- (ii) Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent;
- (iii) Registered by the Teachers Service Commission;
- (iv) A certificate in computer applications;
- (v) Certificate of Good Conduct from the National Police Service;
- (vi) Valid medical report from a registered government health facility.

Personal Qualities

- Creative and innovative
- Professionalism and integrity
- Relate well with Children, parents, and members of the society
- Modest and of sound mind

Core Competencies

- Supervisory skills;
- Team Player;
- Problem -solving skills;
- Communication/Interpersonal skills

5. Assistant ECDE Teacher II (2 Posts)

Salary: Job Group "G"

Salary Scale: Kshs: 25, 420x1,020 – 26,460x1,070 – 27,530 x1,090 – 28,620 x 1,110 – 29,730x1,120 x30,8501,150 - 32,000x1,170 - 33,170 p.m.

Terms of service: Permanent & Pensionable

Duties and Responsibilities

- (i) Class teaching;
- (ii) Role modelling, guidance and counselling, mentoring and motivation of the learners;
- (iii) Preparing reports;
- (iv) Ensuring the safety and security of learners;
- (v) Assist in designing, organizing and facilitating play/learning activities for learners;

5



- (vi) Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (Holistic development)
- (vii) Managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance registers etc) and ensuring learners safety and security;
- (viii) Preparing and developing play/learning materials.

Requirements for Appointment

For direct appointment to this grade, a candidate must be in possession of: -

- (i) Kenya Certificate of secondary Education(KCSE) minimum grade C (Plain) or KCE division IV at 'O' level;
- (ii) Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent;
- (iii) Registered by the Teachers Service Commission;
- (iv) A certificate in computer applications;
- (v) Certificate of Good Conduct from the National Police Service;
- (vi) Valid medical report from a registered government health facility.

Personal Qualities

- Creative and innovative
- Professionalism and integrity
- Relate well with Children, parents, and members of the society
- Modest and of sound mind

Core Competencies

- Supervisory skills;
- Team Player;
- Problem -solving skills;
- Interpersonal/ Communication skills

6. Youth Polytechnic Instructors III

- (i) Masonry (1 post)
- (ii) Motor Vehicle Mechanic (1 post)

Salary: Job Group "H"

Salary Scale: Kshs.28, 620x1,110 – 29,730x1,120 – 30,850x1,150 – 32,000x1,170 – 33,170x1,250 – 34,240x1,300 – 35,720x1,380 – 37,100 p.m.

Terms of service: Permanent & Pensionable

This is the entry and training grade for the Youth Polytechnic Instructors cadre. An instructor at this level will work under the guidance of a Senior Youth Polytechnic Instructor.

Duties and Responsibilities

- (i) Theoretical and practical instruction in the area of specialization;
- (ii) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;



- (iii) Carrying out trainee assessment;
- (iv) Ensuring proper care and maintenance of tools and equipment;
- (v) Conducting co-curricular activities;
- (vi) Maintaining trainee's discipline; and guiding and counseling trainees.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Diploma in any of the following disciplines: Computer Studies/science; Information and communication Technology; Electronics Engineering; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumental and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction; Refrigeration and Air Conditioning; Agriculture; Leather Technology/Foot ware; Animal Science; Hair Dressing and Beauty Therapy; Clothing; Fashion Design and Textile Technology ;Food Technology; Institutional Management; Catering and Housekeeping; Carpentry and joinery; Refrigeration and Air Conditioning; General Education (Physics, Chemistry, Biology, Mathematics, Languages) and entrepreneurship or its equivalent qualification from a recognized institution;
- (ii) Certificate in computer applications from a recognized institution.

7. Office Assistant Supervisor/Support Staff Supervisor (1Post)

Salary: Job Group "E"

Salary Scale: Kshs. 19, 340x580 – 19,920x640 – 20,560x680 – 21,240x700 – 21,940x780 – 22,720x800 – 23,520x950 24,470 p.m.

Terms of service: Permanent & Pensionable

Duties and Responsibilities;

Duties and responsibilities will entail:- overall management and supervision of the support staff; planning and implementation of effective support services; liaising with other of department/sections on matters pertaining to Support staff services. Additional duties at this level will involve:- supervising other staff under the officer; assigning work to other support staff personnel; developing duty roaster; and supervising cleanliness of offices and office environment.

Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D(minus) or equivalent qualification from a recognized institution;
- (ii) A certification in Management will be an added advantage
- (iii) Certificate in computer application skills;



HOW TO APPLY

Interested and qualified officers 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.
- ii) It is an offence to include incorrect information in the application.
- iii) Details of academic and professional certificates not obtained by closure of the advert should not be included;
- iv) Only shortlisted and successful applicants will be contacted;
- v) Shortlisted candidates shall be required to produce the following documents during the interview:
 - a. Original National Identity Card/passport
 - b. Original academic certificates
 - c. Original professional certificates and transcripts
 - d. Registration certificate (where necessary)
- vi) Successful candidates will be required to provide clearance from the following institutions within one month after recruitment;
 - 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)
- vii) Canvassing in any form will lead to automatic disqualification;
- viii) It is a criminal offence to present or provide fake certificates/documents/information;
- ix) The Makueni County Government is an equal Opportunity Employer; qualifying persons within the public service are encouraged to apply;
- 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;
- xi) Applications should reach the Board on or before **5:00 pm. on Wednesday, 15th April,**



CS. Redempta Kavindu
Secretary/CEO

MAKUENI COUNTY PUBLIC SERVICE BOARD