

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



MAKUENI COUNTY PUBLIC SERVICE BOARD

P.O BOX 49 – 90300 MAKUENI Tel: 0115105310/0202026751

Email: cpsb@makueni.go.ke

web: www.makuenipsb.go.ke

VACANCY

AD NO. MCPSB/16/2026

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

1. **Principal Physical Planner (1 Post)**

Job Group "N"

Salary: Kshs. 60,080 x 2,850 – 62,930 x 2,930 – 65,860 x 3,080 – 72,480 x 3,690 – 76,170 x 3,890 – 80,060 x 3,900 – 83,960 x 4,010 – 87,970 x 4,060 – 92,030 x 4,100 – 96,130 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- (i) Initiating, preparing and monitoring the implementation of county and local physical development plans;
- (ii) Preparing action plans for specific projects such as residential housing schemes, shopping centers, industrial estates and recreational facilities;



- (iii) Providing advice to government and private agencies on development proposals and plans; implementing and providing feedback on physical planning guidelines and standards;
- (iv) Undertaking thematic regional studies on matters relating to physical planning; management of physical planning data;
- (v) Setting agenda and convening physical planning liaison committee meetings;
- (vi) Keeping record of deliberations and communicate decisions of the physical planning liaison committees;
- (vii) Providing advise on development control;
- (viii) Carrying out public education on physical planning matters; and
- (ix) Preparing annual state of physical planning reports on county and local physical development plans.

Requirements for Appointment

- (i) Must be a Kenyan Citizen
- (ii) Must have 8 years' experience in the relevant field
- (iii) Have a Bachelor's Degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution;
- (iv) Be a member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);
- (v) Be registered by the Physical Planners Registration Board;
- (vi) A Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vii) Have a Certificate in computer applications from a recognized institution

2. Office Administrative Assistant III (1 Post)

Job Group "G"

Salary: Kshs 25,420 x 1,020 – 26,460 x 1,070 – 27,530 x 1,090 – 28,620 x 1,110 – 29,730 x 1,120 - 30,850 x 1,150 - 32,000 x 1,170 - 1,33,170 p.m

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) Taking oral dictation;
- (ii) Work and data processing from manuscripts;
- (iii) Operating office equipment;
- (iv) Ensuring security of office equipment, document and records' attending to visitors/clients; handling telephone calls and appointments; and
- (v) Undertaking any other office administrative service duties that may be assigned.



Requirements for Appointment

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

- (i) Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English or Kiswahili language or its equivalent qualification from a recognized Institution.
- (ii) Business Education Single and Group Certificates (BES & GC) from Kenya National Examination Council in the following subjects; -
 - (a) Typewriting II (minimum 40 W.P.M)/Computerized Document Processing II
 - (b) Business English I /Communication I,
 - (c) Office Practice I,
 - (d) Commerce I

3. Market Superintendent (1 Post) Job Group 'B'

Salary: Ksh 16,420 x 250 -16,670 x 250 -16,920 x 250 -17,170 x 300 – 17,470 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities: -

- (i) Manage market cleaning shifts,
- (ii) Manage refuse recycling schedules between the Government and the local communities
- (iii) Manage public toilets in the markets, manage all waste disposal within their areas,
- (iv) Dumpsite management, manage exhausting of premises off- liquid waste, any other duties as may be assigned from time to time.

Requirements for Appointment: -

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D- (minus) or equivalent qualification from a recognized institution;
- (ii) Certificate in computer application skills; and
- (iii) Demonstrated merit and ability in supervisory role

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

CS. Redempta Kavindu
Secretary/CEO

MAKUENI COUNTY PUBLIC SERVICE BOARD