

REPUBLIC OF KENYA



GOVERNMENT OF MACHAKOS COUNTY COUNTY PUBLIC SERVICE BOARD

VACANT POSITIONS IN THE COUNTY GOVERNMENT OF MACHAKOS

COUNTY CHIEF OFFICERS

COUNTY CHIEF OFFICERS, - (8 POSTS)

Terms of Service: 5-Year Contract

1. **Vacancy Reference No. - MCPSB/12/2022/038**
Chief Officer-Health Facilities and infrastructure Development
2. **Vacancy Reference No. - MCPSB/12/2022/039**
Chief Officer-Sewerage, Sanitation and Waste Management
3. **Vacancy Reference No. - MCPSB/12/2022/040**
Chief Officer - Information, Communication & Technology Infrastructure
4. **Vacancy Reference No. - MCPSB/12/2022/041**
Chief Officer - Digital Economy
5. **Vacancy Reference No. - MCPSB/12/2022/042**
Chief Officer - Public Participation, Citizen Engagement and Customer Service
6. **Vacancy Reference No. - MCPSB/12/2022/043**
Chief Officer - Small and Medium Enterprise Development
7. **Vacancy Reference No. - MCPSB/12/2022/044**
Chief Officer - Public Communication and e-Government
8. **Vacancy Reference No. - MCPSB/12/2022/045**
Chief Officer - Livestock and Fisheries Development

Duties and Responsibilities

- i.) Be responsible for the overall administration of a County Department to which he/she is assigned or re-assigned;
- ii.) Be responsible for needs of the local community and the functions and competences assigned to and transferred to the County;
- iii.) Facilitate a culture of public service and accountability in the county public service;

- iv.) Be performance oriented and focused on the objects of devolved government as set out in the Constitution;
- v.) Be efficient and ensure that the County Departments align their roles and responsibilities with the priorities and objectives set out in the County's policies and plans;
- vi.) Organize his/her department and other structures in a flexible way in order to respond to changing priorities and circumstances;
- vii.) Assign clear responsibilities for the management and coordination of the County department and functions;
- viii.) Allow participatory decision making as far as practicable;
- ix.) Provide an equitable, fair, open and non-discriminatory working environment;
- x.) Submit quarterly reports of the respective department to the County Executive Committee through the respective CEC-Member and to the County Assembly through the County Secretary and to respect the oversight role of the County Assembly by giving information and honoring summons whenever required;
- xi.) Implement the policies and plans developed by the County Government;
- xii.) Provision of strategic policy direction for effective service delivery;
- xiii.) To ensure departmental compliance with National Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution;
- xiv.) Performance of any other functions conferred by the Constitution, National or County Legislation;
- xv.) He/ She will be responsible to the County Executive Committee Member (CECM) for administration of a county department as provided under section 46; and
- xvi.) Carry out any other function incidental to any of the assigned functions and/or as may be assigned from time to time by the County Governor.

Requirement for Appointment

For appointment to this grade, an officer must: -

- i.) Be a Kenyan citizen.
- ii.) Holds a first degree from a university recognized in Kenya.
- iii.) A Master's degree or higher academic qualifications from a university recognized in Kenya will be an added advantage.
- iv.) Have vast knowledge and experience of not less than five (5) years in the relevant field, three (3) of which should be in a senior/managerial position in a large organization;
- v.) Demonstrate thorough understanding of County development objectives of vision 2030;
- vi.) Be a strategic thinker and results-oriented;
- vii.) Have excellent communication, organizational and interpersonal skills;
- viii.) Have capacity to work under pressure to meet strict timelines;
- ix.) Have ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- x.) Demonstrate understanding and commitment to the National Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya 2010;
- xi.) Be Computer literate; and
- xii.) Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010.

OFFICE OF THE GOVERNOR

1. Job Reference No. - MCPSB/12/2022/001 - DEPUTY CHIEF OF STAFF, JOB GROUP 'R'-(1 POST)

Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) Liaising closely with the Governor to ensure the overall smooth running of the office;
- ii.) Managing the Governor's diary
- iii.) Providing guidance in implementing the Office of the Governor's agenda
- iv.) Protecting the interests of the Governor
- v.) Manage communications and information flow from the Office of the Governor
- vi.) Assist the Governor implement his agenda
- vii.) Liaise with the Advisors/Personal Assistants to the Governor in the implementation of their mandates
- viii.) Have oversight over the functions of the Governor's Residence Comptroller as directed by the Governor
- ix.) Proactively manage risks and issues and escalate to the Governor as required
- x.) Act as central contact point for all areas within the Office of the Governor
- xi.) Coordinating the Governor's contacts and visits in liaison with relevant departments; and
- xii.) Any other duties that may be allocated by the Governor.

Requirements for Appointment

- i.) Be a Kenyan citizen.
- ii.) Be a holder of at least a first degree from a university recognized in Kenya.
- iii.) Possession of a Master's Degree in Public Administration or Business Administration will be an added advantage.
- iv.) KCSE Grade C+ and above.
- v.) Have knowledge, experience and a distinguished career of not less than 8 years in administration and management.
- vi.) Satisfy the requirements of Chapter Six of the Constitution of Kenya (2010) on leadership and integrity.
- vii.) Be computer literate.

2. Job Reference No. - MCPSB/12/2022/002 - DIRECTOR YOUTH, TALENTS & SPORTS), JOB GROUP 'R'-(1 POST)

Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) coordinating design, implementation, monitoring and evaluation of sports programmes and activities;
- ii.) liaising w relevant stakeholders in mobilizing resources for sports programme and activities;
- iii.) coordinating research and innovation in sports;
- iv.) ensuring annual work plans, procurement plans, and budgeting for the department is undertaken;
- v.) coordinating Cash Awards and Honours Scheme for sports persons, sports persons and veterans;
- vi.) mainstreaming of sports affairs at local, national and international levels;
- vii.) liaising with stakeholders in the development of sports infrastructure; and
- viii.) ensuring efficient staff management, training and development.

Requirements for Appointment

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

- i.) served in the grade of Deputy Director Youth, Talents & Sports or in a relevant and comparable position in the Public Service for a minimum period of three (3) years;
- ii.) Bachelors degree in any of the following disciplines: Physical Education, Sports Science or Leisure and Recreation Management from a recognized institution;

OR

- i.) Bachelors degree in Social Sciences with a Post-Graduate Diploma in Sports Administration and Management equivalent qualification from a recognized institution;
- i.) Masters degree in any of the following disciplines: Physical Education, Recreation Management, Exercise and Sports Science, Social Sciences, Management and Administration or equivalent qualification from a recognized institution;
- ii.) Certificate in Strategic Leadership Development Programme lasting not less than six (6) months from a recognized institution;
- iii.) Certificate in Computer Application: and
- iv.) Demonstrated merit and ability as reflected in work performance and results.

**3. Job Reference No. - MCPSB/12/2022/003 - DIRECTOR ADMINISTRATION,
JOB GROUP 'R' - (1 POST)**

Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) Organization, direction, control and coordination of the functions of administration and public service in the office of the Governor.
- ii.) Initiating development of the appropriate County Departmental policies, legal and institutional frameworks for the implementation of the mandate of administration and public service.
- iii.) Handling administrative matters and manage inventories of the administrative tools, equipment and other required assets related to the department.
- iv.) Preparation of departmental plans and budgets.
- v.) Ensuring strict compliance with all financial, budgetary and procurement procedures.
- vi.) Ensuring timely, efficient communication and coordination of administration and public service departmental affairs.
- vii.) Interpreting and applying National and County laws and other related statutes in line with the County goals and objectives.
- viii.) Any other duties as may be assigned from time to time.

Requirements for Appointment

For appointment to this grade an officer must;

- i.) Hold a degree in Social Sciences or its equivalent from a recognized institution.
- ii.) Hold a skills management certificate and;
- iii.) Shown merit and ability in work performance and results
- iv.) Master's degree from a university recognized in Kenya will be an added advantage

4. Job Reference No. - MCPSB/12/2022/004 - CHIEF ADMINISTRATION OFFICER, JOB GROUP 'M'-(1 POST)
Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) Facilitating maintenance of infrastructure and facilities;
- ii.) Overseeing transport management;
- iii.) Planning and coordinating office accommodation;
- iv.) Overseeing development and updating of office equipment and furniture inventory;
- v.) Overseeing facilitation of meetings, conferences and other special events;
- vi.) Supervising general maintenance of buildings and furniture,
- vii.) Supervising provision of security and office services;
- viii.) Supervising records management and messengerial services within various departments; and
- ix.) Managing premises, assets and insurance policies;

Requirements for Appointment

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

- i.) Served in the grade of Senior Administration Officer/Senior Ward Administrator for a minimum period of three (3) years;
- ii.) Bachelors degree in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;

OR

Diploma in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science; plus, a supervisory management course or equivalent qualification from a recognized Institution;

- i.) Administrative officers' examination (PSCK);
- ii.) Certificate in computer applications from a recognized institution; and
- iii.) Demonstrated merit and ability as reflected in work performance and results.

5. Job Reference No. - MCPSB/12/2022/005 - CHIEF ACCOUNTANT, JOB GROUP 'M'-(1 POST)

Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) Planning, directing, coordinating, supervising areas of control, training and development of staff under him/her, setting targets for the division and may occasionally be required to undertake ad hoc assignments relating to accounting services.
- ii.) may be called upon to assist in preparations of final accounts.
- iii.) ensuring safe custody of Government assets and records under him/her; and
- iv.) responsible for authorizing payments and signing of cheques subject to set limits.
- v.) responsible for timely and accurate preparation of management reports that fall under his/her division.
- vi.) He/She will be responsible for providing guidance to officers under him/her to achieve the desired results.

Requirements for Appointment

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

- i.) Served in the grade of Senior Accountant, Job Group 'L' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- ii.) A Bachelors degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

OR

Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent.

- iii.) Attended a management course lasting not less than four (4) weeks from the Kenya Institute of Administration or any other recognized institution.

In addition to the above requirements, an officer must have the following key competencies:

- i.) interpersonal skills including being a team player;
- ii.) integrity and commitment to producing results;
- iii.) proven working attitude and ability to give and take instructions; and
- iv.) ability to get on well with the diverse workforce.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- ✓ Ability to get on well with the diverse workforce
- ✓ Good knowledge in the professional field of specialization
- ✓ Good communication skills
- ✓ Ability to take instructions
- ✓ Good organizational and supervisory skills

Core Skills

- ✓ Team playing skills
- ✓ Accuracy
- ✓ Care for resources
- ✓ Manual dexterity
- ✓ Execution of instructions
- ✓ Interpersonal skills
- ✓ Analytical skills
- ✓ Records Management skills

6. Job Reference No. - MCPSB/12/2022/006 - ECONOMIST II, JOB GROUP 'K'-(1 POST)

Terms of Service: 5-Year Contract

Duties and Responsibilities

Duties and responsibilities at this will involve: providing economic planning data; economic analysis; formulation of development strategies; identification, preparation and evaluation of development projects and programmes and monitoring of their implementation; conducting feasibility studies, determining project viability and setting project priorities: collection, collation and analysis of data relating to production and marketing of agricultural/industrial products, computerization and analysis of data: writing and submitting reports on specific assignments; and control and supervision of technical and other supporting staff.

Requirements for Appointment

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

- i.) A minimum of an Upper Second-Class Honours degree in Economics, or Economics and Mathematics, or Economics and Statistics from a recognized university/institution; or
- ii.) A minimum of an Upper Second-Class Honours degree in any of the subjects enumerated at (i) above with a bias towards Computer Science, Operations Research. Survey Techniques and Demographic Techniques from a recognized university/institution; or
- iii.) A minimum of an Upper Second-Class Honours degree in Statistics with appropriate specialization from a recognized university/institution; or
- iv.) A postgraduate Bachelor of Philosophy degree in Economics from the University of Nairobi or equivalent institution or a post graduate diploma or Masters degree in subjects enumerated at (i)-(iii) above.

7. Job Reference No. - MCPSB/12/2022/007 - HOSPITALITY OFFICER I JOB GROUP 'K'-(1 POST)
Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) Coordination of training of staff working under him/her
- ii.) carrying out training needs assessments yearly
- iii.) developing standard operating procedures
- iv.) enforcing the use of standard operating procedures
- v.) continuous monitoring of the use of standard operating procedures
- vi.) ensuring smooth inter-sectional relations; and
- vii.) ensuring training projections are done annually.

Requirements for Appointment

- i.) Bachelors degree in either Hotel and Catering Management or Hotel and Hospitality Management or its equivalent qualification from a recognized institution; and
- ii.) certificate in computer applications.
- iii.) served satisfactorily in the grade of Hospitality Officer II/Head House keeper/Chef/Head Waiter for a period of not less than three (3) years;
- iv.) certificate lasting not less than one (1) year in any of the following disciplines; Food Production, Food and Beverage Service and Sales, Housekeeping and Laundry or equivalent qualification from a recognized institution;
- v.) attended Supervisory Development or Management Skills Development course from a recognized institution;
- vi.) attended an induction course lasting not less than one (1) month; and
- vii.) demonstrated ability and merit as reflected in work performance and results.

8. Job Reference No. - MCPSB/12/2022/008 - PUBLIC COMMUNICATIONS OFFICER I, JOB GROUP 'K'-(3 POSTS)

Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) gathering information on programmes and significant events
- ii.) editing stories on topical issues in a specific sectoral area
- iii.) liaising with media practitioners and the public on issues of mutual concern
- iv.) scheduling interviews with Government officials: and
- v.) managing assigned projects and programmes under the guidance of the head of the Unit/Section.

Requirements for Appointment

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

- i.) Be in possession of a Bachelors degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations, Social Sciences or any other approved equivalent qualifications from a recognized University/Institution;
- ii.) Possess good oral and written communication skills in both English and Kiswahili; and
- iii.) Be proficient in computer applications.

9. Job Reference No. - MCPSB/12/2022/009 - HOSPITALITY OFFICER II, JOB GROUP 'J' (1 POST)

Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) Monitoring and reviewing hospitality policies and procedures.
- ii.) Overall coordination of hospitality services
- iii.) Ensuring adherence by all staff to safety and environmental measures
- iv.) Ensuring maintenance of quality in all hospitality services.

Requirements for Appointment

- i.) Certificate in either hotel/ catering management, hospitality or tourism management or equivalent qualification from a recognized institution.
- ii.) Demonstrated outstanding performance, leadership and administrative ability in a reputable housekeeping /catering institution
- iii.) Certificate in computer applications from a recognized institution

10. Job Reference No. - MCPSB/12/2022/010 - ADMINISTRATION OFFICER III, JOB GROUP 'H'-(4 POST)

Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) Planning of office accommodation and layout;
- ii.) Facilitating transport and travelling services;
- iii.) Maintaining and updating furniture and office equipment inventory;
- iv.) Ensuring payment of utility bills;
- v.) Facilitating movement of assets;
- vi.) Facilitating general maintenance of buildings and furniture; and
- vii.) Facilitating logistics for meetings, conferences and other special events.
- viii.) Collecting and collating data on developmental activities; and
- ix.) Providing input in organizing public participation awareness at the local level;

Requirements for Appointment

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

- i.) Diploma in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution; and
- ii.) Certificate in computer applications from a recognized institution.

11. Job Reference No. - MCPSB/12/2022/011 - CHIEF DRIVER, JOB GROUP 'H' (2 POSTS)

Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) driving the assigned vehicle
- ii.) carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake systems, etc.
- iii.) detecting and reporting malfunctioning of the vehicle systems; 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)
- vii.) In addition, the officer may be required to supervise and guide staff in a small transport unit.

Requirements for Appointment

For appointment to this grade, an officer must;

- i.) Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized Institution;
- 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;
- 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;

12. Job Reference No. - MCPSB/12/2022/012 - SUPPLY CHAIN MANAGEMENT ASSISTANT III, JOB GROUP 'H' - (1 POST)

Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) issuing and receiving stores
- ii.) assisting in stock taking, reconciliation, preparation and maintenance of records.

Requirements for Appointment

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

- i.) a Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized Institution; and
- ii.) a Diploma (CIPS) in Supplies Management or its equivalent qualification from a recognized Institution

13. Job Reference No. - MCPSB/12/2022/013 - ASSISTANT HOUSEKEEPER, JOB GROUP 'H'-(1 POST)

Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) keeping proper records of sundry and linen stores
- ii.) supervision of staff
- iii.) following up on maintenance work order forms
- iv.) assisting in stock taking; ordering, receiving, storing and issuing of cleaning materials
- v.) carrying out on the job training for staff working under him/her; and
- vi.) writing and keeping reports on losses, breakages and defects.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i.) Diploma in either of the following disciplines; Hotel Management; Housekeeping and Front Office Management or Hospitality Management or any other equivalent qualification from a recognized institution; and
- ii.) certificate in computer applications.

14. Job Reference No. - MCPSB/12/2022/014 - HOUSEKEEPING ASSISTANT I, JOB GROUP 'G'-(1 POST)

Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) overseeing the cleanliness and maintenance of rooms
- ii.) care and maintenance of furnishings, equipment and linen
- iii.) reporting any defects in the guest rooms to the supervisor
- iv.) ensuring that proper work procedures are followed when handling guest laundry; and
- v.) filling in the occurrence book as required.

Requirements for Appointment

For appointment to this grade, an officer must:

- i.) be in possession of the Kenya Certificate of Secondary Education with a mean grade 'C' (minus); and
- ii.) have attended a course lasting not less than one (1) year and awarded a Certificate in Housekeeping and Laundry or its equivalent qualification from a recognized institution.

**15. Job Reference No. - MCPSB/12/2022/015 - SENIOR DRIVER, JOB GROUP 'G'
(1 POST)**

Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) driving a vehicle as authorized
- ii.) carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc.
- iii.) detecting and reporting malfunctioning of vehicle systems
- iv.) maintenance of work ticket(s) for vehicle(s) assigned
- v.) ensuring security and safety of the vehicle on and off the road
- vi.) overseeing safety of the passengers and/or goods therein; and
- vii.) maintaining cleanliness of the vehicle. In addition, the officer will guide and advise junior drivers.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i.) served in the grade of Driver I for a minimum period of three (3) years;
- ii.) passed Occupational Trade Test 1 for Drivers;
- iii.) a valid driving license free from any current endorsement(s) for the 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;
- vii.) attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution

16. Job Reference No. - MCPSB/12/2022/016 - ARTISAN I, JOB GROUP 'G'-(1 POST)

Terms of Service: 5-Year Contract

Duties and Responsibilities

Duties will include improvement works, more complex repairs and maintenance works and routine checks in line with their area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing).

Requirements for Appointment

For appointment to this grade, an officer must have:

- i.) a Government Test Certificate Grade III in the relevant trade area (Carpentry, Masonry, Welding, Painting and Plumbing).

17. Job Reference No. - MCPSB/12/2022/017 - CLERICAL OFFICER II, JOB GROUP 'F' - (9 POST)

Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) Collecting statistical records
- ii.) carrying out transactions related to accounts or personnel information
- iii.) filing receipts
- iv.) receiving, filing and dispatching correspondence
- v.) preparing Pay Change Advices (PCAs)
- vi.) preparing initial documents for issuance of stores
- vii.) photocopying and scanning documents
- viii.) indexing of documents and records
- ix.) checking general office cleaning; and
- x.) keeping safe custody of equipment, documents and records.

Requirements for Appointment

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

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification; and
- (ii) Certificate in computer application skills from a recognized institution.

18. Job Reference No. - MCPSB/12/2022/018 - COOK II, JOB GROUP 'F'- (1 POSTS)

Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) assembling food supplies and equipment for daily preparation
- ii.) preparing raw foods for cooking
- iii.) cleaning equipment used in production
- iv.) maintaining hygiene by ensuring cleaning of kitchen, and its surroundings
- v.) setting up and preparing equipment for use in food preparation and production; and
- vi.) reporting on any defective equipment.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i.) served in the grade of Cook III for at least three (3) years;
- ii.) attended an induction course lasting not less than two (2) weeks; and
- iii.) demonstrated knowledge and skills in institutional food preparation.

19. Job Reference No. - MCPSB/12/2022/019 - COOK III, JOB GROUP 'E' - (1 POST)

Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) preparation of raw foods for cooking
- ii.) cleanliness of equipment used in production
- iii.) maintaining hygiene by ensuring cleaning of the kitchen and its surroundings
- iv.) setting up and preparing equipment for use in food preparation and production; and
- v.) alerting the supervisor of any defective equipment.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i.) Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification from a recognized institution; and
- ii.) Craft Certificate in Food and Beverage Production, Sales and Service or its equivalent qualification from a recognized institution;

OR

- i.) Attended a formal course lasting not less than two (2) months in Food Production organized by the Kenya Utalii College or other recognized institution.

20. Job Reference No. - MCPSB/12/2022/020 - CLEANING SUPERVISOR III, JOB GROUP 'D' - (4 POSTS)

Terms of Service: 5-Year Contract

Duties and Responsibilities

The Support Staff function will entail undertaking supervision of cleaning and messengerial duties in areas of deployment and undertaking any other related duties.

Requirements for Appointment

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

- i.) a K.C.S.E Mean Grade D (plain) or any other approved equivalent qualifications from a recognized Institution and
- ii.) Shown merit and ability as reflected in work performance and results.

21. Job Reference No. - MCPSB/12/2022/021 - DRIVER III, JOB GROUP 'D'-(5 POST)

Terms of Service: 5-Year Contract

Duties and Responsibilities

- i.) driving a motor vehicle as authorized
- ii.) carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.
- iii.) detecting and reporting malfunctioning of vehicle systems
- iv.) maintenance of work tickets for vehicles assigned
- v.) ensuring security and safety for the vehicle on and off the road
- vi.) safety of the passengers and/or goods therein; and
- vii.) maintaining cleanliness of the vehicle.

Requirements for Appointment

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

- i.) Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized Institution;
- ii.) a valid driving license free from any current endorsement(s) for the class(es) of vehicle(s) the officer is required to drive;
- iii.) attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute Highway and Building Technology (KIHBT) or its equivalent from a recognized institution;
- iv.) passed Suitability Test for Driver Grade III;
- v.) passed Practical Test for Drivers conducted by the respective Department;
- vi.) a valid Certificate Good Conduct from the Kenya Police; and
- vii.) at least two (2) years driving experience.

22. Job Reference No. - MCPSB/12/2022/022 - SUPPORT STAFF I, JOB GROUP 'C'-(2 POSTS)

Terms of Service: 5-Year Contract

Duties and Responsibilities

The Support Staff function will entail undertaking supervision of cleaning and messengerial duties in areas of deployment and undertaking any other related duties.

Requirements for Appointment

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

- i.) a K.C.S.E certificate or any other approved equivalent qualifications from a recognized Institution.

23. Job Reference No. - MCPSB/12/2022/023 - SUPPORT STAFF II, JOB GROUP 'B' (1 POST)

Terms of Service: 5-Year Contract

Duties and Responsibilities

The Support Staff function will entail undertaking supervision of cleaning and messengerial duties in areas of deployment and undertaking any other related duties.

Requirements for Appointment

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

- i.) a K.C.S.E certificate or any other approved equivalent qualifications from a recognized Institution.

24. Job Reference No. - MCPSB/12/2022/024 - GENERAL LABORER (CASUALS) (20 POSTS)

COUNTY LAW OFFICE

1. **Job Reference No. - MCPSB/12/2022/025 - SENIOR LEGAL OFFICER (COUNTY SOLICITOR), JOB GROUP 'N'-(1 POST)**

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i.) undertaking research on assigned legal issues
- ii.) analyzing research data and compiling reports
- iii.) preparing preliminary legal documents/instruments; and
- iv.) liaising with the County Law Office and advising on various legal policy issues.

Requirement for Appointment

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

- i.) served in the grade of Legal Officer I or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii.) Bachelor of Laws (LL.B) degree from a recognized university; (a Masters' degree will be an added advantage)
- iii.) Must be a holder of a current practicing certificate and be an up-to-date member of The Law Society of Kenya;
- iv.) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- v.) Satisfy the requirements of Chapter Six of the Constitution;
- vi.) Fulfill other duties of the office as may be determined by the County Public Service Board and the Executive
- vii.) proficiency in computer applications;

OFFICE OF THE COUNTY SECRETARY

1. Job Reference No. - MCPSB/12/2022/026 - DIRECTOR QUALITY ASSURANCE & EFFICIENCY MONITORING, JOB GROUP 'R'-(1 POST)

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i.) overseeing complex efficiency monitoring assignments; and
- ii.) being responsible for the efficient organization, coordination, control and supervision of the section's operations.
- iii.) In addition, the officer will ensure that the reports prepared are timely and of high quality.

Requirement for Appointment

For appointment to this grade, an officer must: -

- i.) served in the grade of Deputy Director of Efficiency of Monitoring or in a comparable and relevant position for a minimum period of three (3) years;
- ii.) Masters degree in any of the following fields: Economics, Accounting, Business Administration, Management, Finance, Computer Science, Human Resource Management/Development Valuation, Construction Management, Engineering, Supplies Management, Law or any relevant qualification from a recognized Institution;
- iii.) attended a management course lasting for not less than four (4) weeks from recognized Institution; and
- iv.) demonstrated professional and managerial competence in undertaking efficiency monitoring work.

2. Job Reference No. - MCPSB/12/2022/027 - DEPUTY DIRECTOR HUMAN RESOURCE MANAGEMENT, JOB GROUP 'Q'-(1 POST)

Duties and Responsibilities

- i.) The officer will be responsible to the Director of Human Resource Management for analysing the Human Resource Management structures and systems, determining and proposing methods/strategies of handling human resource management function
- ii.) initiating and developing human resource management policies geared towards instilling the right attitude, values and culture in line with the overall service mission and vision
- iii.) proposing performance improvement strategies that are adaptive to the changing environment and technology
- iv.) maintaining human resource data base and Schemes of Service for the County Public Service
- v.) researching on relevant regulations and standards such as industrial relations; and co-ordinating development of strategic/action plans for the Human Resource Management in the County.

Requirement for Appointment

For appointment to this grade, an officer must: -

- i.) served as an Assistant Director of Human Resource Management on in a comparable and relevant position in the County Public Service for a minimum period of three (3) years;
- ii.) Masters degree in Human Resource Management/Industrial Relations/ Public or Business Administration/Government or any other relevant qualification from a recognized institution; and
- iii.) demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organisation and management of human resource and a thorough understanding of the human resource management policies, regulations, employee relations, Labour Laws and other statutes that relate to the human resource management.

COUNTY PUBLIC SERVICE BOARD

1. Job Reference No. - MCPSB/12/2022/028 - DIRECTOR OF HUMAN RESOURCE MANAGEMENT, JOB GROUP 'R'-(1 POST)

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i.) Innovation and design of Human Resource strategies and translating them into policies in the County Public Service
- ii.) Introducing systems/management practices that will facilitate effective and efficient management of the County Human Resource.
- iii.) Enlarging and enriching human resource management function in the County public service, developing terms and conditions of service for the county public service.
- iv.) Providing guidance on human resource management policy matters to Departments and other public service bodies.
- v.) Developing a regulatory framework and standards which will promote understanding and commitment to positive values and updating the existing rules and regulations and adapting them to the changing environment including the related statutes and management structures.
- vi.) Setting and managing performance standards;
- vii.) Analyzing staffing levels for all the cadres managed by the different Departments;
- viii.) Identifying training needs and in liaison with Human Resource Training & Development Division, designing, planning and ensuring implementation of training for enhancing skills on human resource;
- ix.) Initiating issues related to collective bargaining and negotiating agreements with trade unions and monitoring their implementation.
- x.) The Accounting officer of the county public Service Board.
- xi.) Establishing and maintaining complement control of the Board and County
 - a. Other departments.
- xii.) Conducting management studies in the Board and County departments in response to submitted Establishment bids.
- xiii.) Ensuring optimal establishments in the Board and the other County departments.
- xiv.) Conducting regular reconciliations of establishments in the Board and other departments.
- xv.) Tabling Board/County establishment proposals before the Board for ratification/approval.
- xvi.) Co-ordinating with departmental HR committees for staff promotion.
- xvii.) Developing and rationalizing schemes of service from County departments to guide on career structures.

- xviii.) Co-ordinating and guiding on training and development of the Board and County Public Service.
- xix.) Initiating policies and procedures of training and development functions including their implementation.
- xx.) Receiving and updating various manuals and schemes of services.
- xxi.) Handling Board transport and logistical matters.
- xxii.) Coordinating quality assurance programs in the Board and County.
- xxiii.) Guiding the Board on all legal matters affecting assigned functional portfolio.
- xxiv.) Ensuring adherence and compliance with legislation including subsidiary legislation in the form of rules, gazette notices, regulations relating to Board mandate
- xxv.) Advising on Agreements, contracts and other Board committees.
- xxvi.) Reviewing the Board's legal documentation e.g., letters of offer or any other security documentation to ensure Board's interest are protected.
- xxvii.) Reviewing any changes in legislation and submitting to Board for guidelines and as updates.
- xxviii.) Appearing as witness where matters of the Board are contested in court.
- xxix.) Secretary to Board Committees assigned to the position.
- xxx.) Planning, organizing and controlling functions of the Board assigned to the portfolio.
- xxxi.) Preparing briefs of committees under one's schedule.
- xxxii.) Circulating preliminary notices of committee meetings of the Board, in consultation with respective chairpersons.
- xxxiii.) Ensuring Board committee files are compiled and dispatched to members before meetings are held.
- xxxiv.) Maintaining and distributing minutes of committee meetings to members.
- xxxv.) Ensuring action points from respective Board committee meetings are circulated to relevant County departments or individuals and responses received for tabling to the full Board.

Requirement for Appointment

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

- i.) Served in the grade of Deputy Director of Human Resource Management or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii.) Master's degree in Human Resource Management/Industrial Relations Public or Business Administration/Government or any other relevant qualification from a recognized institution, and
- iii.) Demonstrated a high degree of professional competence, administrative capabilities and initiative in the general organization and management of human resource and a thorough understanding of the relevant emerging practices/techniques.

2. Job Reference No. - MCPSB/12/2022/029 - SENIOR LEGAL OFFICER, JOB GROUP 'N'-(1 POST)

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i.) undertaking research on assigned legal issues
- ii.) analyzing research data and compiling reports
- iii.) preparing preliminary legal documents/instruments; and
- iv.) liaising with the County Law Office and advising on various legal policy issues.

Requirement for Appointment

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

- viii.) served in the grade of Legal Officer I or comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ix.) Bachelor of Laws (LL.B) degree from a recognized university; (a Masters' degree will be an added advantage)
- x.) Must be a holder of a current practicing certificate and be an up-to-date member of The Law Society of Kenya;
- xi.) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- xii.) Satisfy the requirements of Chapter Six of the Constitution;
- xiii.) Fulfill other duties of the office as may be determined by the County Public Service Board and the Executive
- xiv.) proficiency in computer applications;

3. **Job Reference No. - MCPSB/12/2022/030 - SUPPLY CHAIN MANAGEMENT OFFICER II, JOB GROUP 'J' - (1 POSTS)**

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

Specific duties and responsibilities will entail warehousing, distribution management, fleet Management, disposal of stores and equipment, procurement, market surveys and Research, inventory and stock control, in accordance with the laid down regulations and procedures.

Requirements for Appointment

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

- i.) Bachelors degree in any of the following: - Commerce, Business Administration, (Supplies Management Option), Economics, Procurement and Supplies Management. Marketing or their equivalent from a recognized Institution.

In addition to the above requirements. an officer must have the following key personal attributes and core competencies:

Personal Qualities

- ✓ Ability to get on well with the diverse workforce
- ✓ Good knowledge in the professional field of specialisation
- ✓ Good communication skills
- ✓ Ability to take instructions
- ✓ Good organisational and supervisory skills

Core Competences

- ✓ Team playing skills
- ✓ Accuracy
- ✓ Care for resources
- ✓ Manual dexterity
- ✓ Execution of instructions
- ✓ Interpersonal skills
- ✓ Analytical skills,
- ✓ Records Management skills

**4. Job Reference No. - MCPSB/12/2022/031 - ACCOUNTANT II, JOB GROUP 'J'
- (1 POST)**

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

This is the entry and training grade for non-professionals. An officer at this level will be responsible for performing a variety of accounting work of limited scope and under the guidance of a senior officer. Specifically, work will involve preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved. He/she will be responsible for safe custody of records and assets under him/her.

Requirement for Appointment

For appointment to the grade of Accountant II, a candidate must have the following qualification: -

i.) A pass in part II of the Certified Public Accountants (CPA) Examination or it's recognized equivalent qualifications.

OR

i.) Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- ✓ Ability to get on well with the diverse workforce
- ✓ good knowledge in the professional field of specialisation
- ✓ Good communication skills
- ✓ Ability to take instructions
- ✓ Good organisational and supervisory skills

5. Job Reference No. - MCPSB/12/2022/032 - ADMINISTRATION OFFICER II, JOB GROUP 'J' - (2 POSTS)

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i.) Planning of office accommodation and layout
- ii.) Facilitate transport and travelling services
- iii.) Collecting and collating data on developmental activities
- iv.) Providing input in the monitoring and evaluating of community projects
- v.) Providing
- vi.) Supervising daily patrols;
- vii.) Carrying out inspection duties;
- viii.) Overseeing security of county government buildings and vital installations;
- ix.) Briefing and debriefing officers;
- x.) Responding to correspondences;
- xi.) Monitoring and communicating surveillance

Requirement for Appointment

For appointment to this grade an officer must;

- i.) Have a 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.) Certificate in computer applications from a recognized institution

6. Job Reference No. - MCPSB/12/2022/033 - HUMAN RESOURCE MANAGEMENT OFFICER II, JOB GROUP 'J' - (1 POST)

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i.) verification of information relating to recruitment, appointment, transfers, Human Resource Management records and complement control
- ii.) processing cases for the Departmental Human Resource Management Advisory Committee and assisting in the implementation of the decisions thereof, and supervising and guiding junior staff in the County public service.

Requirement for Appointment

For appointment to this grade, a candidate must: -

- i.) Have a degree in Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification from a recognized university/institution.

7. Job Reference No. - MCPSB/12/2022/034 - COOK I, JOB GROUP 'G' - (1 POST)
Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i.) proper storage of foodstuffs
- ii.) setting up buffet service areas
- iii.) placement of foods in serving line
- iv.) replenishing of foodstuffs during service
- v.) reporting low stock levels
- vi.) detecting and reporting spoilt or unattractive foods; and
- vii.) detecting defective equipment and reporting the same to the supervisor.

Requirement for Appointment

Appointment to the grade of Cook I will be made from candidates who:

- i.) are in possession of the Kenya Certificate of Secondary Education with a mean grade C- or its equivalent qualification from a recognized institution; and
- ii.) have attended a course lasting not less than one (1) year and awarded a Certificate in Food Production or its equivalent qualification from a recognized institution.

8. Job Reference No. - MCPSB/12/2022/035 - INFORMATION
COMMUNICATION TECHNOLOGY OFFICER III, JOB GROUP 'H' - (2
POST)
Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i.) writing and testing simple computer programs according to instructions and specifications
- ii.) assisting in the implementation of the computer systems
- iii.) providing user support and training of users
- iv.) repairs and maintenance of ICT equipment and associated peripherals
- v.) monitoring the performance of ICT equipment; and
- vi.) reporting any faults for further action.

Requirements for Appointment

- i.) Kenya Certificate of Secondary Education mean grade C plain with at least a C- in mathematics and English /Kiswahili or its approved equivalent
- ii.) Diploma in any of the following fields: Computer Science, Electrical/Electronics engineering or its equivalent qualification from a recognized institution.

9. Job Reference No. - MCPSB/12/2022/036 - CHIEF DRIVER, JOB GROUP 'H' (4 POSTS)

Terms of Service: 3-Year Contract

Duties and Responsibilities

- i.) driving the assigned vehicle
- ii.) carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake systems, etc.
- iii.) detecting and reporting malfunctioning of the vehicle systems; 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)
- vii.) In addition, the officer may be required to supervise and guide staff in a small transport unit.

Requirements for Appointment

For appointment to this grade, an officer must;

- i.) Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized Institution;
- 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;
- 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;

10. Job Reference No. - MCPSB/12/2022/037 - ASSISTANT OFFICE ADMINISTRATOR III, JOB GROUP 'H' - (2 POSTS)
Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- i.) Taking oral dictation
- ii.) word and data processing: managing e-office
- iii.) ensuring security of office records, documents and equipment
- iv.) maintaining an up-to-date filing system in the office
- v.) operating office equipment
- vi.) managing office protocol
- vii.) managing office petty cash
- viii.) handling telephone calls and appointments
- ix.) supervising office cleanliness and undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment

For this appointment an officer 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.) Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC);

OR

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects: -

- i.) Typewriting III (50 w.p.m.)/Computerised Document Processing III;
- ii.) Shorthand II (80 w.p.m.);
- iii.) Business English II/Communications I; (d) Office Practice II;
- iv.) Secretarial Duties II;
- v.) Commerce II; (9) Office Management III/Office Administration and Management III;
- vi.) Certificate in computer applications from a recognized Institution; and
- vii.) Shown merit and ability as reflected in work performance and results

HOW TO APPLY:

Interested and qualified persons are requested to download and fill the application forms available **ONLINE** through the following online Link:

Machakos County Website or Portal: <http://machakos.go.ke/jobs>

Applicants must fill the official job application form accessible from Machakos County website then deliver to: -

**The Secretary/CEO,
Machakos County Public Service Board,
P.O BOX 603-90100,
Machakos.**

Applicants should attach copies of Academic certificates, Professional certificates, National Identification card and Integrity clearance documents. Interested and qualified candidates must apply on or before **4th January 2023**.

Note: The Shortlisted Candidates will be required to:

1. Provide copies of academic and professional certificates **certified** by the issuing institutions.
2. Produce originals of their National identity card, academic and professional certificates and transcripts during interviews. It is a criminal offence to present fake certificates/documents.

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.

Machakos County Government is an equal opportunity employer: Women, Persons with Disabilities and other disadvantaged groups are encouraged to apply.

Interested applicants may examine and obtain detailed job description from the following link: <https://machakos.go.ke/jobs>