



MAKUENI COUNTY PUBLIC SERVICE BOARD
P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751
Email: cpsb@makueni.go.ke
web: www.makuenipsb.go.ke

CALL FOR INTERNS IN THE COUNTY GOVERNMENT FOR FY 2022/23

The Government of Makueni County through the Department of ICT, Education and Internship would like to engage **ninety (90)** recently graduated students (2021 & 2022) from Makueni County as interns in the County, Sub-County and Ward offices.

Makueni County utilizes internship as a tool for developing skills, experience and exposure among the youth and molding them to become responsible citizens who will contribute effectively in the socio-economic development of the county, country and the world.

We invite candidates to apply for the internship opportunities in the following departments as per the attached list:

Requirements

1. Application Letter (clearly indicating the preferred position)
2. Duly filled Internship Application Form
3. Curriculum Vitae
4. Diploma/Degree certificate or a Letter of completion from University/College (for those yet to graduate)
5. Copies of academic certificates and transcripts
6. KRA PIN
7. Copy of national ID
8. Copy of certificate of good conduct



Download the application form, attach the above mentioned documents and submit them in a sealed envelope addressed to:

**SECRETARY/CEO
THE MAKUENI COUNTY PUBLIC SERVICE BOARD
GOVERNMENT OF MAKUENI COUNTY,
P.O. BOX 49-90300,
MAKUENI.**

All applications should be hand delivered to the office of Makueni County Service Board located next to Makueni Girls' High School (opposite Wote Technical Training Institute), Wote, by close of business Thursday January 26, 2023.

Note:

1. **Canvassing in any form will lead to automatic disqualification.**
2. **The Board does not charge a fee at any stage of the recruitment process. Payment of any form of fee will lead to automatic disqualification.**


**SECRETARY
MAKUENI COUNTY PUBLIC
SERVICE BOARD**
13 JAN 2023
**P. O. Box 49 - 90300,
MAKUENI**
**CEO/SECRETARY
MAKUENI COUNTY PUBLIC SERVICE BOARD**



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CALL FOR INTERNS IN THE COUNTY PUBLIC SERVICE

No.	DEPARTMENT/ INSTITUTION	DIRECTORATE	NO	PROFESSION QUALIFICATIONS
1.	Office of the Governor, Deputy Governor & County Secretary (11)	County Attorney	2	LL.B (Law Degree)
		Liaison	1	Bachelor's Degree in Business administration, development studies or ICT Excellent writing and Communication skills
		Human Resource	1	Bachelor's Degree in records management
		County Secretary	1	Bachelor's Degree in Public Relations Excellent writing and Communication skills Versed in ICT skills
		Governor Press Service	2	Bachelor's Degree in communication, media studies, journalism, Attention to detail
		Administration	2	Bachelor's Degree in Public Relations, Political Science Excellent writing and Communication

					Versed in ICT skills
		Hospitality Catering		1	Degree in hospitality, catering Excellent writing and communication skills
		Office of Chief Officer		1	Bachelor's Degree in Public Relations Excellent writing and communication skills Versed in ICT skills
2.	Makueni County Public Service Board (MCPSB) (2)	Records Management		1	Bachelor's Degree in Information Science
		ICT		1	Bachelor's Degree in Computer Science, competence in SQL, MYSQL Python and web design
3.	Water and Sanitation (4)	Project planning, Design and Implementation section		2	Bachelor's Degree in Civil/ Water Engineering (1) Diploma in civil/ water engineering (1)
		Dam construction unit		1	Diploma in Mechanical engineering
		Operation and Maintenance		1	Diploma in Electrical/ Electronic/ Engineering
4.	Infrastructure, Transport, Public works, Housing and Energy (7)	Roads	Civil engineers	1	Degree in Civil Engineering
		Transport	Plant operators	1	Certificate in Plant Operation,
			Plant mechanics	1	Degree in mechanical engineering,
			Automotive Engineers	1	Automotive engineering (mechanical or electrical), plant mechanic
		Public works	Architects	1	Bachelor's Degree in Architecture, Quantity survey, building and construction, and construction management

			Mechanical engineers (building services)	1	Mechanical Engineering(building services), Electrical engineering, architecture, construction management
			Electrical Engineers	1	
5.	ICT, Education and Internship (12)	Administration		2	Module 1&2 in Secretarial Studies Certificate in Computer packages
		Communication		1	Degree in Communication, Media, Public Relations or related field Basic numeracy and IT skills required Good organizational and interpersonal skills required Computer Literate
		ICT		2	BSc computer science, software development/web application development with the following knowledge and skills: PHP, Ajax, JavaScript JSON, Angular JS, I Query, database development, mobile programming, graphic design and network design and management
		IMV		2	Degree in Human Resources, Business, Public Relations, Social Studies, Economics, Statistics or related field Basic numeracy and IT skills required Good organizational and interpersonal skills required Computer Literate
		ECDE		2	Bachelor's Degree in Early Childhood Development

				Education (1)
				Diploma in Early Childhood Development Education (1)
		Technical training	Metal processing (Arc Welder)	1 Diploma in metal processing, Pedagogy skills from a recognized institution, Certificate in Computer application from a recognized institution
			Hairdressing and Beauty Therapy instructor	1 Diploma in hairdressing, Pedagogy skills from a recognized institution, Certificate in Computer application from a recognized institution
			Garment Making Technology	1 Diploma in Garment making technology, Pedagogy skills from a recognized institution, Certificate in Computer application from a recognized institution
6.	Lands, Urban Planning & Development, Environment and Climate Change (5)	Urban Planning & development		2 Bachelor's degree in physical/ special/ urban and regional planning
		Survey and mapping		2 Bachelor's degree in land survey/ cartography or undergraduate degree in geomatics engineering (1) Diploma in land survey/ cartography (1)
		Environment and Climate change		1 BSc : Environmental Sciences; Environmental Conservation and Management; Geography and Natural resources management; Climate Change Development; Forestry; Renewable Energy and Technology; Wildlife Management; Mining and other related courses

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7.	Devolution, Public participation, County administration and Special programs (5)	Administration/Executive	1	Diploma in Front Office Management, Secretarial (Module 1&2), Business Administration, Social Services Computer packages
		Special Programs, Disaster Management and Emergency Services	1	Diploma in Firefighting or Disaster Management
		Directorate of County Administration	2	Degree in Public Policy, Administration, Community Development
		Directorate of Public Participation & Civic Education	1	Degree in Development studies, Community development, Economic with Sociology, Project Management Proficiency in Computer application
8.	Trade, Industry, Marketing, Tourism and Culture (3)	Trade Industry and Marketing	1	Bachelor's Degree in Business related courses preferably Marketing option
		Tourism	1	Bachelor's Degree in Tourism Development or related course
		Culture	1	Bachelor's Degree in Sociology, Anthropology, community development or related field
9.	Gender, Children, Youth, Sports and Social services (7)	Children	1	Bachelor's Degree in either; Sociology, Social Work, Psychology, Counselling, Community Development or Gender Studies MUST possess excellent computer skills because of the CPMIS system MUST be dedicated and passionate on children matters with no record of criminal



					activity
		Disability Mainstreaming		1	Bachelor's Degree in Psychology, Social services, Community Development
		Sub- county offices		2	Bachelor's Degree in either Social work/Gender studies or Community development
		Sports		1	Bachelor's degree in Sports administration/ management/ recreation, project management, community development and social work
		Youth affairs		1	Bachelors' degree in development studies, community development, sociology, project management, public policy leadership and governance, social work, entrepreneurship, public communication and journalism Proficiency in computer applications
		Office Administration		1	Diploma in Front office management or Secretarial
10.	Finance and social economic planning (15)	Financial Accounting Services	Cash management	1	Bachelor's degree in finance and Related courses
			Financial Reporting	2	Bachelor's degree in Accounting and Related courses
			Departmental Accounting	2	Bachelor's degree in Accounting and Related courses
			Examination	1	Bachelor's degree in finance and Related courses
		Internal Audit		1	Bachelors' degree in Accounting and related courses

		Socio-Economic planning	Planning	1	Bachelor's degree Economics/Economics and statistics
				2	Bachelor's degree Statistics
		Administration		1	Bachelor's degree in Business Management
		Budget and Expenditure		1	Bachelor's Degree in Economics and Finance
		Procurement		2	Bachelor's Degree in supply chain Management
		Accounts		1	Bachelor's degree in Accounting
11.	Health (8)	Administration		2	Diploma in Accounts, Health Administration, and Information Technology (ICT), Administration assistant
		Human Resource Management		1	Degree Human Resource Management
		Community Health		1	Diploma in Community Health
		Medical Social Work		2	Diploma in Medical Social Work
		Public Health		2	Diploma in Environmental Health sciences
12.	Department of Agriculture, Irrigation, Livestock, Fisheries and Cooperative Development (11)	Agriculture and Irrigation	Food technologist	1	Bachelor's Degree in Food science
			Irrigation engineers	1	Agricultural engineering, Soil and Water bio system engineering
			Agribusiness	1	Bachelors' degree in Agribusiness, Agricultural Economics, Agriculture



		Livestock and Fisheries	Range management	1	Bachelor's degree in Range management, Animal production, Forestry
			Fisheries	1	Bachelor's degree in Aquaculture, Fisheries management
		Veterinary	Animal health	1	Bachelor's degree in Animal Health management/ Bachelor of Veterinary medicine
			Laboratory	1	Certificate in Laboratory science
			Statistician/ Data & Information management	1	Bachelor's degree in Information technology, Statistics, Computer science
		Cooperatives	Cooperatives	1	Bachelors in Cooperative management option
		Projects	Project assistants	1	Bachelor's degree in Project planning and Management, Logistics
			Communication	1	Bachelor's degree in Communication, Public relations, Media relations or related field
	TOTAL			90	

CEO/SECRETARY
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