

**MAKUENI COUNTY PUBLIC SERVICE  
BOARD****P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751****Email: [cpsb@makueni.go.ke](mailto:cpsb@makueni.go.ke)****web: [www.makuenipsb.go.ke](http://www.makuenipsb.go.ke)****CALL FOR INTERNS IN THE COUNTY GOVERNMENT FOR FY 2024/25**

The Government of Makueni County through the Department of ICT, Education and Internship would like to engage **ninety (90)** recently graduated students (2022 & 2023) 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 submit their online applications for the internship opportunities within the Makueni Public Service via the IVA platform, available on the Makueni County Public Service Board Website.

**Below is a list of application requirements;**

1. Application Letter (clearly indicating the preferred position)
2. Curriculum Vitae
3. Diploma/Degree certificate or a Letter of completion from University/College signed by Registrar (for those yet to graduate)
4. Copies of academic certificates and transcripts
5. KRA PIN
6. Copy of national ID
7. Copy of certificate of good conduct will be required for successful candidates.

All applications should be submitted online via IVA portal (<https://ivas.makueni.go.ke>) **by close of business Tuesday, 29<sup>th</sup> May, 2024.**

**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.*
3. *PWD are encouraged to apply.*



### DISTRIBUTION PER DEPARTMENT

No.	DEPARTMENT/INSTITUTION	DIRECTORATE/UNIT	NO	PROFESSIONAL QUALIFICATIONS
1.	Water & Sanitation	Water Services	1	Diploma in Water Engineering
			1	Degree in Electrical Engineering
		Dam Construction	1	Certificate in Plant Operator
		Administration	1	Diploma in Secretarial Studies
2.	Trade, Marketing, Industry, Culture & Tourism	Trade & Industry	1	Bachelors, degree in commerce, marketing, business administration, business management, entrepreneurship and related courses from a recognized institution
		Weights & Measures	1	Bachelor's degree in Technical and Applied Physics or BSC in Physics Instrumentation option from a recognized institution.
		Culture & Arts	1	B.A Social Sciences with a bias in Anthropology/Sociology BA Music/BED Communication music from a recognized institution.
		Tourism Services	1	Bachelors' Degree in any of the following:-Tourism, Eco-tourism, Tourism Management, Hospitality Management, Travel Management and any other related course from a recognized institution.
3.	Gender, Children, Youth, Sports & Social Services	Youth	1	Minimum of a Diploma in Development Studies, Community Development, Sociology, Project Management, Public Policy, Social Work, Journalism, Media & Communication and any other Social Science.
		Sports	1	Minimum of a Diploma in Sports Administration/Management/ Recreation, Project Management, Community development, Sociology and Social Work.
		Gender	1	Bachelor's Degree in Sociology, Psychology, Public Health, Disability Studies
		Administration	1	Diploma in Business Administration or Secretarial Studies
4.	Office of the Governor	Governor Press	1	Communications Officer Diploma in Journalism from a reputable university
			1	Technical Officer- Graphics Designer Degree in Graphics Design
		Strategic Partnerships and Inter-Governmental Relations	1	Degree in International Relations, ICT Proficiency



		Accounts	1	Degree in Finance & Accounting
5.	County Attorney	Legal	1	Degree in Law
		Administration	1	Diploma in Secretarial/or Administrative Course
6.	Devolution	Office Assistant	1	-KCSE grade C- with at least C plain in English & Kiswahili Business Education & Group certificate (BES&GC) in the following subjects: a. Typewriting 11 (Minimum 40 w.p.m.) b. Business English/ Communications 1 c. Office Practice 1 d. Commerce 1 -Certificate in Computer Applications from a recognized institution
		Office Assistant	1	A Degree in the following courses: Bachelors of Science in (Statistics, Economics & Statistics, Actuarial science, Accounting, Mathematics, IT, Public Administration, Computer Science & Finance) Or Bachelor of Project Planning & Management or Bachelor of Arts (Economics & Statistics, Economics, Mathematics, Monitoring & Evaluation and Public Administration) Or Bachelor of Commerce
		Disaster Management Officer	1	Degree in Disaster Management
		Community Development Officer	1	Degree in Development Studies
		Enforcement Officer	1	Degree in Public/Business Administration
7.	ICT, Education and Internship	ICT – Application Development Section	2	BSc. Computer Science, Bachelor of IT, ICT, Software Engineering. Proficiency in coding languages, frameworks and collaboration tools is an added advantage
		ICT - Tech & Innovation Hub	1	1. Bachelor's degree in Business Administration with ICT. Preferably one with an understanding of general office management and administration or 2. Bachelor's degree in ICT, Communications, Business Administration, Marketing. Skillsets in digital marketing analytics tools, photo and video editing software,

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				SEO & SEM and SEA, Emerging Technologies is an added advantage
		ICT – Technical support Section	1	Degree in IT, Computer Science, Computer Engineering, Electronics or any other related field Certification in CompTIA A+, N+ will be an added advantage
		ICT – Network Infrastructure	1	BSc. Computer Science, Information Technology, ICT, Telecommunication and Information Engineering or a related field. Skill sets in Computer Networking, N+, CCNA will be an added advantage.
		ICT - Knowledge Management	1	BSc. ICT, Bachelor of Digital Media and Communication, Knowledge Management  Proficiency in data analysis& DBM, graphic design, content creation, communication via various media and digital platforms Will be an added advantage
8		Internship, Mentorship & Volunteerism	1	Bachelor’s Degree in Social Sciences (Project Planning & Management, Sociology, Community Development, Social Work
		Procurement	1	Bachelor’s Degree in BCOM-Procurement
		Finance	1	Degree in Finance related Course
		Technical Training	1	Degree in Data Analysis, Statistics, Economics or Project Planning and Management
		ECDE	1	Diploma in Early Childhood Education-Teaching
		Office Administrator	1	Diploma in Secretarial Studies, Front Office or Administration
9.	Lands, Urban Planning and Development, Climate Change & Environment	Mining	1	Mining Engineer – BSc in Mining & Mineral Processing Engineering.
		Forestry	1	Forester – BSc. in Forestry
		Climate Change	1	Project Manager Bachelor Degree in Project Planning and Management or any other related field from a recognized institution
		Physical planning	2	Physical Planners Bachelor’s degree in Urban and Regional Planning
		Land Survey	2	Land surveyors Diploma in land survey and mapping
10	County Secretary	Human Resource Records	1	Diploma in Records
		Fleet Management	1	Diploma in Logistics or Insurance
		Procurement	1	Degree in Procurement



11	Health Services	Health Records	4	Diploma in Health Records and information Technology
		Accounts	4	Diploma in Accountancy ATD 111, CPA 1 & 11
12	Infrastructure, Transport, Public Works, Housing & Energy	Roads	2	Roads interns-Bachelor's degree in Civil engineering
		Public works	1	Quantity surveyor-Bachelor's degree in quantity surveying
			1	Architect-Bachelor's degree in Architecture
		Transport	1	Mechanic -Diploma in mechanical engineering or related course
		Energy	1	Electricians - Diploma in Electrical Engineering
13	Finance and Socio- Economic Planning	Socio- Economic Planning & Statistics	3	A minimum of an Upper Second-Class Honors degree in Economics, or Economic and Mathematics, or Economics and Statistics from a recognized university/institution
		Budget	2	A minimum of Bachelor's degree in any of the following disciplines Economics/ Finance/ Business administration
		Internal Audit	1	A minimum of Bachelor's degree in either commerce(accounting or finance option)
		Revenue	5	A minimum of Bachelor's degree in commerce/business management or
		Financial Accounting Services	3	A minimum of bachelor's degree in either business administration/commerce (accounting/Finance option) or CPA II
		Supply Chain Management	2	A minimum of bachelor's degree in supply chain management or its equivalent or
		M & E	2	A minimum of Bachelor's degree in project management or economics
		14	Agriculture & Livestock	Agriculture – Makueni Integrated Grain Value Addition Plant
Agriculture – ATC – Farm	1			BSc - Agricultural Education and Extension Or BSc - Horticulture
Agriculture - Crop Production and Management Division	1			BSc Horticulture

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		Agriculture -Agribusiness Development And Marketing Division	1	BSc - Agribusiness Management and Enterprise Development; or BSc - Agribusiness Management; Agribusiness; Or BSc - Agricultural Economics and Rural Development; Farm Management;
		Livestock Devt – Fisheries	1	Bachelor of Science in Aquaculture and Fisheries
		Livestock Devt. Poultry	1	BSc Animal production
		Statistician /Data analyst	1	BSc Statistics Or BSc Computer Science Or BSc Mathematics
		Veterinary Services - Laboratory Technologist	1	Diploma in Medical Laboratory Science of equivalent
		Veterinary Services - Animal Health Intern	1	BSc - Animal Health or BSc - Animal Production and Health Management or BSc - Animal Health Management or BSc - Animal Health Management and Processing or Equivalent
		Cooperative Development – Audit Intern	1	BCOM – Accounting Option and CPA Part II
		Makueni County Fruit Development and Marketing Authority - Food Technologist	1	Degree in Food Science and Technology or BSc - Analytical Chemistry
15	County Public Service Board	Records	1	Degree in information science or record management
		ICT	1	Degree in computer science or Software engineering. With proficiency in in SQL, coding and Web applications.
<b>TOTAL</b>			<b>90</b>	



**CEO/SECRETARY**  
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