

## THE COUNTY GOVERNMENT OF MERU



### OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

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When replying please quote

Meru County Government

P.O BOX 120-60200 Meru

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The County Government of Meru wishes to recruit competent and qualified persons to fill the following vacancies as per the **Constitution of Kenya 2010 and section 451, 150 and 510 of the County Government Act No.17 of 2012.**

### DEPARTMENT OF HEALTH

#### 1. Public Health Officer, J/G 'K' (8) Positions

#### Duties and Responsibilities

This will be the entry and training grade into this cadre. An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include:

- Identifying environmental health issues at community level;
- Compiling and maintaining up to date records of services rendered;
- Assessing health needs of the community;
- Implementing sanitation and hygiene standards in the community;
- Compiling and maintaining up to date records of services rendered;
- Assessing health needs of the community; implementing sanitation and hygiene standards in the community;
- Sensitizing communities on food and water safety measures; and compiling data on disease trends.

#### Requirements for Appointment

For Appointment For appointment to this grade a candidate must have:

- Bachelor's Degree in Environmental Health or Public Health from a recognized Institution;
- Certificate of Competence from the Association of Public Health Officers; and
- Certificate in Computer Application Skills from a recognized institution.

## **2. Assistant Public Health Officer III, J/G 'H' (10) Positions**

### **Duties and Responsibilities.**

This will be the entry and training grade for this cadre. An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include:

- Mobilizing, sensitizing and advising communities on matters related to environmental health;
- Referring health cases to relevant health facilities;
- Carrying out immunization;
- Identifying environmental health issues at community level;
- Organizing community health days to advise communities on common public health issues;
- Collecting and maintaining up to date records of services rendered;
- Assessing health needs of the community;
- Implementing vector, vermin and rodent control measures; and implementing integrated mosquito control strategies.

### **Requirements Appointment**

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

- Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution; and
- Certificate in Computer application skills from a recognized institution.

## **3. Nutrition and Dietetic Officer J/G 'K' (2) Positions**

### **Duties and Responsibilities**

This will be the entry and training grade into this cadre. Duties and responsibilities at this level will include:

- Preparing and implementing therapeutic diets for outpatients and inpatients;
- Providing guidelines for therapeutic diets for existing and emerging diseases for hospital use and home based care and other institutions;
- Treating and counselling patients using specialized dietetic nutritionally modified products;
- Implementing the nutrition and dietetic process including screening ;
- Assessing, formulating and implementing nutrition interventions and evaluating outcomes;
- Providing nutrition support in patient management in health care facilities;
- Developing and disseminating nutrition behavior change communication, information, education, and communication materials;
- Implementing nutrition health programmes; and collecting and compiling nutrition and dietetics data.

## **Requirements for Appointment**

For appointment to this grade, a candidate must have:

- Bachelor's Degree in any of the following discipline: Foods, Nutrition and Dietetics; Dietetics/ Clinical Nutrition, Food science and Nutrition or Home Economics from a recognized institution.
- Registration by the Council of the Institute of Nutritionists and Dieticians (CIND); and
- Certificate in computer applications skills from a recognized institution.

## **4. Nutrition and Dietetic Technologist III, J/G 'H' (1) Positions**

This will be the entry and training grade into this cadre. Duties and responsibilities at this level will include;

- Implementing nutrition programmes;
- Providing nutrition services in the health care facilities;
- Conducting nutrition assessments;
- Collecting and compiling nutrition data;
- Providing nutrition health education and demonstrations;
- Counselling of patients with specific nutritional needs;
- Monitoring of preparation of therapeutic feeds;
- Implementing outpatient and inpatient supplementary and therapeutic feeding programmes;
- Promoting maternal, infant and young children feeding programmes; and
- Providing micronutrient supplementation.

## **Requirements for Appointments**

For appointment to this grade, a candidate must have:

- Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution.
- Certificate in Computer application skills from a recognized institution; and
- Registration by the Council of the Institute of Nutritionists and Dieticians (CIND)

## **5. Information Communication Technology Officer II, Job Group 'J' (2) Positions**

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:

- Analyzing, designing, coding, testing, implementing computer programs providing user support;
- Maintaining support systems and training of users;
- Repairing and maintaining of Information Communication Technology equipment and associated peripherals;

- Receiving, installing and certifying of Information Communication Technology equipment; and
- Configuring of new Information Communication Technology equipment.

### **Requirements for Appointment**

Direct Appointment For appointment to this grade, a candidate must have:

- A Bachelor's degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in information communication technology from a recognized Institution; or
- A Higher Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized Institution.

## **6. Radiographer III, Job Group 'H' – (14) Positions-Re-advertisement**

### **Duties and Responsibilities**

This will be the entry and training grade for Radiographers cadre. An officer at this level will work under the supervision and guidance of an experienced officer. Specific duties will include:

- Providing radiographic services to the patients;
- processing, verifying and maintaining information relating to patients;
- Ordering and maintaining records of radiographic and photographic supplies.

### **Requirements for Appointment**

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

- Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics; and
- Diploma in any of the following: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution.

### **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

## **7. Senior Anesthetist –Clinical or Nurse J/G ‘L’ (10) Positions-Re-advertisement.**

He/ She will be reporting to the Hospital in charge.

### **Duties and Responsibilities**

- Will work in critical care setting to provide care to patients in critical units.
- Planning and administering an anesthesia strategy.
- Administering anesthesia
- Responsible for monitoring the patient’s vital signs and organ function once anesthesia has been administered.
- Ensure that her patient successfully recover from anesthesia.
- Attending to the patient during post-operative care, making sure that they regain consciousness or feeling.

### **Requirements for appointment**

- Be a holder of higher diploma in anesthesia from a recognized training institution.
- Have a registration certificate and a valid practicing license issued by the Clinical Officers Council of Kenya/ Nursing Council of Kenya.
- Knowledge of ICT is an added advantage.

## **8. ASSISTANT OCCUPATIONAL THERAPIST III, JOB GROUP 'H' (5) POSITIONS**

### (a) Duties and Responsibilities

This will be the entry grade into the Occupational Therapists Cadre. An officer at this level will work under the guidance of a senior officer.

Specifically, duties and responsibilities will involve: assessing and formulating patient's treatment plan; maintaining records and data relating to patients; collecting data for operational research; sensitizing the community on occupational therapy issues; and preparing periodic reports.

### (b) Requirements for Appointment

For appointment to this grade, u candidate must have:

- Diploma in Occupational Therapy from a recognized institution, and

- Certificate in Computer Application Skills from a recognized institution.

### **9. ORTHOPAEDIC TECHNOLOGIST III: JOB GROUP "H" (18) positions**

#### (a) Duties and Responsibilities:

This is the entry grade into the Orthopaedic Technologists cadre. Work at this level is of limited scope and complexity and is carried out under the guidance of a store senior officer. Duties and responsibilities involve provision of supportive services in orthopaedics which entails preparation and fitting of appliances that are required in orthopaedics in health institutions. In addition, the officer will be expected to assess patient needs; verify and maintain information relating to patients; order and maintain records of supplies as well as guiding, supervising and counselling of staff working under him.

#### (b) Requirements for Appointment:

For appointment to the grade of Orthopaedic Technologist III, a candidate must:

- Be in possession of at least the Kenya Certificate of Education Division 11 or its equivalent with credit passes in the relevant subjects; and
- have successfully completed at least three years pre service training at a medical Training Centre and have been awarded a Diploma in Orthopaedic Technology or possess an equivalent qualification from any other recognized medical training Institution.

### **10. ACCOUNTANT II, JOB GROUP 'J' (2) POSITIONS**

#### (a) 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.

## Requirements for Appointment

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

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

OR

- 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 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

## **11. MEDICAL SOCIAL WORKER III, JOB GROUP 'H' (4) POSITIONS**

### a) Duties and responsibilities

This will be the entry and training grade. An officer at this level will be a member of a health team addressing the psychosocial effects as related to patients' diagnosis, prognosis and future resettlement, and counseling of patients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy etc.

### b) Requirements for Appointment

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

- Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification; and
- Diploma in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental health or its equivalent qualification from a recognized institution.

## **12. CRITICAL CARE NURSES –JG L (10) POSITIONS**

Reporting to the Nursing services Manager

### **Duties and Responsibilities**

- Assessing a patient's condition and planning and implementing patient care plans
- Treating wounds and providing advanced life support
- Assisting physicians in performing procedures
- Observing and recording patient vital signs
- Ensuring that ventilators, monitors and other types of medical equipment function properly
- Administering intravenous fluids and medications
- Ordering diagnostic tests
- Collaborating with fellow members of the critical care team
- Responding to life-saving situations, using nursing standards and protocols for treatment
- Acting as patient advocate
- Providing education and support to patient families

### **Requirements for appointment:**

- Be a holder of a Bachelor of Science in Critical Care Nursing or Higher Diploma in Critical Care Nursing/Clinical from a recognized training institution
- Registered with National Council of Kenya



### **13. ASSISTANT PHYSIOTHERAPIST III, JOB GROUP 'H' FIVE (5) POSITIONS**

#### **(a) Duties and Responsibilities**

This will be the entry grade into the Physiotherapist Cadre. An officer at this level will work under the guidance of a senior officer.

Specifically, duties and responsibilities will involve: assessing and formulating patient's treatment plan; maintaining records and data relating to patients; collecting data for operational research; sensitizing the community on occupational therapy issues; and preparing periodic reports.

#### **(b) Requirements for Appointment**

For appointment to this grade, a candidate must have:

- Diploma in Physiotherapist from a recognized institution, and
- Certificate in Computer Application Skills from a recognized institution.

### **14. LABORATORY TECHNOLOGIST III ,JOB GROUP 'H' (16) POSITIONS**

#### **(a) Duties and Responsibilities**

- Preparing cultures of tissue samples
- Provide laboratory diagnostic services to ensure there is provision of quality health services in the County and sub-County health facilities.
- Establishing and monitoring programs that ensure data accuracy
- Microscopically examining slides of bodily fluids
- Cross-matching blood for transfusions
- Chemically analyzing blood or urine for toxic components
- Analyzing lab reports for accuracy
- Operating and calibrating equipment
- Delivering test results to physicians, researchers or patients
- Collecting and studying blood samples to determine morphology

#### **(b) Requirements for appointment**

- Be a holder of a diploma in medical laboratory technology from a recognized training institution.
- Have a Registration certificate and valid practicing license issued by the Kenya Medical Laboratory Technician & Technologist Board.
- Knowledge of ICT will be an added advantage.

## **LAND AND ICT DEPARTMENT**

### **1. Senior Land Surveyor JG 'M' (1) Position**

#### **Duties and responsibilities:-**

- Carry out large area cadastral, geodetic and mapping control survey,
- Gravity and magnetic control observations and computations,
- Supervising small, medium and large area cadastral adjudication
- Supervising small, medium and high density topographical ,sub divisional schemes, photo control sites and general engineering surveys,
- Carry out quality control of topographical engineering cadastral, adjudication and general boundary surveys, and maintaining testing and calibrating survey equipment.

#### **Requirements for Appointment**

For appointment to this grade an officer must have:-

- Served in the grade land surveyor I or in a comparable and relevant position in the service for a minimum of three (3) years
- Bachelor's degree in any of the following disputes:- land surveying and photogrammetry
- Geomatic, Geomatic Engineering, Technology in Geomatic, Technology in geo - informatics, Geospatial engineering, philosophy in technology (survey), from a recognized institution
- Affiliate/associates membership of the institution of surveyor of Kenya (ISK)
- Certificate in computer application
- Demonstrate merit and shown ability as reflected in work performance and results.
- Supervisory courses lasting not less than two (2) weeks from a recognized institution

### **2. Senior Land Survey Assistant JG 'L' (1) Position**

#### **Duties/Responsibilities:-**

- Carrying out Large area cadastral, Geodetic and mapping control surveys
- Gravity and magnetic control observations
- Supervising small and medium area cadastral, adjudication, small medium and high density topographical, sub divisional schemes, photo control, site and general engineering surveys.
- Carrying out preliminary quality control of topographical, engineering, cadastral, adjudication and general boundary surveys.

#### **Requirements for Appointment**

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

- Served in the grade of Survey Assistant I or in a comparable and relevant position in the public services for a minimum of three (3) years.
- Diploma in land surveying from a recognized institutions

- Certificate in computer application
- Demonstrate merit and shown ability as reflected in work performance and results

### **3. Physical Planning Assistant I JG 'L' (1) Position**

#### **Duties and responsibilities entails:-**

- Drawing digitizing local county and regional physical development plans
- Collecting and analyzing geographical data for plan preparation vetting and verifying physical development plans, inspecting site, and identifying site characters and establishing site suitability for proposed development
- Cataloging and maintaining plans records plan records and
- Converting analogue data to digital format using Geographical Information System (GIS)

#### **Requirements for Appointment**

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

- Served in the grade of Physical Planning Assistant II for a period of three (3) years
- Diploma/Higher Diploma in any of the following areas, Urban and Regional planning, building, civil Engineering, cartography, Geo informatics, Geographic information system (GIS) from a recognized institution
- Certificate in computer application skills from recognized institution
- Associate members of KIPs or Architectural Association of Kenya (Town Planning Chapter )
- Demonstrate merit and ability as reflected in work performance and results.

### **4. Information Communication Technology Officer I, (Webmaster) J/G 'K'- (1) Position**

#### **Duties and Responsibilities**

General, Duties and responsibilities at this level will include:

- Installation and maintenance of computer systems;
- Configuration of Local Area Network and Wide Area Network;
- Developing and updating application systems; and carrying out systems analysis, design and programme specifications in liaison with users;
- Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- Drawing up hardware specifications for Information Communication Technology equipment;
- Verification, validation and certification of Information Communication Technology equipment; and overseeing the process of configuration of new Information Communication Technology equipment.

### **Specifically:**

- Coordinate the planning, ongoing development, maintenance, and accessibility of Meru county government website and Intranet in a way that ensures the consistency of the site's design and navigation.
- Offer support in updating content, and advise staff on how to best optimize their content for online deployment.
- Responsible for the coding, testing, debugging, documentation, and installation of new programs/technologies and for making changes to existing programs/technologies to ensure continued high-quality IT solutions and best practices that meet the primary IT goals of the organization.
- .Managing the day-to-day operations of Meru county government website and Intranet, including updates, maintenance, and ongoing development.
- Overseeing and coordinating content management and user experience, and create and maintain a consistent Web site architectural structure.
- Diagnosing and fixing Website problems, including broken links (both internal and external), typographical errors, and formatting inconsistencies.
- Assisting in planning, defining, designing, implementing, and managing mission critical Net, PHP, and various other Web applications.
- Implementing system enhancements that will improve the performance and reliability of systems, website usability and functionality.
- Managing the acquisition and ongoing maintenance of the institution's domain names with the appropriate registrars.
- Managing projects and project portfolios.
- Developing web page infrastructure and application related to pages with more advanced graphics and features.
- Monitoring web server and site technical performance.

### **Requirements for Appointment**

For appointment to this grade, a candidate must:

- Have a degree in any of the following fields: Computer Science/ Information Communication Technology or in Software Engineering from a recognized institution.
- 3 years of progressive experience in web development, content management and website administration, digital marketing practices.
- Demonstrated hands-on experience in Windows Server administration of mission critical applications including: Microsoft Windows Server 2003-2008 Server Operating Systems, IIS, and Active Directory, Joomla, Word Press and Drupal content management systems, PHP 5.x, .Net, Visual Studio, MYSQL & Microsoft SQL.
- Excellent interpersonal skills with a focus on solutions and service delivery, excellent written and verbal communication skills and Strong project management skills.

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

- served in the grade of Information Communication Technology Officer II or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years; and
- Shown merit and ability as reflected in work performance and results.

## **5. Information Communication Technology Officer I, (System Administrator) J/G 'K'- (1) Position**

### **Duties and Responsibilities**

General Duties and responsibilities at this level will include:

- Installation and maintenance of computer systems;
- Configuration of Local Area Network and Wide Area Network;
- Developing and updating application systems; and carrying out systems analysis, design and programme specifications in liaison with users;
- Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- Drawing up hardware specifications for Information Communication Technology equipment;
- Verification, validation and certification of Information Communication Technology equipment; and overseeing the process of configuration of new Information Communication Technology equipment.

Specific duties will be:

- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.
- Perform regular security monitoring to identify and prevent any possible intrusions.
- Perform daily backup operations, ensuring all required file systems and system data are successfully backed up to the appropriate media, recovery tapes or disks are created, and media is recycled and sent offsite as necessary.
- Maintenance of all application servers hosting various applications such as web, mail, and other systems.
- Perform regular file archival and purge as necessary.
- Create, change, and delete user accounts as per approved policies and procedures.
- Repair and recover from hardware or software failures. Coordinate and communicate with impacted users.
- Upgrade and configure systems and coordinate the deployment of software that supports infrastructure applications or operational needs. Apply OS patches and

upgrades on a regular basis, and upgrade administrative tools and utilities. Configure / add new services as necessary.

- Carry out performance tuning, hardware upgrades, and resource optimization as required.
- Responsible for the administration of the County's intranet and management of the county data center.
- Undertake user training

### **Requirements for Appointment**

For appointment to this grade, a candidate must have:

- Degree in any of the following fields: Computer Science/ Information Communication Technology from a recognized institution.
- Certification in Systems Administration in Linux and Microsoft
- At least two (3) years working experience in system administration
- Demonstrated professional ability, initiative and competence in organizing and directing work
- Demonstrated thorough understanding of Information Security, Networks, Enterprise systems

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

- (i) served in the grade of Information Communication Technology Officer II or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) Shown merit and ability as reflected in work performance and results.

### **6. Information Communication Technology Officer I, (Network Administrator) J/G 'K' - One (1) Position**

#### **Duties and Responsibilities**

General Duties and responsibilities at this level will include:

- Installation and maintenance of computer systems;
- Configuration of Local Area Network and Wide Area Network;
- Developing and updating application systems; and carrying out systems analysis, design and programme specifications in liaison with users;
- Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- Drawing up hardware specifications for Information Communication Technology equipment;

- Verification, validation and certification of Information Communication Technology equipment; and overseeing the process of configuration of new Information Communication Technology equipment.

**Specific duties will include:**

- Planning, administering and supervising all computer network functions for the County Government.
- Supervision of Network Technicians in the county
- Evaluating and maintaining network performance issues by performing network monitoring and analysis, performance tuning and troubleshooting network issues, availability, utilization, throughput and latency;
- Secure county computer networks by developing, deploying and maintaining firewalls, cryptography systems, and all network host security activities. The Network Administrator shall also be responsible for developing proper network access, monitoring, control, and evaluation
- Responsible for wireless connectivity for the County Government. Ensure wireless connections are secure and safe and meets all requirements for 128 bit encryption.
- Upgrade computer networks by developing, testing, evaluating, and installing enhancements.
- Undertake network management including development and implementation of network configuration standards, connectivity solutions, overall network operation systems, network software, server hardware configurations, network file systems, directory structure and LAN/WAN system integrity and security;
- Maintenance and control of the county's IP based telephone system. This includes all facets of software, hardware, support, and changes related to the system. The support includes database management support, IP connections, messaging and voice recording systems, for complex IP based telephone system in the County;
- Responsible for network management including development and implementation of wiring configuration standards connectivity solutions, overall network operation systems, network software, server hardware configurations, network file systems, directory structure and LAN/WAN system integrity and security;
- Responsible for all LAN and WAN hardware, software and data integrity, security, all backup and recovery for all Netware, Unix, Windows server and Linux Platforms.
- Responsible for network asset management, including maintenance of network component inventory and related documentation and technical specifications information;
- Develop and maintain comprehensive documentation on all the County's network layouts and operational considerations;
- Work with management to determine resource requirements and budgets needed to keep the network in a production status. Evaluate end user needs and recommend appropriate equipment and software configurations;
- Undertake user training programmes;

**Requirements for Appointment**

For appointment to this grade, a candidate must have:

- A degree in any of the following fields: Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering with bise in Telecommunication Engineering, or IT related discipline from a recognized institution.
- Certification in CCNA, CCNP, CISM
- Relevant 3year's work experience.

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

- served in the grade of Information Communication Technology Officer II or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years; and
- Shown merit and ability as reflected in work performance and results.

## **7. Information Communication Technology Officer II (ICT Support Officer) J/G 'J' Three (3) Positions.**

### **Duties and Responsibilities**

Generally, Duties and responsibilities at this level will include:

- Analyzing, designing, coding, testing, implementing computer programs providing user support;
- Maintaining support systems and training of users;
- Repairing and maintaining of Information Communication Technology equipment and associated peripherals;
- Receiving, installing and certifying of Information Communication Technology equipment; and
- Configuring of new Information Communication Technology equipment.

### **Requirements for Appointment**

Direct Appointment For appointment to this grade, a candidate must have:

- A Bachelor's degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in information communication technology from a recognized Institution; or
- A Higher Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized Institution.
- In addition to either of the above, any certification in Computer Network or System administration / User support will be an added advantage.



## **DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION.**

### **1. Human Resources Officer II –Job Group J. (2) Positions**

#### **Duties and responsibilities**

This will be the entry level and training grade in this cadre. An officer at this level will be deployed to perform a variety of Human Resource Management duties of limited scope and complexity under a guidance and supervision of amore Senior Officer in a medium sized department of division or section within Human Resources Division. Specifically:

- Verification of information relating to recruitment, appointments ,transfers, HRM records and compliment control;
- Processing cases for Departmental Human Resource Management Advisory Committee; and assist in implementation for the decisions there off; and supervising and guiding junior staff in the division or section.
- Assisting the departments in the assessment of training needs for all cadres of staff;
- Preparations of training projections ;
- Identifying and designing appropriate courses, seminars, workshops and other relevant staff development programmes;
- Developing training materials and manuals ;
- Servicing Ministerial or Departmental training committee;
- Co-coordinating and evaluating training pprogrammes.

#### **Requirements for Appointment**

For appointment to this grade, a candidate must have a degree in social sciences such as Government, Sociology, Public or Business Administration, Human Resource/ Personnel Management or any other relevant qualification from a recognized university.

### **2. Chief Human Resource Development officer II, Job Group M. ONE (1) Position.**

#### **Duties and responsibilities**

An officer at this level will be in charge of a schedule consisting of a number of Ministries/Department, specifically:

- Assisting Ministries/ Departments to prepare comprehensive human resource training plans;
- Preparing a forecast of human resource development requirements in the public service;
- Identifying and developing suitable training programmes;
- Implementing policies on technical assistance training programmes through coordination of scholarships and bursaries;

- Vetting and approving nominations for scholarships; and
- Organizing in-service training and workshops for Human Resource Management for lower cadres and supervising staff under him or her.

### **Requirements for Appointment**

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

- Served in the grade of Chief Human Resource Development Officer II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- Attended Senior Management Course lasting not less than Four (4) weeks.
- Shown merit and ability as reflected in work performance and Results.

## **DEPARTMENT OF AGRICULTURE LIVESTOCK AND FISHERIES**

### **1. Livestock Production Assistant II JOB -GROUP G- (10) Positions**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:

- Collecting livestock data and information;
- Accompanying extension teams during farm visits and farmer training;
- Participating in field days and agricultural shows to disseminate livestock production technologies; and
- carrying out practical demonstrations on livestock production technologies and techniques

### **Requirement for Appointments.**

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

- C-(Minus) in K.C.S.E
- Two year Certificate in any of the following disciplines :- Animal Health and Production, Dairy Technology ,Animal Science, Apiculture, Range Management, from a recognized Institution
- Certificate in computer applications from a recognized institution,
- Valid motor cycle riding license.
- Ready to work anywhere in Meru county.

## **OFFICE OF THE GOVERNOR**

### **1. Senior Monitoring and Evaluation Specialist (1 Post) J/G (P)-(Re-advertisement)**

### **Duties and responsibilities**

- Evaluating and monitoring Implementation or development project and programmes.
- Drafting county M & E Roadmap strategies, policies & project proposals and programme.
- Preparation of accurate and regular M& E report on project implementation and performance contract.
- Advising on ways and methods of improving projects and programmes implementation efficiency.
- Advising on ways of improving projects and programmes Budget/ funds, absorption capacity.
- Evaluating projects sustainability.
- Participating in review, workshops and planning activities.
- Proficiency in computer application.

### **Qualification and skills requirement**

- A Kenya citizen
- Bachelor Degree in Economics, Planning, statistics or any other related qualifications from a recognized institution.
- Post graduate qualification in Monitoring & Evaluation from a recognized institution.
- A master's degree in Monitoring & Evaluation degree will be an added advantage.
- At least four (4) years' experience in Monitoring and Evaluation activities large and busy institution
- Show merits and ability as reflected in work performance and results.
- Experience reflected by participation in Monitoring & Evaluation activities in a public organization or government is highly desirable.
- Understanding Evaluation and Monitoring procedures
- Training in Monitoring & Evaluation lasting not less than **2** weeks.
- Satisfy the requirements of Chapter 6.
- Demonstrate understanding of the commitment to the National values and principle of Public Service Governance as espoused in the Constitution of Kenya **2010**, Article **10** and **232**.

**NB:** Women and People living with disability are encouraged to apply and should clearly indicate the type of disability.

Hand delivered applications should be dropped at the Meru County Public Service Board Offices situated at the **Ntara Place Building, 4<sup>th</sup> floor.**

### **How to Apply**

All applications should be submitted in a sealed envelope clearly marked on the left hand-side the position you are applying for and addressed to:

**The Secretary,**

**County Public Service Board**

**P.O. BOX 120-60200**

**MERU.**

**Important information to all Applicants:**

All applicants must attach photocopies of their id card, academic/professional certificates and other testimonials.

The applications should reach the Secretary on or before **17<sup>TH</sup> FEBRUARY 2017.**

Only shortlisted candidates will be contacted.