

## THE COUNTY GOVERNMENT OF MERU



### OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

Email: [merucounty@meru.go.ke](mailto:merucounty@meru.go.ke)

Meru County

Government

When replying please quote

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.**

#### **A. DEPARTMENT EDUCATION AND TECHNOLOGY**

##### **1. Regional Vocational Training officers (2) post. Each in charge of three sub -County, job group (P)**

Duties and responsibilities;

- Generating and maintaining up to date data on Vocational Training Centres programmes, projects and activities.
- Assessing upcoming Vocational Training Centres capacity for registration as training institutions and examination centres.
- Coordinating the administration of Vocational Training Centres national examinations
- Monitoring the implementation of curriculum, projects and activities in Vocational Training Centres.
- Supporting and promoting innovative initiatives and incubation programmes in Vocational Training Centres through product exhibitions.
- Promoting talents through development of creative arts (music, art and drama) to enhance competition and promote growth.
- Development and maintenance of assets and skills inventories.
- Facilitating and strengthening development of e- learning in vocational training centres.
- Managing inter- Vocational training centres exchange programmes to enhance learning.
- Conducting capacity building of boards of managements and instructors.
- Collecting, collating and analyzing data on Vocational Training enrolment training projections, subsidized tuition scheme, trainees industrial attachment, special need, greening of Vocational Training Centres and staffing skills inventory; Preparing Reports on requirements of Vocational Training Centres in terms of curriculum support materials, tools and equipment; and participating in inter zonal Vocational Training Centres activities.
- Any other duties assigned by the office.

**(b) Requirements for the appointment**

- Be a Kenyan citizen
- Bachelor's degree in any of the following disciplines: technical Education from a recognized university or Bachelor's degree in science with a post graduate diploma from a recognized institution.
- Certificate in Computer applications from a recognized institution
- Demonstrated a high degree of competence, merit and ability as reflected in work performance.
- A master's degree in the relevant field will be an added advantage.
- Have knowledge, experience and distinguished career in a Technical area of not less than 5 (five) years.
- Be ready to work under pressure and meet strict deadlines.

**2. Sub-County Education Officers in ECDE (2) posts job group (M)**

**(a) Duties and responsibilities;**

- Ensure quality coverage and delivery of curriculum through supervision.
- Assess institutions for registration
- Inspection of structures and facilities in ECDE centres.
- Capacity building and seminars
- Assess teacher's preparedness
- Writing quarterly and annual reports of all the activities in schools
- Any other duties assigned by the office

**(b) Requirements for the appointments;**

- Be a Kenyan citizen
- A degree in Early Child hood Development Education from a recognized institution.
- A master's degree in the relevant field will be an added advantage.
- Have knowledge, experience and distinguished career in a related area of not less than 5 (five) years.
- Be ready to work under pressure and meet strict deadlines.

**3. Youth polytechnic instructor in Electrical and electronics (2) posts job group (H)**

**Duties and responsibilities;**

- Be a Kenyan citizen
- Theoretical and practical instruction in the area of specialization
- Preparing and maintaining schemes of work, lesson notes, trainees' records, teaching and learning material.
- Carrying out trainees assessment
- Ensuring proper care and maintenance of tools and equipment
- Conducting co- curricular activities
- Maintaining trainees discipline
- Guidance and counseling trainees.

**Requirements for appointments;**

- Diploma In electrical and electronics from a recognized institution
- Certificate In computer applications.
- A diploma in Technical Education from Kenya Technical Training institute (KTTTC) is an added advantage.
- Served as a youth polytechnic instructor under Board of management

**4. Youth polytechnic instructor in Information and Communication Technology (ICT) (1) post job group (H)****Duties and responsibilities;**

- Be a Kenyan citizen
- Theoretical and practical instruction in the area of specialization
- Preparing and maintaining schemes of work, lesson notes, trainees' records, teaching and learning material.
- Carrying out trainees assessment
- Ensuring proper care and maintenance of tools and equipment
- Conducting co- curricular activities
- Maintaining trainees discipline
- Guidance and counseling for the trainees.

**Requirements for appointment;**

- Diploma in ICT from a recognized institution
- A diploma in Technical Education from Kenya Technical Training Institute (KTTTC) is an added advantage
- Served as a youth polytechnic instructor under Board of management for a period of not less than three (3) years.

**5. Youth polytechnic instructor in Food Processing Technology (1) post job group (H)****Duties and responsibilities;**

- Theoretical and practical instruction in the area of specialization
- Preparing and maintaining schemes of work, lesson notes, trainees' records, teaching and learning material
- Carrying out trainees assessment
- Ensuring proper care and maintenance of tools and equipment
- Conducting co- curricular activities
- Maintaining trainees discipline
- Guidance and counseling trainees.

**Requirements for appointment;**

- Diploma in Food processing from a recognized institution
- Certificate in computer applications.
- A diploma In Technical Education from Kenya Technical Training institute (KTTC) is an added advantage.
- Served as a youth polytechnic instructor under Board of management for a period of not less than three (3) years.

#### **6. Youth polytechnic Instructor Motor vehicle Technology (4) posts job group (H)**

##### **Duties and responsibilities;**

- Theoretical and practical instruction in the area of specialization
- Preparing and maintaining schemes of work, lesson notes, trainees' records, teaching and learning material.
- Carrying out trainees assessment
- Ensuring proper care and maintenance of tools and equipment
- Conducting co- curricular activities
- Maintaining trainees discipline
- Guidance and counseling trainees.

##### **Requirements for appointment;**

- Diploma in Motor Vehicle Technology from a recognized institution
- Certificate in computer applications.
- A diploma in Technical Education from Kenya Technical Training institute (KTTC) is an added advantage
- Served as a youth polytechnic instructor under Board of management for a period of not less than three (3) years.

#### **7. Youth polytechnic instructor in metal processing technology (1) post job group (H)**

##### **Duties and responsibilities;**

- Theoretical and practical instruction in the area of specialization
- Preparing and maintaining schemes of work, lesson notes, trainees' records, teaching and learning material.
- Carrying out trainees assessment
- Ensuring proper care and maintenance of tools and equipment
- Conducting co- curricular activities
- Maintaining trainees discipline
- Guidance and counseling trainees.

##### **Requirements for appointment;**

- Diploma in metal work, Technology from a recognized institution
- Certificate in computer applications.

- A diploma in Technical Education from Kenya Technical Training institute (KTTC) is an added advantage.
- Served as youth polytechnic instructor under Board of management for a period of not less than three (3) years.

## **B. FINANCE DEPARTMENT.**

### **1. DIRECTOR INTERNAL AUDIT (JGR)**

#### **Duties and Responsibilities**

- Developing risk based annual internal work plans and designing audit techniques and approaches to implement the plan.
- Determining the adequacy and effectiveness of internal control systems.
- Providing assurance that county resources are utilized in an effective and prudent manner geared towards achieving overall county goals and objectives.
- Ensuring compliance with existing laws, relations instructions and procedures in financial and other county operations.
- Providing assurance that county assets are safeguarded and utilized properly.
- Carrying out investigations on irregularities identified or reported, and report on any wastages of county funds resulting from decisions which may not have been planned well, decisions made without been cost conscious and or general misuse or misappropriation of financial resources and county property.
- Undertaking continuous training and development of internal auditors.
- Assisting management in ensuring audit queries raised by external auditors are adequately resolved within the stipulated timelines
- Providing secretariat for internal audit committee.
- Any other duties as may be assigned by the internal audit committee.

#### **REQUIREMENTS FOR APPOINTMENT**

- Served in the Public sector in a finance related field for not less than 10 years. II. Bachelor's degree in business Administration (Accounting, Audit, Finance, and Commence Option) or Masters of Science in Auditing or Comparable qualification form a recognized university.
- Master's degree in business Administration (Accounting, Audit, Finance, and Commence Option) or Masters of Science in Auditing or Comparable qualification form a recognized university.
- Have demonstrated a high degree of integrity at previous position.
- Have demonstrated wide administrative capabilities and high degree of competence managing the audit function at a high levels including ability to develop and implement audit plans.
- Holder of CPA (K) and registered with the I-CPAK or the institute of Internal Auditors.
- Certify Chapter 6 and 10 of the constitution.

### **2. DEPUTY DIRECTOR SUPPLY CHAIN MANAGEMENT SERVICES (JG O)**

## **Duties and Responsibilities**

- Planning, organizing, administration and control of the supply chain management units.
- Analyzing the impact of the supply chain management policies and regulations, ensuring correct interpretation.
- Implementation of Public procurement and Asset disposal Act, 2015 and other statutes, policies, rules and regulations that may impact on the Supply Chain Management.
- Analyzing supply chain management structures and systems; determining and proposing methods and strategies of handling the supply chain management function.
- Coordinate development of directorate of supply chain management.
- Advising the Accounting Officer on Supply chain management matters, ensuring high professional supply chain management standards.
- Assisting in procurement planning and budget preparation; advising the County Government on supply chain management matters and interpreting of other laws and statutes that impact on supply chain management matters.
- Managing activities in supply chain management units.

## **Requirements for Appointment**

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

- Served in a government institution for not less than seven (7) years in a Supply Chain Field.
- A Bachelor's Degree in any of the following :-Commerce, Business Administration, Economics/Statistics ,Procurement and Supply Management ,Marketing or their equivalent qualification from a recognized institution;
- A master Degree in any of the following; Procurement and Supply Management, Business Administration ,Commerce ,Logistics and Supply Chain Management or any other relevant field from a recognized Institution;
- A Diploma in Supplies Management or its approved equivalent from a recognized Institution;
- Knowledge of IFMIS;
- Must be registered with professional body i.e KISM or any other recognized professional body;
- Certify Chapter 6 and 10 of the constitution.
- In addition to the above requirements, an officer must have the following key personal attributes and core competences:-

## **Personal Qualities**

- Ability to articulate and implement County Mandates.
- Organizational, analytical, managerial and decisions making skills.
- Creativity and Innovation.
- Technical problem solving.
- Resource management skills.

- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Leadership, Advocacy, relationship building and collaboration, result oriented, self-driven
- Appreciation and application of technology in the work environment.
- Passion for continuous professional development.
- Initiative to achieve expected results.

### **Core Competences**

- People management
- Financial Management
- Policy Implementation
- Planning
- Coordinating
- Strategy Implementation

### **3. DEPUTY DIRECTOR INTERNAL AUDIT (JGO)**

#### **Duties and Responsibilities**

- 1) Developing risk based annual internal work plans and designing audit techniques and approaches to implement the plan.
- 2) Determining the adequacy and effectiveness of internal control systems.
- 3) Providing assurance that county resources are utilized in an effective and prudent manner geared towards achieving overall county goals and objectives.
- 4) Ensuring compliance with existing laws, relations instructions and procedures in financial and other county operations.
- 5) Providing assurance that county assets are safeguarded and utilized properly.
- 6) Carrying out investigations on irregularities identified or reported, and report on any wastages of county funds resulting from decisions which may not have been planned well, decisions made without been cost conscious and or general misuse or misappropriation of financial resources and county property.
- 7) Undertaking continuous training and development of internal auditors.
- 8) Assisting management in ensuring audit queries raised by external auditors are adequately resolved within the stipulated timelines.
- 9) Providing secretariat for internal audit committee.
- 10) Any other duties as may be assigned by the internal audit committee.

#### **REQUIREMENTS FOR APPOINTMENT**

- Served in the Public sector in a finance related field for not less than 7 years.
- Master's degree in business Administration (Accounting, Audit, Finance, and Commerce Option) or Masters of Science in Auditing or Comparable qualification form a

recognized  
university.

- Have demonstrated a high degree of integrity at previous position.
- Have demonstrated wide administrative capabilities and high degree of competence managing the audit function at a high levels including ability to develop and implement audit plans.
- Certify Chapter 6 and 10 of the constitution.

**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 **19<sup>TH</sup> MAY 2017.**

Only shortlisted candidates will be contacted.