

# THE COUNTY GOVERNMENT OF MERU



## OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

Email: [merucounty@meru.go.ke](mailto:merucounty@meru.go.ke)  
When replying please quote

Meru County Government  
P.O. Box 120-6020

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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 the **County Government Act of 2012**.

### **SUPPORT STAFF**

County Government of Meru is recruiting support staff on one year contract for the purpose of general and routine work for efficient and effective delivery of services.

#### **1) CLEANERS (305) Age Limit 25-45 years**

##### **Duties and Responsibilities**

Duties includes but not limited to the following;

- i. Undertaking cleaning in areas of deployment
- ii. Performing messengerial duties
- iii. Preparing refreshments and washing utensils
- iv. Assist in dissemination of information on waste management
- v. Undertaking any other duty as assigned by the supervisor

#### **2) LOADERS (45) Age Limit 25-45 years**

##### **Duties and Responsibilities**

Duties include but not limited to the following;

- i. Assist in dissemination of information on waste management
- ii. Load waste from designated collection points
- iii. Off load waste in dump sites
- iv. Assist identification of defaulters of conservancy fee

- v. Assist in Identification of illegal dump sites within the County
- vi. Undertaking any other duties as assigned by the supervisor

### **3) NIGHT GUARD\$ (45) Age Limit 30-50 years**

#### **Duties and Responsibilities**

Duties include but not limited to the following;

- i. Guard county office premises against theft or destruction
- ii. Monitor any entry or exit of persons and vehicles within the county Government premises
- iii. Carry out security checks in buildings
- iv. Complete day to day log showing building and window checks
- v. Noting security system(s) are functioning properly any acts of vandalism unlocked doors, suspected entries or malfunctions of security equipment.
- vi. Undertaking any other duties as assigned by the supervisor

### **4) GARDENER\$ (3) Age Limit 25-45 years**

#### **Duties and Responsibilities**

Duties include but not limited to the following;

- i. Crop land preparation planting
- ii. Weed control,
- iii. Pest and disease control
- iv. Irrigation
- v. Compound cleaning, pruning and desuckering of perennial crops,
- vi. Nursery preparation and management
- vii. Farm produce harvesting
- viii. Undertaking any other duties as assigned by the supervisor

### **5) DAIRY ATTENDANT (2) Age Limit 25-45 years**

#### **Duties and Responsibilities**

Duties includes but not limited to the following;

- i. Graze, cut and ferry fodder for livestock

- ii. Milking, cleaning the livestock housing units
- iii. Spraying against ectoparasites, deworming
- iv. Milk delivery
- v. Heat and sickness detection
- i. Any other duties as assigned by the supervisor

### **QUALIFICATIONS**

The following are the qualifications for the purpose of the positions: -

- i. Age limit as per listed category
- ii. Kenya Certificate of Secondary Education (K.C.S.E) or its equivalent.
- iii. Certificate of Good Conduct.
- iv. A school leaving Certificate

### **Core Competencies**

- a) Interpersonal skills
- b) Team player
- c) Integrity

### **NB:**

- i. Women and people living with disability are encouraged to apply and should clearly state the type of disability.
- ii. Indicate the job applied for and the Ward you come from on the envelope
- iii. Canvassing will lead to automatic disqualification.

Hand delivered applications should be dropped at the Meru County Public Service Board Offices situated at **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:**

The applications should reach the Secretary on or before **23<sup>rd</sup> February, 2018**  
Only shortlisted candidates will be contacted.