

THE COUNTY GOVERNMENT OF MERU



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

Email: merucounty@meru.go.ke

When replying please quote

Meru County Government

P.O BOX 120-60200 Meru

The Meru County Public service board wishes to recruit qualified persons to fill vacant positions in the following departments in the governor's office.

DEPARTMENT OF COMMUNICATION.

(1) SENIOR ASSISTANT DIRECTOR OF PUBLIC COMMUNICATIONS, JOB GROUP 'Q' (1 Position).

Terms of service – Contract.

(a). Duties and Responsibilities

He/she will be responsible to the Director of Information and Public Communications for all public communication matters in the County. Specific duties and responsibilities will entail identifying County Government events in specific sectoral areas that require packaging for dissemination to the media and the public; preparing and organizing fora where County Government policies, programmes and projects can be propagated and promoted; gathering Information on policies, programmes, significant events and how they impact on customers and disseminating the same to the public/media; ensuring proper projection of corporate image of the organization; and carrying out research based on both local and international press on possible causes of negative publicity on County Government and developing appropriate interventions.

In addition, the officer will closely liaise with the Public Communications Office on cross cutting issues that require harmonization and dissemination centrally; liaise with the media in undertaking general public relations work, including direct question and answer sessions by Kenyans on various topical issues on behalf of Governor; maintaining an effective and updated County website; and facilitating printing of publicity materials for the County.

Any other duties that will be assigned to the officer from time to time.

(b). Requirements for Appointment

For appointment to this grade, an officer must:

- (i). have served in a comparable and relevant position in the Public or Private Sector for a minimum period of three (3) years;
- (ii). have a degree in any of the following disciplines: Communication Studies; Mass Communication; Journalism, Public Relations; Information Science, International Relations, Social Sciences or any other approved equivalent qualification from a recognized institution;
- (iii). possess good oral and written communication skills in both English and Kiswahili;
- (iv). be of high integrity, motivated, and a team player;
- (v). possess advanced computer application skills; and
- (vi). have demonstrated professional competence and managerial capability as reflected in work performance and results.

(2) PUBLIC COMMUNICATIONS OFFICER II, JOB GROUP 'J' (8 position)

TERMS OF SERVICE – CONTRACT.

a. Duties and Responsibilities

He/she will be responsible to the Director of Information and Public Communications for all public communication matters in the County.

Specific duties and responsibilities will include gathering information on existing programmes, significant events and the impact on customers and forwarding the same to the head of Department for dissemination. Work will further entail liaising with media practitioners and the public on issues of mutual concern under the guidance of a senior officer.

(b) Requirements for Appointment

- (i) . be in possession of a Bachelor's degree in any of the following disciplines: Mass

Communication, Communication Studies, Journalism, Public Relations, Social Sciences or any other approved equivalent qualifications from a recognized University/Institution;

- (ii). possess good oral and written communication skills in both English and Kiswahili; and
- (iii). be proficient in computer applications.

(3). ADMINISTRATIVE OFFICER II. JOB GROUP J (3 POSITIONS)

TERMS OF SERVICE-CONTRACT.

(a) Duties and Responsibilities

It will entail administrative duties including general office administration, assets management and inventory. In addition, the officers will be exposed to assignments such as: planning and maintaining security; co-ordination and organization of County Government functions; mitigating disaster; peace building initiatives; coordinate compilation of annual reports; coordinate performance management and overseeing implementation of County Government development projects.

(b) Requirements for Appointment

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

- (i) A Bachelor's Degree in any Social Science or its equivalent qualification from a recognized Institution; and
- (ii) Proficiency in computer applications from a recognized institution

(4). PUBLIC COMMUNICATIONS OFFICER III. JOB GROUP 'H' (20 POSITIONS)

TERMS OF SERVICE-CONTRACT.

(a). Duties and Responsibilities

An officer at this level will be deployed in a Public Communications Office to assist in the public communications function. Specific duties and responsibilities will include information gathering on topical issues within the Ministry/Department, verifying its authenticity, editing and dispatching the information for dissemination to the public and media under the guidance of a senior officer.

(b). Requirements for Appointment

For appointment to this grade, a candidate must:

- (i). have Kenya Certificate of Education (KCSE) mean grade C with a minimum of C+ in English or Kiswahili and C in any other relevant subjects or its approved equivalent qualification;
- (ii). have a Diploma in any of the following disciplines: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations or any other approved equivalent qualifications from a recognized Institution; and
- (iii) be proficient in computer applications.

(5) PROTOCOL OFFICER II, JOB GROUP 'J' (1 POSITION)

LOCATION: NAIROBI DELTA HOUSE

TERMS OF SERVICE-CONTRACT.

(a) Duties and responsibilities

Work will entail assisting in the preparation and updating of government guest list and receiving VIPs guest during national and official government celebrations and functions. The officer may also be assigned any other relevant duties from time to time.

(b) Requirements for appointments

For appointment to this grade, an officer must have:

- (i) In possession of a bachelor's degree in any of the social sciences from a recognized university and have good communication skills;
- (iv) Demonstrated professional competence and Administrative ability in work performance and results.

(6) PROTOCOL / LIAISON ASSISTANT III, JOB GROUP "H" (6 POSITIONS.)

TERMS OF SERVICE – CONTRACT.

(a) Duties and Responsibilities.

- (i) Work will entail assisting in the preparation and updating of government guest list and receiving VIPs guest during national and official government celebrations and functions.

(ii) The officer may also be assigned any other relevant duties from time to time.

(b) Requirements for appointments;

For appointment to this grade, a candidate must have:

(i) Kenya Certificate of Secondary Education Mean Grade C - (Minus) or its equivalent with at least C- (Minus) in English;

(ii) A diploma in Public Relations/Hospitality Management/International relations from a recognized institution;

(iii) Must be computer literate.

(iii) Shown merit and ability in work performance and results.

DEPARTMENT OF EXTERNAL PARTNERSHIPS.

(7) DIRECTOR – COUNTY DELIVERY UNIT AND EXTERNAL AFFAIRS. JOB GROUP R (1 POSITION)

TERMS OF SERVICE-CONTRACT.

Reporting to the chief of staff, the Director County Delivery Unit and External Affairs will establish and strengthen strategic partnerships, support and fast track implementation of key priority projects across line ministries. The County Delivery Unit will support the Chief of Staff oversight role of priority projects. Key partners will include government, international bodies, academia, private sector and non-government organizations.

(a) Duties and Responsibilities.

Internal.

- i. Translate and monitor Governors commitments into action plans, budgets and timelines.
- ii. Liaise with County line departments monitoring officials to keep track of the implementation and status of Governor's priority projects.
- iii. Solicit and analyze public opinions on priority projects to advise decision making processes for the county.
- iv. Support line ministries to draw action plans and rapid result initiatives for priority projects.
- v. Implement and manage public participation and information system on development matters.
- vi. Organize inter-ministerial field missions on key priority projects, identify bottlenecks and millstones to inform and advice the Governor's office.
- vii. Provide analysis and recommendations to the county executive and eternal engagement.

External.

- i. Put in place the County partnership engagement framework, policies and guidelines.
- ii. Promote partnerships with government institutions, private sector, foundation civil society, bilateral and Multilateral partners in support of county programs and projects.
- iii. Monitor and fast track county commitment for delivery of projects implementation with partners.
- iv. Put in place up to date database of active and concluded projects involving partners.
- v. Support the work of external affairs on strategic projects and major policy issues including stakeholder mapping , new county research and assessment of the impact of new policies and regulations on the county strategy.
- vi. Organize external affairs events and meetings.
- vii. Promote and reinforce partner reporting within county systems
- viii. Represent the county interests at external meetings.
- ix. Proactive resource mobilization to support county development projects.

(b). Requirements for appointment

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

- (i.) Served in a comparable and relevant position for a minimum period of five (5) years;
- (ii) An advanced university degree in Political Sciences, International Relations, Economics or related discipline.
- (iii) Good knowledge of the development sector and international affairs.
- (iv) Strong project management, research and analytical skills.

Core Competencies.

Strong teamwork and interpersonal skills

Self-developer, willing to learn and acquire new companies.

Excellent communications skills – written, oral and presentation.

Sensitive to social and cultural diversity.

(8). ADMINISTRATIVE OFFICER II. JOB GROUP J (2 POSITIONS)

TERMS OF SERVICE-CONTRACT.

(a) Duties and Responsibilities

It will entail administrative duties including general office administration, assets management and inventory. In addition, the officers will be exposed to assignments such as: planning and maintaining security; co-ordination and organization of County Government functions; mitigating disaster; peace building initiatives; coordinate

compilation of annual reports; coordinate performance management and overseeing implementation of County Government development projects.

(b) Requirements for Appointment

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

- (i) A Bachelor's Degree in any Social Science or its equivalent qualification from a recognized Institution; and
- (ii) Proficiency in computer applications from a recognized institution

DEPARTMENT OF SPECIAL PROGRAMS.

(9) DIRECTOR OF SPECIAL PROGRAMS, JOB GROUP R (1 POSITION)

TERMS OF SERVICE-CONTRACT

(a) Duties and Responsibilities

Reporting to the Chief of Staff, the officer will deal with highly complex development activities and diverse socio-economic and political background. The officer will be responsible for the efficient management and co-ordination of county Government such as co-ordination of development activities, mobilization of resources for development; co-ordination of disaster management and emergency response activities; co-ordination and promotion of peace and security; promotion and co-ordination of conflict resolution and peace building.

(b). Requirements for appointment

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

- (i.) Served in a comparable and relevant position for a minimum period of five (5) years;
- (ii) An advanced university degree in Political Sciences, International Relations, Economics or related discipline.
- (iii) Good knowledge of the development sector and international affairs.
- (iv) Strong project management, research and analytical skills.

Core Competencies.

Strong teamwork and interpersonal skills

Self-developer, willing to learn and acquire new companies.

Excellent communications skills – written, oral and presentation.

Sensitive to social and cultural diversity.

(10). ADMINISTRATIVE OFFICER II, JOB GROUP J (1 POSITIONS)

TERMS OF SERVICE-CONTRACT.

(a) Duties and Responsibilities

It will entail administrative duties including general office administration, assets management and inventory. In addition, the officers will be exposed to assignments such as: planning and maintaining security; co-ordination and organization of County Government functions; mitigating disaster; peace building initiatives; coordinate compilation of annual reports; coordinate performance management and overseeing implementation of County Government development projects.

(b) Requirements for Appointment

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

- (i) A Bachelor's Degree in any Social Science or its equivalent qualification from a recognized Institution; and
- (ii) Proficiency in computer applications from a recognized institution

(11). DIRECTOR OF EFFICIENCY MONITORING, JOB GROUP "R"(1 POSITIONS)

TERMS OF SERVICE – CONTRACT.

(a). Duties and Responsibilities

The Director will be responsible to the Chief of Staff for the overall management of the Efficient Monitoring Unit. Specific duties and responsibilities will include: - promoting management accountability in the Public Service and assessing implementation of Government policies, programmes and projects and proposing appropriate recommendations. In addition, the officer will coordinate human resource planning and development in the Unit.

(b). Requirements for appointment

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

- (i) . Served in a comparable and relevant position for a minimum period of three (3) years;
- (ii) Master's degree in any of the following fields: Economics, Accounting, Business Administration, Management, Finance, Computer Science, Human Resource Management/Development, Valuation, Construction Management, Engineering, Supplies Management, Law or any other relevant qualification from a recognized Institution;
- (iii). Demonstrated outstanding professional and managerial competence; and
- (iv). A clear understanding of County goals and strategies and be able to integrate them within

Overall National development goals.

(12) SENIOR DEPUTY DIRECTOR OF EFFICIENCY MONITORING, JOB GROUP 'Q' (1 POSITION)

TERMS OF SERVICE-CONTRACT.

(a) Duties and Responsibilities

Reporting to the Director Research and Efficiency Monitoring, the officer will be required to provide professional guidance on day-to-day operations of the division and articulate government objectives, policies and strategies. In addition, the officer will supervise and ensure development of staff within the Division and assist the Director of Research and Efficiency Monitoring in managing the affairs of the Unit.

(b). Requirements for appointment

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

- (i) served in the similar or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) an Advanced degree in any of the following fields: Economics, Accounting, Business Administration, Management, Finance, Computer Science, Human Resource Management/Development, Valuation, Construction Management, Engineering, Supplies Management, Law or any other relevant qualification from a recognized Institution;
- (iii) attended a management course lasting for not less than four (4) weeks from a recognized Institution; and
- (iv) Demonstrated outstanding professional and managerial competence undertaking efficiency monitoring work.

(13). ADMINISTRATIVE OFFICER II, JOB GROUP J (4 POSITIONS)

TERMS OF SERVICE-CONTRACT.

(a) Duties and Responsibilities

It will entail administrative duties including general office administration, assets management and inventory. In addition, the officers will be exposed to assignments such as: planning and maintaining security; co-ordination and organization of County Government functions; mitigating disaster; peace building initiatives; coordinate compilation of annual reports; coordinate performance management and overseeing implementation of County Government development projects.

(b) Requirements for Appointment

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

- (i) A Bachelor's Degree in any Social Science or its equivalent qualification from a recognized Institution; and
- (ii) Proficiency in computer applications from a recognized institution

(14). RESEARCH OFFICER JOB GROUP J (4 POSITIONS)

TERMS OF SERVICE-CONTRACT.

a) Requirements for Appointment

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

- (i) Bachelor's degree from a recognized university in a specialized discipline including Economics, Agriculture; Environmental quality, Sociology, Political science, international trade/commerce and other Science related fields;
- (ii) A thorough knowledge and understanding of the concepts and techniques of professional research, with particular emphasis on public policy analysis, and an ability to write, edit in a clear, concise and understandable manner; and
- (iii) Satisfactorily served as a Research Officer in a reputable research institution and have at least three (3) years continuous work experience.

b). Duties and responsibilities.

- (i) Provision of non-partisan professional research assistance and analysis to the Office of the Governor.
- (ii) Assessing the strengths and weaknesses of policy options in the County.
- (iii) Providing expert interpretation, explanation and analysis.
- (iv) Maintain a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions
- (v) Providing back up to County Department.

(15) RESEARCH ASSISTANTS (9 POSITIONS) JOB GROUP H

TERMS OF SERVICE-CONTRACT.

A Diploma in any of the following disciplines: Human Resource Management, Business Administration, Information Communication Technology (ICT), or any other Diploma qualification from a recognized institution.

a) Duties and responsibilities.

- (i) Provision of non-partisan professional research assistance and analysis to the Office of the Governor.
- (ii). Assessing the strengths and weaknesses of policy options in the County.

- (iii). Providing expert interpretation, explanation and analysis.
- (vi) Maintain a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions.
- (vii) Providing back up to County Department.

(16): SENIOR CLERICAL OFFICER, JOB GROUP "H" (5 positions)

TERMS OF SERVICE—CONTRACT.

- (i) Kenya Certificate of Secondary Education or its approved equivalent
- (ii) Passes in Proficiency Examination for Clerical Officers.
- (iii) Computer application skills.
- (iv).A Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Information Communication Technology (ICT), Kenya Administration and Management (KAME) or any other approved equivalent qualification from a Recognized institution.
- (V) have shown merit and ability as reflected in work performance and results
- (VI) Served in a similar position for at least three years in Government of Private Sector.

(17) SUPPORT STAFF. JOB GROUP D (5 POSITIONS)

TERMS OF SERVICE – CONTRACT.

(a) Duties and Responsibilities

This is the entry grade into the cadre. A Support Staff at this level will perform general and routine work as may be assigned by a supervisor in the area of deployment. He/she will work under close supervision. Specific duties and responsibilities will entail:

- (i). Undertaking cleaning duties in the area of deployment;
- (ii). Performing messengerial duties;
- (iii). Preparing tea and washing utensils; and
- (iv). Undertaking any other related duties.

Recognized Qualifications

The following are the recognized qualifications for the purpose of this Scheme of Service:-

- (i). Kenya Certificate of Secondary Education (K.C.S.E) mean grade D plain or its approved equivalent.
- (ii). Courses of not less than or in aggregate of at least one (1) month in various areas of deployment.
- (iii). Certificate of Good Conduct.
- (iv). A good School Leaving Certificate.

Core Competencies.

- (a) Oral and written communication skills;
- (b) Interpersonal skills;
- (c) Team player;
- (d) Integrity.

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 **Ntara Place Building-4th 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 **10th NOVEMBER 2017**
Only shortlisted candidates will be contacted.

NB. Applicants should seek clearance from

- Credit Reference Bureau
- Kenya Revenue Authority
- Higher Education Loans Board
- Criminal Investigation Department
- Commission for Higher Education; for those with certificates from Private and foreign institutions.

