

## 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 120-60200 Meru

---

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

#### DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE

##### CHIEF OFFICER, TRANSPORT & INFRASTRUCTURE (1 POST JG, S)

The ideal candidate should have the following minimum qualifications.

- BSC/BTech in Civil /structural Engineering
- At least 5 years' experience in planning and management of civil works
- The prospective candidates should not be less than 35 yrs old.
- Should be registered by the relevant bodies.e.g ERB
- Familiar with engineering and design softwares e.g. civil CAD, Civil 3D and use of Microsoft office project.
- Knowledge in design and construction of power plants.
- Satisfy the requirements of Chapter Six of the Constitution.
- A masters degree is an added advantage

##### Duties and Responsibilities

The Chief Officer shall be the authorized officer in respect of exercise of delegated powers and shall be responsible to the RESPECTIVE County Executive Member for:-

- The Administration of the County Department
- Implementation of policies and Development Plans
- Development and implementation of Strategic Plans
- Formulate and implement effective programmes to attain vision 2030 and sector goals
- Promote National values and principles of governance and values and principles of the County Public Service.

#### DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

##### 1. CHIEF OFFICER PUBLIC SERVICE AND ADMINISTRATION (1 POST JG, S)

##### Duties and Responsibilities

The Chief Officer shall be the authorized officer in respect of exercise of delegated powers and shall be responsible to the RESPECTIVE County Executive Member for:-

- ✓ The Administration of the County Department
- ✓ Implementation of policies and Development Plans
- ✓ Development and implementation of Strategic Plans
- ✓ Formulate and implement effective programmes to attain vision 2030 and sector goals
- ✓ Promote National values and principles of governance and values and principles of the County Public Service.

### **Duties and Responsibilities**

A County chief officer shall be responsible to the respective county executive committee member for the administration of a county department

- Formulation and implementation of effective programs to attain vision 2030 and sector goals.
- Development and implementation of strategic plans and sector development plans.
- Implementation of policies and regulations
- Providing strategic policy direction for effective service delivery
  - Ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- Performing any other duties as may be assigned from time to time. Requirements for Appointment

### **REQUIREMENT FOR APPOINTMENT**

- ✓ Be a holder of at least a bachelor degree in Public Administration, Community Development, Human Resource Management, Disaster Management, Public Relations, Sociology or and any other related degree from a recognized university
- ✓ A master degree will be an added advantage
- ✓ Have relevant knowledge and experience of not less than (10) ten years (5) five of which **MUST** have been in senior management position in public service or private sector
- ✓ Demonstrate high degree of professional and technical competences as reflected in work performance and results
- ✓ Be competent in the use of information technology as a working tool
- ✓ Be a strategic thinker and must have ability to meet deadlines
- ✓ Satisfy the requirement of chapter six (6) of the Constitution of Kenya 2010 on leadership and integrity
- ✓ Demonstrate understanding and commitment to the values and principles as outlined in Articles 10 and 232 of the Constitution of Kenya.

### **2. DIRECTOR OF PUBLIC PARTICIPATION, CIVIC EDUCATION, FIRE & EMERGENCIES (1 POST) (JG, R)**

- ❖ The Director will be responsible to the Chief Officer for Public Service and Administration

## **DUTIES AND RESPONSIBILITIES**

- ✓ Develop and manage public participation, civic education and emergency management policy frameworks.
- ✓ Communicate community level and stakeholder plans to relevant County departments.
- ✓ Coordinate the County government civic education programmes
- ✓ Coordinate the County government emergency management programmes
- ✓ Lead the legislation process on public participation, civic education and County emergency management
- ✓ Perform any other legal duties as directed by the Chief Officer

## **REQUIREMENT FOR APPOINTMENT**

- ✓ Be a holder of at least a bachelor degree in Public Administration, Community Development, Education, Disaster Management, Communication, Public Relations, Sociology or and any other related degree from a recognized university
- ✓ Have relevant knowledge and experience of not less than (10) ten years (5) five of which **MUST** have been in senior management position in public service or private sector
- ✓ Demonstrate high degree of professional and technical competences as reflected in work performance and results
- ✓ Be competent in the use of information technology as a working tool
- ✓ Be a strategic thinker
- ✓ Satisfy the requirement of chapter six (6) of the Constitution of Kenya 2010 on leadership and integrity

### **ADMINISTRATIVE OFFICERS**

#### **3. CHIEF ASSISTANT OFFICE ADMINISTRATOR, JOB GROUP 'M' 1 POST**

- ✓ (a) Duties and Responsibilities
- ✓ Duties and responsibilities at this level will entail:- taking oral dictation; managing e-office; word and data processing; operating office equipment; attending to visitors/clients; handling telephone calls and appointments; coordinating schedules of meetings and appointments, maintaining office diary and travel itineraries; ensuring security of office records, equipment and documents, including classified materials; preparing responses to simple routine correspondence; establishing and monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; ensuring security, integrity and confidentiality of data; managing office protocol and etiquette; supervising office cleanliness; managing petty cash; and undertaking any other office administrative services duties that may be assigned.
- ✓ (b) Requirements for Appointment
- ✓ For appointment to this grade, an officer must have:-
- ✓ (i) Served in the grade of Senior Assistant Office Administrator or Office Administrative Assistant I for a minimum period of three (3) years;

- ✓ (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;  
OR
- ✓ Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:-
  - ✓ (a) Shorthand III (minimum 100 w.p.m.);
  - ✓ (b) Typewriting III(50w.p.m.)/Computerised Document Processing ;
  - ✓ (c) Business English III/Communications II;
  - ✓ (d) Commerce II;
  - ✓ (e) Office Practice II;
  - ✓ (f) Office Management III/Office Administration and Management III;
  - ✓ (g) Secretarial Duties II;
- ✓ (iii) Certificate in secretarial management course lasting not less than four (4) weeks from the Kenya School of Government or any other government training institution;
- ✓ (iv) Certificate in supervisory skills course lasting not less than two(2) from a recognized institution;
- ✓ Certificate in computer applications and
- ✓ (v)Shown merit and ability as reflected in work performance and results.

#### **4. ASSISTANT OFFICE ADMINISTRATOR I, JOB GROUP 'K' 2 POSTS**

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

Duties and responsibilities at this level will entail: - taking oral dictation; word and data processing; managing e-office; operating office equipment; handling telephone calls and appointments; attending to visitors/clients; maintaining office diary and travel itineraries; establishing and monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; managing office protocol; ensuring security of office records, equipment and documents, including classified materials; supervising of office cleanliness; managing petty cash; and undertaking any other office administrative services duties that may be assigned.

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

For appointment to this grade, an officer must have;

- (i) Served in the grade of Assistant Office Administrator III or Office Administrative Assistant II for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:-

- (a) Shorthand III (minimum 80 w.p.m.);
- (b) Typewriting 111(50 w.p.m.)/Computerised Document Processing III;
- (c) Office Management III/Office Administration and Management III;
- (d) Business English III/Communications II;
- (e) Secretarial Duties II;
- (f) Office Practice II;
- (g) Commerce II;
- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution.
- (iv) Certificate in computer applications from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

#### **5. ASSISTANT OFFICE ADMINISTRATOR III, JOB GROUP 'H' 2 POSTS**

- (a) Duties and Responsibilities

This is the entry and training grade for this cadre. Duties and responsibilities at this level will entail: - taking oral dictation; word and data processing; managing e-office; ensuring security of office records, documents and equipment; maintaining an up to date filing system in the office; operating office equipment; managing office protocol; managing office petty cash; handling telephone calls and appointments; supervising office cleanliness and undertaking any other office administrative services duties that may be assigned.

- (b) Requirements for Appointment

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

- (i) Kenya Certificate of Secondary Education, mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC);  
OR

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:-

- (a) Typewriting III (50 w.p.m.)/Computerised Document Processing III;
- (b) Shorthand II (80 w.p.m.);

- (c) Business English II/Communications I;
- (d) Office Practice II;
- (e) Secretarial Duties II;
- (f) Commerce II;
- (g) Office Management III/Office Administration and Management III;
- (iii) Certificate in computer applications from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

## **DEPARTMENT OF HEALTH**

### **1. ANAESTHETISTS – JG ‘J’**

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.

### **2. PHARMACEUTICAL TECHNOLOGISTS –JG “H”**

Reporting to the Health Facility In charge.

#### **Duties and Responsibilities**

- Ensure that there is an efficient supply of essential commodities and rational use of medicines in the county & Sub-county Health facilities.
- Receive written prescription or refill requests and verify that information is complete and accurate.
- Maintain proper storage and security conditions for drugs.
- Answer telephones, responding to questions or requests.

- Fill bottles with prescribed medications and type and affix labels.
- Assist customers by answering simple questions, locating items or referring them to the pharmacist for medication information.

**Requirements for appointment:**

- Be a holder of a Diploma in pharmaceutical technology from a recognized training institution
- Be registered and licensed by Kenya Pharmacy & Poisons Board.

**3. CRITICAL CARE NURSES –JG “L/M”**

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 from a recognized training institution
- Registered with National Council of Kenya

**4. LABORATORY TECHNOLOGIST III – JG‘H’**

The incumbent will report to report to the Lab-Technologist in-Charge/ Facility In charge.

**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.

**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

## **5. CLINICAL OFFICERS – JOG GROUP ‘H’**

The clinical Officer will work under guidance of a senior officer.

### **a) Duties and responsibilities**

Specific duties will include the following among others:

- Observation and examining patients
- Diagnosing and treating ailments at an outpatient department in a hospital or health Centre
- Assist in planning and conducting primary health care activities
- Coaching Students attached to hospitals and medical centres
- Supervising and counselling staff engaged on routine patient care
- Giving support and health education to patient
- Any other duties as may be assigned from time to time

### **Requirements for the Appointment**

- Be a Kenyan citizen
- Be a holder of a Kenya Certificate of Secondary Education (KCSE) Mean grade C or its equivalent.
- Be a holder of a Diploma in Clinical Medicine from a recognized Medical Training College
- Be resisted by the Nursing Council of Kenya
- 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

## **6. NURSING OFFICERS – JOB GROUP ‘H’**

The Nursing Officer will work under the guidance of the Senior Nursing Officer. Work at this level will largely involve planning, supervision and provision of nursing care at an outpatient department or ward in a health facility.

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



Specific duties will include the following among others:

- Assessing of patients' needs for nursing services
- Verifying and obtaining information relating to patients admissions
- Keeping records of drugs and supplies
- Guiding, supervising and counselling staff performing routine duties
- Any other duties as may be assigned from time to time.

**b) Requirements for appointment**

- Be a Kenyan citizen
- Be a holder of a Kenya Certificate of Secondary Education (KCSE) Mean grade C or its equivalent.
- Be a holder of a Kenya Registered Nurse or Kenya Registered Community Health Nurse Diploma From a recognized medical Training College
- Demonstrate understanding of the commitment to the National values and principle of Public Service Governance as espoused in the Constitution of Kenya 2010,Article 10and 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 Agricultural Finance Corporation offices (A.F.C Building)

**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 NATIONAL IDENTIFICATION CARD, ACADEMIC AND PROFESSIONAL CERTIFICATES AND OTHER TESTIMONIALS.

The applications should reach the Secretary on or before **15th SEP 2015**.  
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.

