

COUNTY GOVERNMENT OF MERU



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

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 PUBLIC SERVICE & ADMINISTRATION.

Village Administrators Job Group 'G' (392 Positions)

Requirements for appointment

- Be a Kenyan citizen
- A mean grade of D+ (plus) in KCSE or its equivalent.
- Be a resident of the area of not less than five years.
- Possesses strong analytical, communication, managerial and leadership skills.
- Should be conversant with social-economic dynamics of the resident community.
- Be self-disciplined and has been in community leadership position.
- Be of good moral conduct and stature.
- Should be 25 – 50 years of age.

Duties and Responsibilities

- Reporting to the relevant Ward Administrator, the community Administrator shall coordinate manage and supervise the general administrative functions in the village
- Ensuring and coordinating the participation of the village unit in governance
- Assisting the village unit to develop the administrative capacity for the effective exercise of the functions and powers and participation in governance at the local level
- Advising the ward administrator and sub-county administrator on issues in the village

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 County Public Service Board Offices situated at NTARA PLACE BUILDING offices 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,

Meru County Public Service Board

P.O. BOX 120-60200

MERU.

Important information to all Applicants:

CLEARLY INDICATE THE WARD, LOCATION AND THE SUB-LOCATION YOU COME FROM.

ALL APPLICANTS MUST ATTACH PHOTOCOPIES OF THEIR I.D, ACADEMIC AND PROFESSIONAL CERTIFICATES AND OTHER TESTIMONIALS. INTERESTED APPLICANTS CAN CHECK THE FULL ADVERT FROM THE SUB COUNTY OR WARD OFFICES NEAR THEM OR ON THE WEB SITE(www.meru.go.ke)

The applications should reach the Secretary on or before **Wednesday 9th December 2015.**

Only shortlisted candidates will be contacted.

NB. Applicants should seek clearance from

Kenya Revenue Authority

Higher Education Loans Board

Criminal Investigation Department