

## **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.

### **OFFICE OF THE GOVERNOR**

#### **EVENTS ORGANIZER**

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

1. Coordinating details of events such as conference, charity events, business meetings, employee appreciation events and virtual events.
2. Calculate budget and ensure they are adhered to.
3. Select chefs or catering companies to prepare food for event.
4. Schedule speakers, vendors and participants.
5. Coordinate and monitor event timelines and ensure deadlines are met.
6. Participate in all efforts to public event.
7. Edit and design promotions materials.
8. Prepare presentations.
9. Negotiate and secure event space.
10. Work with printer& design to develop invitations.
11. Create invite list.
12. Manage correspondence.
13. Coordinate event logistics including registration and attendee tracking presentation and materials for pre and post event evaluations.

##### **Requirement for Appointment**

1. Bachelor's Degree in event planning hospitality or related field.
2. Excellent communication and listing skills.
3. Customer service and interpersonal skills.
4. Creativity and problem solving skills.
5. Good organizational and time management skills.
6. Able to negotiate delegate and work under pressure.
7. Comfortable working with computer.

### **DEPARTMENT OF PUBLIC SERVICE**

#### **WARD ADMINISTRATORS (3 POSTS)**

##### **Requirement for Appointment**

- (i) Be a Kenyan Citizen
- (ii) Be a holder of at least a first degree from a university recognized in Kenya
- (iii) Working experience of not less than five (5) years;
- (iv) Have qualifications and knowledge in administration and management; and
- (v) Satisfy the requirements of chapter six of the Constitution.

### **Duties and Responsibilities**

The ward administrator shall be responsible to the sub-county administrator for the following:

- (i) Coordinating, managing and supervising the general administrative functions in the Ward Unit;
- (ii) Developing policies and plans;
- (iii) Ensuring effective service delivery;
- (iv) Coordinating developmental activities to empower the community
- (v) Providing and maintaining infrastructure and facilities of public service;
- (vi) Managing the County Public Service;
- (vii) Facilitating and coordinating citizens participation in the development of policies and plans and delivery of services;

Exercising any functions and powers delegated by the County Public Service Board

### **DEPARTMENT FINANCE**

#### **CHIEF OFFICER - COUNTY TREASURY**

##### **Duties and responsibilities:**

- General administration and coordination of the County Treasury Department.
- Development, implementation and review of policies, sector plans and budgets.
- Overseeing management of departmental resources.
- Preparation of budget estimate, annual work plans and programmes.
- Implementation and monitoring of the performance management system.
- Building capacity of departmental staff.
- Organizing and coordinating consultative forum with stake holders.
- Promotion of natural values and principles of good governance as outlined in articles 10 and 232 of the constitution of Kenya.
- Any other duties as may be assigned by the Governor, Deputy Governor and respective county Executive Members.

##### **Requirements & Competencies:**

For appointment to this position, the person should:

1. Be a Kenyan citizen.
2. Be a holder of a first degree in relevant field from a University recognized in Kenya
3. Be a holder of CPA (K) or ACCA qualifications.
4. Must have relevant knowledge and experience of not less than seven (7) years in a senior management position in public service or private sector.
5. Demonstrate understanding of devolved governance in Kenya and vision 2030.
6. Be a strategic and result oriented individual.
7. Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity

8. Have capacity to work under pressure to meet strict deadlines.
9. Be computer literate.
10. Be registered with ICPAK or any other relevant body.
11. Be committed to be part of a team that will enable the county government achieve her vision.
12. Be thorough in financial reporting as per IPSAS.

## **1. Budget Planning Officer JG 'K' 1 post**

### **Duties and Responsibilities**

- Organizing public participation for budget purposes.
- Organizing budget and economic forum meetings.
- Carrying out market surveys and collecting data to inform budgets.
- Acts as liaison officer between treasury and the revenue authority.
- Maintaining relevant statistics for planning and budgeting.
- Coordinating finance and other departments staff on related issues during preparation of budget reports.
- Preparing management reports.
- Performs other related duties, as assigned.

### **Requirements for Appointment**

- Be a holder of BA in Economics and Statistics and any business related course from a recognized university.
- At least two (2) years experience in a related field.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010.
- Good understanding of county budgetary process and public fiscal policies.
- Team player with good communication and interpersonal skills

## **Fiscal Analyst 2 Posts JG 'K'**

### **Duties and Responsibilities**

- Reviews, analyses and assists in the finalization of cost estimates and budget proposals, in terms of staff and non-staff requirements from Departments, ensure compliance with relevant legislative mandate.
- Formulating the Departmental Annual Work Plan.
- Monitors budget implementation and monthly budget absorptions by Departments.
- Continuously monitor monthly expenditure returns.
- Monitors and Prepare quarterly budget implementation review reports and determines/recommends reallocation of funds when necessary.
- Verify supporting documents for requisitions for withdrawal requests from public funds.

- Capturing of the budget into the IFMIS through the plan to budget module.
- Analysis of the county budget and preparation of budget reports.
- Coordinates development of budget guidelines, annual legislative funding requests, and budget documents.
- Provide support with respect to review analysis and preparation of the medium term plan and its revisions.
- Prepare supporting documents (narrative and supporting tables) with respect to finalization of cost estimates and budget proposals, in terms of staff non staff requirements.
- Perform any other duties as assigned.

### **Requirement for appointments**

- Be a holder of Bachelor's degree in actuarial science, finance or any business related course from a recognized university, accounting, Finance or any other relevant field from a recognized university in Kenya.
- Must have at least 2 years experience in a relevant in the public sector.
- Professional course is an added advantage.
- Knowledge on plan to budget IFMIS module.
- Strong analytical and problem solving skills.
- Demonstrate leadership skills.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010.

### **DIRECTOR OF BUDGETS 1 POST JG 'R'**

- Planning, organizing, directing, coordinating and controlling of county budgeting services.
- Playing a key role in maintaining a strong control environment and supporting initiatives that improve performance.
- Undertaking capacity building of financial management staff at the county level.
- Developing leading capacities in terms of resources, methodology and technology.
- Communicating plans for engagement and resource requirements for budgeting functions.
- Development, implementation and evaluation of the relevant division strategic plans. Programmes and projects in collaboration with other departments and stakeholders.
- Planning and supervision of the budgeting Programmes and activities.
- Organization, direction, control and co-ordination of the functions of budgeting.
- Interpreting and applying national and county departmental policies, legal and institutional frameworks for implementation of the mandate of the budgeting division.
- Developing appropriate county departmental policies, legal and institutional frameworks for implementation of the mandate of the budgeting division.
- Handling administrative, human resources and assets management issues.
- Oversee preparation of annual work plans and financial budgets.
- Ensuring strict compliance with all financial, budgetary and procurements procedures.
- Co-ordination of production, documentation and dissemination of the relevant division's information.
- Provide advice and guidance in recruiting, hiring and staff development.
- Any other duty assigned by the Chief Officer-Treasury.

### **Requirements for appointment**

- Be a holder of Bachelor's degree in Business administration, accounting, Finance or any other

relevant field from a recognized university in Kenya.

- A Master's degree in the relevant area will be an added advantage.
- Must be a holder of CPA (K) or ACCA qualifications or equivalent.
- Must be registered with the ICPAK.
- Be conversant with various financial management computer package.
- Demonstrate a thorough understanding of Devolution, the County development objectives and vision 2030.
- Have relevant knowledge and experience of not less than five (5) years in a senior position.
- Satisfy the requirements of Chapter Six of the Constitution.

## **. DIRECTOR OF ACCOUNTS 1 POST JG 'R'**

### **Duties and Responsibilities**

- Preparation of financial statements and reporting thereon.
- Supervision of accounting staff.
- Reviews of Financial reports and reconciliation.
- Supervising of assets record keeping.
- Filing of monthly returns.
- Ensure adherence to statutory deadlines.
- Ensure all reports are transmitted to other intergovernmental organizations as required.
- Ensure payments are done on time.
- Review of the departmental charter regularly.
- Ensure capitalization of assets is done on time.
- Any other assignment given by the authority.

### **Requirements for appointment**

- At least a holder of First degree in business or a related field.
- A holder of CPA (K) or its equivalent.
- Must be registered with the ICPAK.
- At least 3 years' experience in a senior position in financial reporting.
- Experience of IFMIS is an added advantage.
- Satisfy the requirements of Chapter Six of the Constitution.

## **DIRECTOR OF AUDIT (1) Post JG 'R'**

### **Duties and Responsibilities**

- Establishment of periodic risk audit schedule for all the departments.
- Reporting to the Audit Committee on quarterly basis.
- Supervision of the Audit staff.

### **Requirements for appointments**

- At least a holder of First degree in business or a related field.
- A holder of CPA (K) or its equivalent.
- Must be registered with the ICPAK.
- At least 3 years' experience in a senior position in audit, 2 yrs. of which should be reporting to the Audit Committee.
- Experience of IFMIS is an added advantage.
- Satisfy the requirements of Chapter Six of the Constitution.

## **TECHNICAL AUDITOR 1 POST 'JG' K**

### **Duties and responsibilities**

Carrying out audit in government projects

### **Requirements for appointments**

- At least a first degree in Civil engineering.
- At least 2 years' experience in supervisory works.
- Satisfy the requirements of Chapter Six of the Constitution

**DEPARTMENT OF AGRICULTURE**  
**LIVESTOCK PRODUCTION ASSISTANT II JG 'G' 1 POST**

Requirements for Appointment

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

- 1) Certificate in any of the following disciplines: Animal Health and Production, Animal Science, Dairy Technology, Apiculture or Range Management from a Recognized Institution
- 2) Certificate in Computers Applications from a recognized institution

**ADMINISTRATIVE ASSISTANTS (SECRETARY) JG 'G' (2 POSTS)**

Duties and Responsibilities

This is the entry and training grade for Secretarial Assistants. Duties and responsibilities at this level will entail: typing from manuscripts; processing data; operating office equipment; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; and undertaking other secretarial duties that may be assigned. The officer may be required to work for more than one officer or may be deployed in a typing pool.

(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 Language or its equivalent qualification from a recognized institution;
- (ii) the following qualifications from the Kenya National Examinations Council:-
  - Typewriting II (minimum 40 w.p.m)/Computerized Document Processing II
  - Business English I/Communications I
  - Office Practice I
  - Commerce I; and
- (iii) A Certificate in Computer Applications (Windows, Ms-Word, Ms-Excel, Ms-Access and Internet) from a recognized Institution.

**CLERICAL OFFICER JG 'F' (1 POSTS)**

Duties and responsibilities at this level will entail:

- (i) Verifying compiled statistical records for accuracy;
- (ii) Processing human resource statistical records;
- (iii) Ensuring proper maintenance of efficient filing systems;

- (iv) Keeping invoices, receipts and other records safely;
- (v) Supervision, guidance, counseling and development of junior staff;
- (vi) Ensuring security of files and any other registry equipment and materials.

### **Requirements for appointment**

- (i) For appointment to this grade, an officer must have:  
Kenya Certificate of Secondary Education mean grade C- or its recognized equivalent qualifications with a C- in English, Kiswahili and Mathematics;
- (ii) Served as Higher Clerical Officer, JG H for a minimum period of three (3) years;
- (iii) A certificate in any of the following disciplines: Human Resource Management; Management/Administration; Kenya Accounts Technician Certificate (KATC); Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- (iv) Shown outstanding merit and ability in performance and results of the clerical function; and
- (iv) Proficiency in computer applications

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 4<sup>th</sup> floor offices.

### **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 15<sup>TH</sup> January, 2016.  
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.