



REPUBLIC OF KENYA
MERU COUNTY GOVERNMENT
COUNTY PUBLIC SERVICE BOARD

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

1. TREASURY

DIRECTOR OF AUDIT – JOB GROUP ‘R’

Requirements for appointment

- Be a Kenyan Citizen.
- Should have a university degree in an area relevant to audit; Finance, accounting, Mathematics, computer science, statistics or its equivalent from a recognised university.
- Master’s degree in the relevant field from a recognised university will be an added advantage
- An applicant should be a Certified Public Accountant of Kenya and a member of ICPAK.
- One should have an experience of over 5 years as an auditor or an accountant in a reputable organisation at senior level.
- An applicant should be able to demonstrate high level of competence and should be able to work under minimal supervision.
- Should have knowledge of CAATs
- Knowledge of Integrated Financial Management Information Systems (IFMIS) will be an added advantage.
- An applicant should have excellent communication and leadership skills.

Duties and responsibilities

- The one who will qualify will be responsible to the Executive and county audit committee in the performance of duties.

- The director of audit will be responsible in the implementation of Internal Audit Charter for effective and efficient delivery of audit services
- He or She will be charged with the responsibility of preparing and executing annual audit plans.
- He or She will be the immediate supervisor of the staff working under him or her.
- He or she will ensure that all controls, laws, regulations, policies and procedures are adhered to and any noncompliance reported.
- All other duties that will be found relevant for the performance of that office.
- Any other duties assigned by the office.
- 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.

2. DEPARTMENT OF CULTURE, YOUTH, GENDER & SOCIAL SERVICES

A. LIQUOR ADMINISTRATION AND LICENSING DIRECTOR – JOB GROUP ‘Q’

The Liquor Administration and Licensing Director shall be the head of all administrative and licensing duties pertaining to the regulation of Alcoholic Drinks within Meru County.

Duties and Responsibilities;

- Advising the Secretary/CEO of the Board county policy and laws to be adopted in regard to the production, manufacture, sale and consumption of alcoholic drinks.
- Support and facilitate Sub-county committees in carrying out their functions.
- In collaboration with other County and National Government Departments strategize and plan for implementation of the Meru County Alcoholic Drink Act 2014 and control of alcohol abuse and any other relevant legislation and coordinate and support their implementation.
- Facilitate and coordinate issuances of licenses to business operators after compliance with law.
- In collaboration with other relevant county departments prepare and submit a bi-annual alcoholic drinks status report.

- Monitoring and evaluating the implementation of the Meru County Alcoholic Drinks Control Act including overseeing the operations of the ~~Sub~~-County committees and advising on necessary measures to be adopted to facilitate such implementation.
- Supervise and control the administration of the alcoholic drinks control fund and
- Supervise and control the licensing of the alcoholic drinks business and
- Prepare each financial year a statement of account relating to the Alcoholic Drinks Control Fund in accordance with the Public Audit Act, 2013.
- Any other duties assigned by the office.

Requirement for appointment;

- Be a Kenyan Citizen.
- Be a holder of Bachelor's Degree in Commerce or Administration from a recognized university.
- A Master's degree in the relevant field will be an added advantage
- Have knowledge and experience of not less than five years in administration or financial management
- Satisfy the requirement of chapter six of the constitution.
- 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.

B. LIQUOR EDUCATION AND COMMUNITY MOBILIZATION DIRECTOR – JOB GROUP 'Q'

The Liquor Education and Community Mobilization Director shall be the head of Education, Community Mobilization and Sensitization duties pertaining to the regulation of Alcoholic Drinks within Meru County.

Duties and Responsibilities;

- Advising the Secretary/CEO of the Board county policy and laws to be adopted in regard to the production, manufacture, sale and consumption of alcoholic drinks.
- Facilitate citizen participation in matter related to alcoholic drinks control in accordance with the framework for citizen participation established under the

County Alcoholic Drinks Act 2014, County Government act 2012, the Urban Areas and Cities Act 2012 or any other relevant written law.

- Carry out public education and research on alcoholic drinks control in the county directly and in collaboration with other public or private bodies and institutions.
- Facilitate and promote in collaboration with other county and national government institutions and agencies the establishment of treatment and rehabilitation facilities and programmes.
- Carry out research directly and serve as the repository of data and statistics related to alcoholic drinks control.
- Develop strategies and plans for implantation of the Act and any other relevant national legislation, controlling alcohol abuse and coordinate and support their implementation.
- In collaboration with other relevant county departments prepare and submit a bi-annual alcoholic drinks status report.
- Any other duties assigned by the office.

Requirement for appointment;

- Be a Kenyan Citizen.
- Be a holder of Bachelor's Degree in Commerce or Administration from a recognized university.
- A Master's degree in the relevant field will be an added advantage
- Have knowledge and experience of not less than five years in administration or financial management
- Satisfy the requirement of chapter six of the constitution.
- 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.

C. ADMINISTRATION OFFICER – ADMINISTRATION & LICENCING –JOB GROUP 'P'

Duties and Responsibilities;

- Planning and supervision of the relevant division's programmes and activities;

- Organization, direction, control and co-ordination of the functions of the division;
- Developing appropriate county departmental policies, legal and institutional frameworks for implementation of the mandate of the 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 procurement procedures;
- Co-ordination of production, documentation and dissemination of the relevant division's information;
- Develop strategies and plans for implantation of the Act and any other relevant national legislation, controlling alcohol abuse and coordinate and support their implementation
- Provide advice and guidance in recruiting, hiring and staff development;
Perform other duties that may be assigned from time to time by the Director
- Any other duties assigned by the office.

Requirement for appointment;

- Bachelors' degree in Administration from a recognized university.
- A Master's degree in the relevant field will be an added advantage.
- Experience of not less than 5 years in Administration
- Satisfy the requirements of Chapter 6.
- 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.

**D. ADMINISTRATION OFFICER - EDUCATION & COMMUNIACATION
MOBILIZATION – JOB GROUP 'P'**

Dutie; and Re;ponsibilities;

- Planning and supervision of the relevant division's programmes and activities;
- Organization, direction, control and co-ordination of the functions of the division;
- Developing appropriate county departmental policies, legal and institutional frameworks for implementation of the mandate of the division;
- Handling administrative, Human Resources and assets management issues;

- Carry out public education and research on alcoholic drinks control in the county directly and in collaboration with other public or private bodies and institutions.
- Oversee preparation of annual work plans and financial budgets;
- Ensuring strict compliance with all financial, budgetary and procurement procedures;
- Co-ordination of production, documentation and dissemination of the relevant division's information;
- Develop strategies and plans for implantation of the Act and any other relevant national legislation, controlling alcohol abuse and coordinate and support their implementation
- Provide advice and guidance in recruiting, hiring and staff development;
Perform other duties that may be assigned from time to time by the Director
- Providing assistance in areas of communication.
- Any other duties assigned by the office.

Requirement for appointment;

- Be a Kenyan Citizen.
- Bachelors' degree in Administration from a recognized university.
- A Master's degree in the relevant field will be an added advantage.
- Experience of not less than 5 years in Administration
- Satisfy the requirements of Chapter 6.
- 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.

3. DEPARTMENT OF EDUCATION AND TECHNOLOGY

A. DIRECTOR OF POLYTECHNICS AND HOME CRAFTS CENTRES – JOG GROUP 'R'

The Director will be answerable to the Chief Officer in the relevant Department and will be responsible for the following tasks:

- Development , implementation and evaluation of the relevant division's strategic plans, programmes and projects in collaboration with other departments and stakeholders;

- Planning and supervision of the relevant division's programmes and activities;
- Organization, direction, control and co-ordination of the functions of the division;
- Interpreting and applying National and County laws and other related statutes in the relevant division in line with the county goals and objectives;
- Developing appropriate county departmental policies, legal and institutional frameworks for implementation of the mandate of the 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 procurement procedures;
- Co-ordination of production, documentation and dissemination of the relevant division's information;
- Provide advice and guidance in recruiting, hiring and staff development;
- Perform other duties that may be assigned from time to time by the Chief Officer;
- Any other duties assigned by the office.

Requirements for Appointment:

- Be a Kenyan Citizen.
- Be a holder of at least first degree from a recognized University in Kenya in the relevant field.
- A Master's degree in the relevant field will be an added advantage.
- Have relevant knowledge and experience of not less than five (5) years in the field applied.
- Demonstrate a high degree of professional and technical competence as reflected in work performance and results.
- Be conversant with policy formulation and implementation.
- Be a strategic thinker and result oriented.
- Demonstrate a thorough understanding of Devolution, the County development objectives and vision 2030.
- Satisfy the requirement of Chapter six of the Constitution of Kenya 2010 on leadership and integrity.
- Be computer literate.

- 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.

B. COUNTY EDUCATION OFFICERS – JOB GROUP ‘Q’ (4 POSTS)

Duties and Responsibilities;

- To coordinate all the Departmental functions at the Sub – County level.
- Organise material development, workshops and seminars.
- Coordinate feeding programme – ECDE.
- Collect and maintain statistical data for teachers/instructors, learners and trainees, etc.
- Guidance and counselling.
- Learners discipline.
- Learners welfare
- Make reports and recommendations
- Management of examinations
- Organise in – service courses.
- Certifying certificates
- Organise meetings.
- Any other duties assigned by the office.

Requirements for Appointment:

- Be a Kenyan Citizen.
- A degree in either of the following; ECDE, Technical and vocational training, Education from a recognised University.
- A Master’s degree in the relevant field will be an added advantage
- Have knowledge, experience and distinguished career in a related area of not less than five (5) years.
- Capacity to work under pressure and meet strict deadlines.
- 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.

C. PROGRAMME & CIRCULATION IMPLEMENTING OFFICER - JOB GROUP

'Q' (3 POSTS)

Each of the officers will be in charge of a region. ie

- Imenti – Imenti South, Buuri, Imenti Central & Imenti North Sub – Counties.
- Igembe – Igembe Central, Igembe North & Igembe South Sub – Counties.
- Tigania – Tigania West, & Tigania East Sub – Counties.

Duties and Responsibilities;

- Ensure quality coverage and delivery of curriculum through regular supervision.
- Assess Institutions for registration
- Inspection of structures and facilities in schools.
- Capacity building and seminars.
- Draw calendars of events for the institutions.
- Assess teacher's preparations.
- Ensure time tables and learner friendly.
- Guidance & Counselling.
- Writing reports on all activities in the schools.
- Development of localized curriculum.
- Any other duties assigned by the office.

Requirements for Appointment:

- Be a Kenyan Citizen.
- A degree in either of the following; ECDE, Technical and vocational training, Education from a recognised University.
- A Master's degree in the relevant field will be an added advantage
- Have knowledge, experience and distinguished career in a related area of not less than five (5) years.
- Capacity to work under pressure and meet strict deadlines.
- 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.

4. DEPARTMENT OF HEALTH

A. BIOSTATICIAN – JOB GROUP ‘K’ 1 (POST)

a. Duties and Responsibilities

- Applying statistical methods to medical and scientific research,
- Interpretation of data and developing research studies.
- Determine the procedures used in data collection for research studies and are essential in the publishing of scientific research.
- Review and reinterpret data from previous studies to determine if any valuable information or data was overlooked or incorrectly analysed.
- Analysing genetic data and disease occurrence.
- Analyse archival data such as birth, death, and disease records.
- Write research proposals or grant applications for submission to external bodies.
- Calculate sample size requirements for clinical studies.
- Planning and executing professional development and provide expertise and leadership in solving complicated problems and upholding company goals.
- Any other duties assigned by the office.

b. Requirements for Appointments

- Be a Kenyan Citizen
- Possess a degree in biostatistics or a related field, such as mathematics or biology.
- Must have a comprehensive background in science, math, and most importantly in (bio) statistics.
- Five (5) years of experience in the relevant field.
- One should also have a working knowledge of the statistical computer applications like SAS, MS Windows applications, and experience with the creation and design of clinical studies.
- Must be logical, cautious and methodical, innovative and flexible, and at the same time have the skills to design new processes to collect and examine data when new challenges arise.

- 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.

B. NUTRIOTIONIST\$ – JOB GROUP ‘H’ (1) POST\$

a) Duties and Responsibilities

- Planning, monitoring, implementing and evaluating nutrition projects in the community.
- Sensitizing and working with community workers and particularly in agricultural, social services, educational and other agencies to help them understand more the nutrition problems in the community and advocate actions for improvement of the same.
- Monitoring nutrition trends in the division through collecting, collating and analysing of new and existing data.
- Conducting nutrition related research.
- Participating in patient management at the hospital.
- Preparing monthly reports for the station.
- Supervision of staff working under the officer.
- Any other duties as may be assigned from time to time

b) Requirements for Appointments

- Be a Kenyan citizen
- Be a Holder of a Kenya Certificate of Secondary Education Certificate (KCSE) Mean grade C or its equivalent
- Be a holder of a Diploma in Community Nutrition, Clinical Nutrition & Dietetics from a recognized Medical Training College
- Ability to work ion flexible shifts
- Three (3) years of experience in the relevant field.
- Strong commitment to patient care
- Be registered as a Nutrionist or Dietician by the Kenya Nutrionist and Dietician’s Institute.

- 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

C. CLINICAL OFFICERS – JOG GROUP ‘H’ – (10) POSTS

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

D. MEDICAL LABORATORY TECHNOLOGISTS – JOB GROUP ‘H’ (4) POSTS

Medical Laboratory Technologists will work under the guidance of a senior laboratory officer

a) Duties and Responsibilities

The specific duties will include the following among others:

- Offering general diagnostic or other laboratory services in the medical laboratory.
- Offering blood transfusion services
- Supervising and developing junior staff
- Performing administrative 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 Certificate (KCSE) Mean grade C or its equivalent
- Be a holder of a Diploma in Medical Laboratory Technology from a recognized Medical Training College.
- Be registered by Kenya Medical Laboratory Technologists Board.
- 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

E. NURSING OFFICERS – JOB GROUP ‘H’ (40) POSTS

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

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:

- Meru County Government is an equal opportunity employer. Women and people with disabilities are encouraged to apply.
- Only shortlisted candidates will be contacted.
- The applications should reach the Secretary on or before

NB. Applicants should seek clearance from:

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