

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

DIRECTORATE OF ADMINISTRATION- COUNTY ENFORCEMENT UNIT

1. COUNTY ENFORCEMENT COMMANDER: (JOB GROUP 'K')-ONE POST

Reporting to the Chief Officer through the Director of Administration, the County Enforcement Commander will be in charge of the County Enforcement Unit.

Job Responsibilities

- Overall co-ordination of the County Enforcement Unit
- Enforce all County laws as directed by the Chief Officer-Public Service and Administration
- Promotion of National values, principles of good governance as outlined in Article 10 and 232 of the Constitution of Kenya and
- Any other duty as may be assigned by the Chief Officer- Public Service and Administration.

Requirements for County Enforcement Commander

- Be a Kenyan citizen.
- Have a first degree from a University recognized in Kenya in any of the following area: Criminology, Education, Sociology, Community Development, Public Administration, Governance and Political Science.
- Relevant working experience in the National Police Service, Military and Security Agency, of not less than ten (10) years in the public service or in the private sector.
- Must have served in the rank of Chief Inspector and above in the National Police Service or its equivalent in the military/private security firms
- Demonstrate a thorough understanding of Devolution, CIDP and Vision 2030.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.
- Be computer literate.

2. DEPUTY COUNTY ENFORCEMENT COMMANDER-OPERATIONS: (JOB GROUP 'K')-ONE POST

Reporting to the County Enforcement Commander, the Deputy County Enforcement Commander will be in-charge of daily general operations of the County Enforcement Unit.

Job Responsibilities

- Overall co-ordinations of the general operations of the County Enforcement Unit
- Enforce all County laws as directed by the County Enforcement Commander
- Promotion of National values, principles of good governance as outlined in Article 10 and 232 of the Constitution of Kenya and

- Any other duty as may be assigned by the County Enforcement Commander

Requirements for Deputy County Enforcement Commander-Operations

- Be a Kenyan citizen.
- Have a first degree from a University recognized in Kenya in any of the following areas: Criminology, Education, Sociology, Community Development, Public Administration, Governance and Political Science.
- Relevant working experience in the National Police Service, Military and Security Agency, of not less than five (5) years in the public service or in the private sector.
- Must have served in the rank of Inspector and above in the National Police Service or its equivalent in the military/private security firms
- Demonstrate a thorough understanding of Devolution, CIDP and Vision 2030.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.
- Be computer literate.

3. DEPUTY COUNTY ENFORCEMENT COMMANDER: RESEARCH & TRAINING: (JOB GROUP 'J')-ONE POST

Reporting to the County Enforcement Commander, the Deputy County Enforcement Commander- Research & Training will be in-charge of Research and Training programmes in the County Enforcement Unit.

Job Responsibilities

- Overall co-ordinations of Research and Training programmes in the County Enforcement Unit
- Enforce all County laws as directed by the County Enforcement Commander
- Promotion of National values, principles of good governance as outlined in Article 10 and 232 of the Constitution of Kenya and
- Any other duty as may be assigned by the County Enforcement Commander

Requirements for Deputy County Enforcement Commander-Research & Training

- Be a Kenyan citizen.
- Have a first degree from a University recognized in Kenya in any of the following areas: Criminology, Education, Sociology, Community Development, Public Administration, Governance and Political Science.
- Relevant working experience in the National Police Service, Military and Security Agency, of not less than five (5) years in the public service or in the private sector.
- Must have served in the rank of Inspector and above in the National Police Service or its equivalent in the military/private security firms
- Demonstrate a thorough understanding of Devolution, CIDP and Vision 2030.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on leadership and integrity.
- Be computer literate.

OFFICE OF THE GOVERNOR

DIRECTORATE OF EFFICIENCY MONITORING AND EVALUATION

1. SENIOR MONITORING AND EVALUATION SPECIALIST (1 POST) J/G (P)

Duties and responsibilities

- Evaluating and monitoring Implementation or development project and programmes.
- Drafting county M & E Roadmap strategies, policies & project proposals and programme.
- Preparation of accurate and regular M& E report on project implementation and performance contract.
- Advising on ways and methods of improving projects and programmes implementation efficiency.
- Advising on ways of improving projects and programmes Budget/ funds, absorption capacity.
- Evaluating projects sustainability.
- Participating in review, workshops and planning activities.
- Proficiency in computer application.

Qualification and skills requirement

- A Kenya citizen
- Bachelor Degree in Economics, Planning, statistics or any other related qualifications from a recognized institution.
- Post graduate qualification in Monitoring & Evaluation from a recognized institution.
- A master's degree in Monitoring & Evaluation degree will be an added advantage.
- At least four (4) years' experience in Monitoring and Evaluation activities large and busy institution
- Show merits and ability as reflected in work performance and results.
- Experience reflected by participation in Monitoring & Evaluation activities in a public organization or government is highly desirable.
- Understanding Evaluation and Monitoring procedures
- Training in Monitoring & Evaluation lasting not less than 2 weeks.
- 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.

2 SENIOR ADMINISTRATOR (PERFORMANCE MANAGEMENT (1 POST) J/G - (P) RESPONSIBILITIES

- Coordinating performance contract activities in the county
- Preparing county staff appraisal reports for the county staff under performance contract.
- Co-ordination of production, documentation and dissemination of the E,M&E reports and information;
- Implementing staff appraisals every period review
- Developing appropriate Performance Management frameworks for implementation.
- Advice county leadership on appropriate sanctions and rewards to be applied to enhance conducting regular capacity assessment of county staff training and development needs
- Handling administrative. Human Resources and assets management issues;
- Developing & implementing new administrative systems.
- Participating in review, workshops and planning activities.
- Other duties that may be assigned from time to time

Qualification

- Bachelors' degree in Human Resource Management from a recognized university.
- A Master's degree in Human Resource Management will be an added advantage.

- Diploma in Human Resource Management from the Kenya National Examinations Council.
- Post graduate qualification in performance management
- Strategic thinking and result oriented as reflected in work performance and results
- Experience of not less than 5 years in Human Resource and Administration
- Proficiency in computer applications
- Demonstrate understanding of devolved Government operations
- Excellent communication and leadership skills.
- Proficiency in computer applications.
- 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**.

ECONOMISTS (2POSTS) J/G - (L)

Duties and responsibilities

- Collecting and providing economic data.
- Undertaking economic analysis and formulation of projects/development policies and strategies.
- Identifying, planning and appraisal of development policies, projects and programmes.
- Providing technical support to the county departments and other stakeholders.
- Participating in Monitoring and Evaluation activities in the county.
- Determining project feasibilities and setting project priorities.
- 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.
- Any other duty that may be assigned from time to time.

Qualifications

- Bachelor's degree in Economics & Mathematics, Economics & Statistics or any other development related studies from a recognized institution.
- A postgraduate qualification in a relevant field will be an added advantage.
- At least two (2) years' experience in a similar position.
- Demonstrate understanding of devolved Government operations
- Excellent communication and leadership skills.
- Proficiency in computer applications.
- 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. RESEARCH ASSISTANT (2POSTS) JG (K)

Responsibilities

- Assist in development and refining data collection procedure and instruments.
- Formulation research methodology
- Testing research instruments
- Assist in the identification of projects and writing concept paper to justify need for research

- Facilitating and coordinating publication and sharing of research findings with relevant stakeholders
- Any other duty assigned to perform

Qualification

- Bachelor's Degree in Human Resource Management ,Sociology or any other related studies from a recognized institutuion.
- Experience working with any Monitoring & Evaluation unit in government or a recognized NGO will be an added advantage
- At least (2) two years of experience in the same field
- Excellent in data collection, analytical and report writing skills
- Knowledge in office management procedures
- Ability to work under minimal supervision

DEPARTMENT OF WATER ENVIRONMENT AND NATURAL RESOURCES

1. ENVIRONMENTAL POLLUTION ENFORCEMENT OFFICER

Duties and responsibilities

1. Lead patrols or inspection activities assigned in the county to monitor pollution levels based on Maximum Allowable Limits (MAC)
2. Responds to complaints of potential code violations regarding pollution
3. Conducts field investigations of potential pollution code violations; questions complainants, witnesses and suspects; compares facts to code requirements; makes findings; and issues warnings, correction notices or citations.
4. Meets with owners, tenants, businesses, etc., to review and explain code requirements and violations or potential violations.
5. Carry out research on environmental matters
6. Drafts and distributes correspondence, memoranda, notices and reports relating to land, noise and air pollution code enforcement issues and actions.
7. Responds to requests for information or assistance in code-enforcement-related matters.
8. Maintains a log and record of inspections and enforcement activities.
9. Perform other duties assigned by Director.

Requirements for appointment

Be a holder of at least first degree from a recognized university in Kenya in the relevant field
Have relevant knowledge and experience of not less than two years in the relevant field

RE-ADVERTISEMENT

2. WATER ENGINEER JG ‘L’

Responsible to the director Water Technical Services for the following duties and responsibilities

1. Collecting baseline data for water supply planning
2. Identifying water supply schemes for development
3. Carrying out detailed surveys, design and implementing water supply action plans
4. Collecting and analyzing data for water supply planning
5. supervising water supply development activities

6. Preparing training materials and O and M manuals
7. Development and reviewing operational standards
8. Undertaking feasibility studies and preliminary investigation
9. Supervising construction of water supply infrastructure
10. Preparing tender document

Minimum Qualifications

- University degree in water engineering or civil engineering specialized in water supply engineering.
- 5 years working in water supply scheme design and development
- Must be conversant in water modelling suite, GIS and AutoCAD
 - Demonstrate a high degree of professional and technical competence as reflected in the 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 requirements of chapter six of the constitution of Kenya 2010 on leadership and integrity
 - Be computer literate
 - Be proactive in solving community issues.

3. COMMUNITY RESOURCE OFFICER JG 'L'

The department of water environment and natural resources has identified community water projects as the driver in the effort of availing water services to the residents of this county. Therefore an analysis was done to determine issues affecting the service providers and the most critical ones were

- Financial accountability
- Resource mobilization
- Management
- Tariff application

It is to this regard that the department wishes to recruit a community water resource officer

Duties and responsibilities

- Advising the water users on proper management practices
- Assisting the water users on resource mobilization and proposal writing
- Assisting water projects on financial management and records keeping
- Assisting water users on tariff making process
- Conduct community training on cooperative formation and management
- Auditing and monitoring of community water projects
- Training in financial management

Qualifications

- Degree in Bachelor of Business Administration (finance or accounting).
- Experience in cooperatives management will be an added advantage.
- 3 years' experience working in financial and cooperative institutions
- Be a strategic thinker and result oriented.
- Satisfy the requirements of chapter six of the constitution.
- Must be computer literate.

DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE

RE-ADVERTISEMENT

1. ASSISTANT QUANTITY SURVEYOR (1) J/G J REQUIREMENT

- 1) Must be a Kenyan citizen.
- 2) Diploma in quantity surveying and an HND is an added advantage.
- 3) At least three (3) years' experience.
- 4) Must be a computer literate.
- 5) Satisfy the requirements of Chapter Six of the Constitution.

DUTIES AND RESPONSIBILITIES

1. To assist the Quantity Surveyor in preparation of bill of quantities, counter checking of sites, measurements and variation orders and other duties that may be assigned to him/her by the Quantity Surveyor.

2. MECHANICAL ENGINEER (1POST) J/G M REQUIREMENTS

- 1) Must be a Kenyan citizen.
- 2) Must have a Bachelor's degree in mechanical Engineering or its equivalent and relevant qualifications from a recognized institution.
- 3) Minimum 3 years of experience in a mechanical workshop.
- 4) Computer literate.
- 5) Demonstrate general administrative ability required for directing, controlling and implementation of mechanical engineering services.
- 6) Satisfy the requirements of Chapter Six of the Constitution.

DUTIES AND RESPONSIBILITIES

- 1) Liaising with suppliers and handling supply chain management issues for all the plants and equipment.
- 2) Operation of ground based vehicles and their respective engineering subsystems.
- 3) Investigating equipment failures and difficulties to diagnose faulty operation and to make recommendations to maintenance crew (inspecting and test driving vehicles).
- 4) Develop engineering specifications or cost estimates for automotives.
- 5) Supervise all staff in the mechanical department.
- 6) Monitoring daily operations of all the construction plants and equipment in the department.
- 7) In charge of county fleet management.

3. QUANTITY SURVEYOR (1) J/G M REQUIREMENTS

1. Be a Kenyan citizen.
2. A Bachelor of Arts degree in building economics or quantity surveying from a recognized institution.
3. Be registered with Board of Registration of Architects and Quantity Surveyors of Kenya (BORAQS).
4. Have a minimum of 3 years post registration working experience.
5. Proficiency in relevant computer application.
6. Satisfying conditions of Chapter Six of the Constitution.

DUTIES AND RESPONSIBILITIES

1. Co-ordination of design, supervision of construction and maintenance of public works.
2. Responsible for research activities administration and supervision of all working under him/her.
3. Co-ordination, checking and recommending for approval of tender documents including bills of quantities.
4. Counter checking of sites, measurements and variation orders cancellation of fluctuations

- and preparation of final accounts.
5. Preparation of bills of schedules of materials.
 6. Preparation of bills of schedules of labour and services required in the construction and equipment.
 7. Preparation and valuation of works.
 8. Preparation and presentation of progress report.

4. DEPUTY DIRECTOR PUBLIC WORKS -1 POST JG ‘Q’

Duties and Responsibilities

- Coordination of design
- Supervision of construction and maintenance of public buildings, civil and other public works
- Responsible for administration and supervision of all staff working under him/her.

Requirements:

- 1) Must be a Kenyan citizen.
- 2) Must be registered and valid practicing license from BORAQS/EBK or any other professional body in building construction.
- 3) Must have a bachelor’s degree in construction related field.
- 4) Must have at least five (5) years experience in a senior management position.
- 5) Should have administrative ability by being conversant with Government Procedures.
- 6) Demonstrate a high degree of professional competence and administrative capacity required for effective direction, control and coordination of construction development programmes.

5. DEPUTY DIRECTOR ROADS – 1 POST JG ‘Q’

Duties and Responsibilities:

- Coordination of road designs and maintenance.
- Supervision of road construction and maintenance works.
- Responsible for administration and supervision of all staff working under him/her.

Requirements:

1. Must be a Kenyan citizen.
2. Must be registered with and a valid license from EBK.
3. Must have a Bachelors degree in Civil Engineering.
4. Must have served at least five (5) years in a senior managerial position.
5. Should have administrative ability by being conversant with Government Procedures.

6. ARCHTECT (Job Group ‘M’) - 1 POST

Duties and Responsibilities:

1. Designing, preparation of working drawings and supervision of construction of architectural works.
2. Carrying out architectural integrity survey within the County.
3. Preparation and completion certificate.

Requirements:

- Must be a Kenyan citizen.
- Served in the grade of Assistant Architect (i) or in a comparable and relevant position in the Public Service for at least three (3) years.
- Must have a bachelor's degree in Architecture.
- Registered with BORAQS and possess a current valid annual practicing license.
- Demonstrate general administrative ability required for direction, control and implementation of programmes.
- Should have administrative ability by being conversant with Government Procedures

7. STRUCTURAL/CIVIL ENGINEER (JOB GROUP M) - 1 POST

Duties and Responsibilities:

1. Design preparation of Bills of Quantities.
2. Detailing of structural and civil works drawings for various structures.
3. Supervise staff under you.
4. Checking drawings and bar bending schedules prepared by staff working under him/her.
5. Coordination of digitization of drawings and management of plans, records and storage, retrieval and construction of information.

Requirements:

- Served in the grade of Senior Structural Assistant for at least three (3) years.
- Bachelor's degree in Civil/Structural Engineering.
- Registered and practicing license from EBK.
- Should have administrative ability by being conversant with Government Procedures.
- Wide knowledge and experience in all matters related to preparation of structural drawings and / or drainage.
- Should have administrative ability by being conversant with Government Procedures.

8. ASSISTANT ARCHITECT (JOB GROUP J) - 2 POSTS

Duties and Responsibilities:

Assist the Architect in his/her duties and responsibilities.

Requirements:

- Must be a Kenyan citizen.
- Must have a diploma in architecture from a recognized institution.
- Should be conversant with government procedures.
- Should have experience of at least three (3) years as an Assistant Architect **111**.
- Should have administrative ability by being conversant with Government Procedure.

DEPARTMENT OF LANDS, ECONOMIC, & PHYSICAL PLANNING

1. COUNTY VALUER JG 'M'

JOB DESCRIPTION

1. Valuation of all County Government assets
2. Management of all County Government properties

QUALIFICATIONS

- (1) Bachelor of arts- Land Economics/ Real Estate
- (2) Must be a graduate member of Institute of Surveyors of Kenya
- (3) Computer Literate.

DEPARTMENT OF COOPERATIVES TOURISM AND ENTERPRISE

DEVELOPMENT

1. ASSISTANT DIRECTOR OF COOPERATIVES AUDIT, JOB GROUP P: 2 POSTS

Duties and responsibilities

Stationed in the office of the Director Cooperatives their main duties will be registration of audited accounts from the Sub county cooperative auditors and private auditors, approving private auditors, documenting the revenue generated through the audit services, setting & maintaining professional audit standards, developing & issuing cooperative audit manuals & guidelines, offering tax consultancy to cooperatives.

Requirements for appointment:

For appointment to this post one must have:

- i. Bachelor's degree in any of the following: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration, cooperative management.
- ii. Masters degree in any of the following is an added advantage: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration, cooperative management.
- iii. Certified Public Accounts (CPA) Kenya or Certified Internal Auditors (CIA)
- iv. Registered member of any of the following professional bodies: Institute of Certified Public Accountants (ICPAK), Institute of Internal Auditors (IIA)
- v. Computer literate.
- vi. Demonstrated a high degree of professional competence and administrative ability.
- vii. At least five years experience as an auditor.

2. COOPERATIVE AUDITOR 1, JOB GROUP K: 1 POST

Duties and responsibilities

Stationed at the Sub county office the main duties will be examining all books of accounts of cooperative societies in accordance with the law, preparing detailed audit observations, verifying statements of accounts, carrying out inspections of cooperative societies, carrying out inquiries in cooperative societies

Requirements for appointment:

For appointment to this post one must have:

- i. Bachelors degree in any of the following: Commerce, Economics, Business Administration, Mathematics, Statistics, Cooperative Management

a. Or

- ii. Certified Public Accounts (CPA) Kenya Part II or Certified Internal Auditors (CIA) Part III.
- iii. Computer literate
- iv. Three years experience as an auditor.

3. DEPUTY DIRECTOR COOPERATIVES, JG Q 2 POSTS

Duties and Responsibilities

Will entail enforcing compliance with cooperative legislation, advising on cooperative investments, designing and implementing cooperative activities, programs and policies, carrying out market research and disseminating research findings, carrying out inspections, developing policies.

Requirements for appointment:

For appointment to this post one must have:

- (i) Bachelor's degree in any of the following: Business Administration, Commerce, Agriculture, Economics, Law, Cooperative management, Entrepreneurship.
- (ii) Masters degree in any of the following is an added advantage: Business Administration, Commerce, Agriculture, Economics, Law, Cooperative management, Entrepreneurship.
- (iii) Computer literate
- (iv) Demonstrated administrative ability and a high degree of professional competence in planning, conducting & supervising cooperative work.
- (v) Experience of at least ten years working in the cooperative sector (Government or Private sector).

4. REGISTRAR OF COOPERATIVES, JG Q: 1 POST

Duties and responsibilities

Will entail registration and deregistration of cooperative societies, ensuring good corporate governance practices in cooperative societies, development of model bylaws, issuing of registration guidelines, developing prudential standards.

Requirements for appointment:

- (i) Bachelor's degree in any of the following: Business Administration, Commerce, Agriculture Economics, Law, Cooperative management, Entrepreneurship.
- (ii) Masters degree in any of the following is an added advantage: Business Administration, Commerce, Agriculture, Economics, Law, Cooperative management, Entrepreneurship.
- (iii) Computer literate
- (iv) Demonstrated a high degree of professional competence in planning, conducting & supervising cooperative work
- (v) Experience of at least ten years working in the cooperative sector (Government or Private sector).

5. BOOKKEEPERS, JOB GROUP G: 9 POSTS

Duties and responsibilities

Stationed at the offices of the Women, Youth and Traders Sacco's at the Sub county headquarters their main duties will be:

- (i) Receiving invoices, receipts, and records and systematically arranging them in files.
- (ii) Maintaining an efficient filing system

- (iii) Compiling statistical records
- (iv) Ensuring the security of files and any other registry equipment and materials.

Requirements for appointment:

- (i) Be in possession of the Kenya Certificate of Secondary Education mean grade C- with C- English, Kiswahili, and mathematics or its equivalent.
- (ii) Passed the proficiency examination for clerical officers.
- (iii) Computer literate
- (iv) At least some accountancy course, preferably CPA 1

Two years experience in a similar position.

6. ACCOUNTANTS, JOB GROUP K; 3 POSTS

Stationed at the offices of the Women, Youth and Traders Sacco's at the regional levels their main duties and responsibilities will be:

1. Ensuring that the loan applicants are properly appraised.
2. Guiding in the evaluation of guarantors
3. Doing Loan recoveries
4. Maintaining a data Bank on membership, savings, loans given out, and loans repaid, when due, guarantors details.
5. Developing strategies for savings mobilizations
6. Ensuring fairness in loans disbursement.
7. Following up loanees to document success stories for assessment of the impact of the loans.
8. Ensuring transparency & accountability in management of the funds
9. Assisting in the training and capacity building of the Saccos.
10. Submitting monthly reports regarding the Sacco's.

Requirements for appointment

- (i) Bachelor's degree in any of the following: Commerce, Economics, Business Administration, Statistics, Mathematics, cooperative management from a recognized University. OR Certified Public Accountants (CPA) Kenya Part II or Certified Internal Auditors (CIA) Part II.
- (ii) Computer literate
- (iii) Two years experience in a similar position.

7. IT TECHNICIANS, JOB GROUP K: 2 POSTS

Duties and responsibilities

To be in charge of the Women, Youth and Traders Sacco's in the county on IT matters.

Requirements for appointment:

- (i) Bachelor's degree in any of the following: Computer science, Business Information Technology, Information Technology from a recognized University.
- (ii) Two years experience in a similar position.

8. DIRECTOR, ENTERPRISE DEVELOPMENT, JOB GROUP 'R'

The Director, will be responsible to the Chief Officer, Cooperatives, Enterprise Development & Tourism.

Job Description.

Formulating and overseeing implementation of county Policies; assessing the impact of regional

and multi-lateral enterprise on trade and investment activities. Analyzing Trade policy and the impact of regulatory instruments on the business environment; overseeing trade and investment promotion activities through trade fairs and exhibitions; facilitating the growth, development and graduation of Micro, Small and Medium Enterprise (MSMEs); Coordinating research and market intelligence for domestic trade development; overseeing training and extension services; and providing consultancy services on trade issues.

In addition the Director, will be in charge of the Development, implementation and realization of the department's strategic objectives, Performance contracts and appraisal systems; overseeing financial and assets management issues of the department; instituting operational accountability; and overseeing the overall management and development of staff.

Requirements for appointment:

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

- i. Served for a minimum of Ten (10) years in Trade development/Enterprise related field.
- ii. Bachelors degree in any of the following disciplines: - Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics, International Trade/Business/Relations or its Equivalent from a recognized institution.
- iii. Holders of Master's degree in any of the following disciplines: - Commerce, Marketing, Business Administration, Business Management, Business and Information Technology Entrepreneurship, Trade Laws Economics or International Trade/Business/Relations from a recognized institution will have an added advantage.
- iv. Certificate in strategic senior management Programme lasting not less than four (4) weeks from a recognized institution will have an added advantage.
- v. Certificate in Computer applications from a recognized institution; and

Demonstrated a thorough understanding of national goals, policies and development objectives and the ability to translate them into trade development programmes/projects.

9. ENTERPRISE DEVELOPMENT OFFICER II, JOB GROUP "J" (2 Posts)

The Enterprise development officer, will be responsible to the Enterprise development Director. **Job Description**

Collecting and compiling economic and enterprise related data; disseminating business information to the business community, facilitating county enterprise development activities and any other duties assigned for promotion of enterprise development.

Requirement for Appointment

For Appointment to this grade, a candidate must have;

- (i) Bachelors degree in any of the following disciplines: Commerce, Business Administration, Business management, Entrepreneurship or International Trade/Business/Relations or its equivalent from a recognized institution; and
- (ii) Certificate in Computer Application skills from a recognized institution.
- (iii) Experience on the same field will be an added advantage

10. WEIGHTS AND MEASURES ASSISTANT III, JOB GROUP 'H' (1 post)

The weights and measures assistant III, will be responsible to the County chief weights and measure officer

Job description

This will entail: testing, stamping, sealing, adjusting and balancing of weights and verified counter machines, springs balances 'and platform machines at traders' premises, verification office and stamping stations; preparing and dissemination publicity materials for trade fairs and

exhibitions notices of gazette and advertised stamping stations to traders.

Requirements for appointment

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

- (i) Diploma in any of the following disciplines:- Instrumentation, Computer science, information communication technology (ICT), Legal Metrology, Engineering (Mechanical/Electrical/Electronics) or equivalent qualification from a recognized institution; and

Certificate in computer applications from a recognized institution

11.WEIGHTS AND MEASURES OFFICER II, JOB GROUP ‘J’ (1 post)

The weights and measures officer II will be responsible to the County chief weights and measure officer

Job description

This will entail testing, stamping mechanical and electronic weighing and measuring equipment; collecting data on verified equipment at Traders premises, stamping stations and verifications office; Sampling pre-packaged goods for quantitative analysis; preparing testing equipment for inspection and investigation purposes; and preparing weighing and measuring equipment during trade fairs and exhibitions; giving evidence in court on cases arising from infringement of the weights and measures Act (513) and Trade Descriptions Act (Cap 505).

Requirements for Appointment.

For appointment to this grade a candidate must have;

- (i) Bachelor’s degree in any of the following disciplines: Physics, Mathematics, Legal Metrology, Information Communication Technology, or equivalent qualification from a recognized institution; and
- (ii) Certificate in computer applications from a recognized institution.

12. CONSERVANCY SECURITY OFFICER, JOB GROUP ‘J’ (1 post)

Reporting to the Conservancy Manager.

The officer will be handling Security related issues at Nyambene Conservancy.

Job Description.

Participating in formulation and implementation of security strategies and programs for wildlife protection and conservation, maintaining accurate patrol records as per approved procedures, ensuring maintenance & safety of equipment, participating in processing of prosecution documents as required, undertaking instructional duties as assigned, performing any other duties that may be assigned from time to time.

Requirements for appointment.

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

- (i) Be a Kenyan citizen.
- (ii) Served at least 3 years as a security officer

- (i) Have handled security matters with a recognized Institution
- (ii) Should have undertaken Paramilitary Training
- (iii) Age 30-50 years.
- (iv) Be conversant with Intelligence reporting and gathering of information regarding security of the area.
- (v) Having a wildlife Management background will be an added advantage.

- (vi) Have no criminal records.
- (vii) Those that have worked in the disciplined forces and left honorary will have an added advantage.

MEMBER OF THE COUNTY POLICING AUTHORITY (9 POSITIONS)

Meru County Public service Board wishes to recruit competent and qualified persons to serve as members in the County Policing Authority as per the provisions of the Constitution of Kenya 2010 under the article 4(1) and (2) of the National Police Service Act 2011.

The Board therefore invites applications from the categories listed below who shall be persons ordinarily residents in the county and who shall serve for a term of two years and be eligible for **a** further one term.

1. Business Community
2. Community Based Organizations
3. Persons with special needs
4. Religious Organizations
5. Women
6. Youth

The Functions of the Authority shall be:

- 1) To develop proposals on priorities, objectives and targets for police performance in the County
- 2) Monitor trends and patterns of crime in the County including those with special impact on women and children
- 3) Promote community policing initiatives in the County
- 4) Monitor progress and achievement of set targets
- 5) Provide financial oversight of the Budget of the County Police
- 6) Provide feedback on performance of the police service at the County
- 7) Provide a platform through which the public participate on all aspects to do with county policy and National police Service at the County level
- 8) Facilitate public participation on County policing policy
- 9) Ensure policing accountability to the public
- 10) Receive reports from Community policing forums and Committees
- 11) Ensure compliance with the national policing standards

Requirements for appointment

- 1) Applicants should meet the following qualifications:
 - i. Should have at least a Form Four level Education with a minimum grade of C or equivalent.
 - ii. Should not be a state or public Officer
 - iii. Should meet the requirements of Chapter Six of the Constitution.
 - iv. Should attach a recommendation letter from the nominating bodies.
- 2) A person shall not be qualified for appointment as member if that person:
 - i. Has violated the Constitution
 - ii. Has been judged bankrupt

- iii. Is not of good character or moral standing
- iv. Has been convicted of a felony
- v. Has not been a resident or employed in the county for a continuous period of not less than three years

All applicants for this position should be submitted in a sealed envelope clearly marked on the left side the category in which they fall (e.g. women, youth, CBO, business sector etc.)

N/B

Members of the Authority shall be paid allowances.

NB: Women and People living with disability are encouraged to apply and should clearly indicate the type of disability.

Hand delivered applications should be **MERU COUNTY PUBLIC SERVICE BOARD OFFICES AT NTARA PLACE 4TH FLOOR LEFT WING**

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 29th April 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

