

COUNTY GOVERNMENT OF MERU



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

Email: merucounty@meru.go.ke
When replying please quote

Meru County Government
P.O. Box 120-6020 Meru.

The County Government of Meru wishes to recruit competent and qualified person to fill the vacancy in the following department 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

DEPUTY COUNTY SECRETARY J.G ‘3’

Job Responsibilities

Reporting to the County Secretary, the Deputy County Secretary will be responsible for the following:

- Assisting the County Secretary in conducting technical research and special studies on policy issues.
- Supporting in establishing strong linkages between County Departments and external stakeholders.
- Following up the outcomes and resolutions of Chief Officers meetings to ensure implementation.
- Secretary to the County Performance Management and Monitoring Committee.
- Dissemination of County Government policies & programmes.
- Coordinating County functions, reports and programmes.
- Preparing and drafting memoranda, Ministerial position and concept papers.
- Follow-up action on Executive Committee decisions and directives with relevant Departments.
- Performing any other duties that may be assigned by the County Secretary or the Executive Committee.

Requirements

The Candidate should;-

- Be a Kenyan Citizen
- Be holder of a degree in Social Sciences/ Management from a university recognized in Kenya.
- Relevant post graduate qualification will be an added advantage.
- Have served not less than seven (7) years in a management position in a public or private sector organization.

NOTE

Applicants MUST attach their C.V together with certified copies of the following documents:

- Academic and Professional Certificates and other testimonials.
- National Identity Card
- Certificate of Good conduct from the Criminal Investigation Department (C.I.D).
- A certificate from a recognized Credit Reference Bureau (C.R.B).

- Clearance from the Higher Education Loans Board (H.E.L.B).
- Clearance certificates from Ethics & Anti-Corruption Commission (E.A.CC).
- Tax compliance certificate from Kenya Revenue Authority (K.R.A).

How To Apply

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

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.

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

Important information to all Applicants:

The applications should reach the Secretary on or before. **6th May 2016**
Only shortlisted candidates will be contacted.