

COUNTY GOVERNMENT OF MERU



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

The County Government of Meru wishes to recruit competent and qualified person 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 J/G 'L'

Terms of Service: Permanent

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. Diploma in education, 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. Computer literate

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 13th may 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