

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 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***

LEGAL DEPARTMENT

1. LEGAL ASSISTANT (1 post)

The legal assistant will report to the Head of Legal Department and will assist in the management and co-ordination of legal matters relating to the County Government.

DUTIES AND RESPONSIBILITIES

- Providing legal advice to the County Government.
- Interpreting relevant legislation and their implications to the County Government.
- Providing legislative support to the county governments including preparation of briefs on legislation and amendments where appropriate.
- Providing legal guidance to the County Government.
- Representing the County Government in court when need arises.
- Ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity within the county.
- Ensuring implementation and realization of strategic plans and objectives in respect of the legal function.
- Handling legal instruments.
- Perform any other duties allocated by the head of the legal department.

QUALIFICATIONS

- Be a Kenyan citizen.
- Be a holder of Bachelor of law degree from a recognized institution.
- Practiced in a public or private sector for a minimum of two years.
- Be computer literate.
- Satisfy the requirement of Chapter six of the constitution of Kenya.

DEPARTMENT OF PUBLIC SERVICE AND ADMINISTRATION

1. ENFORCEMENT OFFICERS. JG D (60 POSITIONS) JOB SUMMARY:

- Identifying, developing, implementing and maintaining security processes, protocols and programs to reduce risk, respond to incidents, and limit exposure.
- Overseeing the physical security and safety of County Government staff and assets.
- Enforcement of county Legislation

PRINCIPAL RESPONSIBILITIES

Reporting to the Enforcement Supervisor. The Officers will have the following responsibilities;

- Enforcement of County Government laws.
- Guarding County Government Property.
- Reporting Security incidents/breaches
- Carrying out investigations and making reports.
- Carrying out and reporting security risks.
- Managing the operations of the contracted security service providers.
- Managing access control systems and employee and Visitors' identification.

- Obey all lawful, written orders of the town management committee violations of this code, except if such violations pertain to moving traffic violations and arrests requiring peace officer powers. A nonexclusive list of the sections of this code under which the Town code enforcement officer may issue citations as directed by the town management committee.
- To serve within the town any writ, process, order or notice and execute any order, warrant or execution lawfully directed to or required by any court or official that may be executed by a town constable
- Impound cattle, donkey, sheep, dogs, and other animals at large in the Town and enforce the section of this code pertaining to stray dogs

QUALIFICATION

All candidates will be expected to satisfy the following minimum requirements:

- KCSE mean grade D or its equivalent
- Age: 18-35 years;
- Medical fitness;
- Good vision, hearing and physique;
- Pass in the aptitude test; and
- No previous criminal conviction or record.
- Must be a graduate of NVS.

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 4th 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 **10TH June, 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.