

## THE COUNTY GOVERNMENT OF MERU



### OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

Email: [merucounty@meru.go.ke](mailto:merucounty@meru.go.ke)

When replying please quote

Meru County Government

P.O BOX 120-60200 Meru

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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.**

#### OFFICE OF THE GOVERNOR

##### **1. DIRECTOR OF ADMINISTRATION, OFFICE OF THE FIRST LADY (1 POST) JGR**

❖ The Director will be responsible to the Chief of Staff.

#### DUTIES AND RESPONSIBILITIES

- (i) Serve as first lady's liaison officer with the County Executive Committee;
- (ii) Plan, direct, coordinate and supervise activities of the office of the First Lady;
- (iii) Assist the First Lady in formulation and implementation of her policies through legislation, charity work, community social Responsibility, gender mainstreaming and assisting the vulnerable in the society;
- (iv) Mobilizing resources for the office of the First Lady.

#### REQUIREMENT FOR APPOINTMENT

- (i) Be a holder of at least a bachelor degree in Public Administration, Community Development, Education, Communication, Public Relations, Sociology or and any other related degree from a recognized university
- (ii) Have relevant knowledge and experience of not less than (10) ten years (5) five of which **MUST** have been in senior management position in public service or private sector
- (iii) Demonstrate high degree of professional and technical competences as reflected in work performance and results
- (iv) Be competent in the use of information technology as a working tool
- (v) Be a strategic thinker
- (vi) Satisfy the requirement of chapter six (6) of the Constitution of Kenya 2010 on leadership and integrity

## **DEPARTMENT OF PUBLIC SERVICE AND COMMUNICATION**

### **1. DEPUTY TOWN ADMINISTRATOR\$ (3 POST\$) JG N**

#### **Requirement for Appointment**

- (i) Be a Kenyan Citizen
- (ii) Be a holder of at least a first degree from a university recognized in Kenya
- (iii) Working experience of not less than five (5) years;
- (iv) Have qualifications and knowledge in administration and management; and
- (v) Satisfy the requirements of chapter six of the Constitution

#### **Duties and Responsibilities**

The Deputy Town Administrator shall be responsible to the Town Administrator for the following:

- (i) Coordinating, managing and supervising the general administrative functions of the Town Unit;
- (ii) Developing policies and plans;
- (iii) Ensuring effective service delivery;
- (iv) Coordinating developmental activities to empower the community at the town level;
- (v) Providing and maintaining infrastructure and facilities of public service;
- (vi) Facilitating and coordinating citizen's participation in the development of policies and plans and delivery of services.

### **2. ADMINISTRATIVE OFFICER\$ (10 POST\$) JG K**

The holder of this office is answerable to the director of administration.

#### **Duties and responsibilities**

- Co-ordination of administration business
- Policy formulation, analysis and general administration office management
- Management of staff in areas of deployment
- Customer care
- Promotion of ethics and integrity in the department
- Management of public resources and assets
- Promotion of the government image
- Promotion of good governance

## **Requirements for appointment**

- Bachelor's Degree in any social sciences or its equivalent qualifications from a recognized institution.
- Proficiency in computer applications.
- Keen business sense, good communication and good interpersonal skills.
- Satisfy the requirement of chapter six (6) of the Constitution of Kenya 2010 on leadership and integrity

**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 building, 4<sup>th</sup> floor.

### **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:**

ALL APPLICANTS MUST ATTACH PHOTOCOPIES OF THEIR ACADEMIC AND PROFESSIONAL CERTIFICATES AND OTHER TESTIMONIALS.

The applications should reach the Secretary on or before **24th 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.