

THE 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

RE-ADVERTISEMENT

The County Government of Meru wishes to recruit competent and qualified persons to fill the following positions

1. COUNTY SECRETARY

(TERMS OF SERVICES – CONTRACT)

Requirements for Appointment

For appointment to the position of County Secretary, a person should

- a). Be a Kenyan citizen
- b). Be a holder of a Kenya Certificate of Secondary Education (KCSE) Mean grade of C+(plus) and above or its equivalent
- c). Be a holder of at least a master's degree in an administrative or management field from a University recognized in Kenya
- d). Have knowledge, experience and a distinguished career in the specific portfolio applied for at least 5 years or above in a senior administrative or management position either in the public service or private sector.
- e). Satisfy the requirements of chapter six of the constitution.
- f). Applicants must not be more than 55 years old
- g). Membership to a professional body in the relevant field e.g LSK, ICPSK, IHRM will be an added advantage

Duties and Responsibilities will entail:

- a). Being the head of county public service
- b). Being responsible for arranging the business, and keeping the minutes of the county executive committee subject to the directions of the executive committee.
- c). Conveying the decisions of the county executive committee to the appropriate persons or authorities and

- d) Performing the other function as directed by the county executive committee.

2. MEMBER OF THE COUNTY PUBLIC SERVICE BOARD (1 POST)

TERMS OF SERVICE - CONTRACT

Requirements for Appointment.

- a) Be a Kenyan citizen
- b) Be a holder of a Kenya Certificate of Secondary Education (KCSE) Mean grade of C+(plus) and above or its equivalent
- c) Be a holder of at least first degree from a university recognized in Kenya
- d) Have knowledge, experience and a distinguished career in the specific portfolio applied for at least 5 years or above in a senior administrative or management position either in the public service or private sector.
- e) Be a professional and demonstrate absence of breach of the relevant professional code of conduct.
- f) Satisfy the requirements of Chapter six of the Constitution.
- g) Applicants must not be more than 55 years old.
- h) Membership to a professional body in the relevant field e.g. LSK, ICPSK, IHRM will be an added advantage

Duties and Responsibilities.

- a) Each member has a responsibility to have a clear understanding of the legislative and policy framework governing the county public service.
- b) Deliver quality services to the citizens.
- c) Observe good corporate principles in the performance of their functions.

3. COUNTY CHIEF OFFICERS (11 POSTS) (TERMS OF SERVICE – CONTRACT)

The 11 positions will be one for each of the following portfolios.

1. Water and Irrigation
2. Youth Affairs and Sports
3. Education, Technology, Gender, Culture and Social development
4. Roads, Transport and Energy
5. Trade, Investment, Industrialization, Tourism and Cooperative Development
6. Finance, Economic Planning and ICT
7. Health Services
8. Agriculture Livestock Development and Fisheries
9. Lands, Physical planning, Urban development and Public Works

10.Public Service Management and Administration

11.Environment, Wildlife and Natural Resources

a) Duties and Responsibilities

The Chief Officer shall be the accounting and authorized officer in respect to the exercise of delegated powers and shall be responsible to the respective County Executive Committee Member.

- a). The administration of a county department.
- b) Implementation of policies and development plans.
- c) Development and implementation of strategic plans.
- d) Formulate and implement effective programs to attain vision 2030 and sector goals.
- e) Promote national values and principles of governance and values and principles of public service.

b) Requirements and Competencies.

1. Be a Kenyan citizen.
2. Be a holder of a Kenya Certificate of Secondary Education (KCSE) Mean grade of C+(plus) and above or its equivalent
2. Must be a holder of at least a degree from a University recognized in Kenya in the Relevant portfolio.
3. Master's degree in relevant field is an added advantage.
4. Have knowledge, experience and a distinguished career in the specific portfolio applied For at least 5 years or above in a senior administrative or management position either in the public service or private sector.
5. Demonstrate a thorough understanding of devolution, county development objectives and vision 2030.
6. Be conversant with policy formulation and implementation.
7. Satisfy and attach all requirements of Chapter Six of the Constitution of Kenya, 2010.
8. Applicants must not be more than 55 years old.
9. Membership to a professional body in the relevant field will be an added advantage

4. CHIEF LEGAL OFFICER

(TERMS OF SERVICES – CONTRACT).

Requirements for Appointment.

For appointment to the position of County Secretary, a person should

- a). Be a Kenyan citizen
- b). Be a holder of a Kenya Certificate of Secondary Education (KCSE) Mean grade of C+(plus) and above or its equivalent
- c). Must have a bachelor of laws (LL.B) degree from a recognized institution.

- d). Must be an advocate of the High court of Kenya having a current practicing certificate.
- e). Must be a member of the law society of Kenya.
- f). Must have over five (5) years professional experience at a senior level in the public service or in a reputable private organization.
- g) Should have administrative and management experience at a senior level.
- h) Applicants must not be more than 55 years old.

Duties and responsibilities

- a). Giving legal advice to and undertaking complex litigation on behalf of the County Governments and undertaking complex arbitrations;
- b) Drafting and reviewing complex documents, local and international contracts And agreements;
- c) Providing legal advice and opinions to Departments in the County Government.
- d) Drafting of complex Bills and Subsidiary legislation; advising the County Government on legislative matters; and undertaking legislative drafting on behalf of The County Government Departments;
- d) Initiating and undertaking research on complex and emerging legal issues and preparing legal opinions and briefs,
- e) Advising the County Government Departments on legal policy issues; ensuring compliance with county, national, regional and international instruments,
- f) Ensuring compliance with the national values and principles of good governance and public service set out in Article 10 and Article 232 of the Constitution of Kenya, 2010.

PLEASE NOTE

Women and physically challenged persons are encouraged to apply.
Canvassing will lead to automatic disqualification.
Only shortlisted applicants will be contacted.

Salary is as per Salaries and Remuneration Commission of Kenya's guidelines.

HOW TO APPLY.

All applications should be accompanied by a copy of National ID Card, a detailed CV and copies of all relevant certificates and testimonials. They should be submitted in a sealed envelope clearly marked on the left side the position/specific area you are applying for to

Addressed to:

**The Secretary/CEO
Meru County Public Service Board
P.O Box 120 60200, Meru, Kenya**

Or

Hand delivered applications should be handed over at the Meru Public Service Board offices situated at **Ntara Plaza 4th Floor** on or before **19th October 2017** before 5pm.

MERU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER