The Meru County Government wishes to recruit competent and qualified persons to fill the following vacant positions in its various departments.

1. DEPARTMENT OF SUPPLY CHAIN MANAGEMENT SERVICE.

**SENIOR SUPPLY CHAIN MANAGEMENT OFFICER - (PLANNING) – JOB GROUP L (1POST)**

Reporting to Head of Supply Chain Management Services

Duties and Responsibilities

- Compliance with procurement plan (Forecast and plan as per requirements)
- Preparation, publishing and issuing of procurement opportunities which include Invitations to tender, RFQ, RFP and Expression of interest
- Preparation of Departmental correspondences
- Preparation of notifications and execution of contracts
- Maintaining of accuracy of procurement records
- Compilation of procurement status reports
- Carry out tender evaluation
- Compliance with Public procurement & Disposal Act 2005 and Regulations 2006
- Any other duties as may be delegated from time to time by the supervisor

Requirements

- First Degree in Supply Chain Management or Business related course
- Masters Degree in Business related course will be an added advantage
- Diploma in purchasing and supplies Management
- Membership in Professional recognized body-KISM/CIPS
- Experience of not less than five years in public or private sector
• Must be computer literate
• Training in IFMIS will be an added advantage

SENIOR SUPPLY CHAIN MANAGEMENT OFFICER - (PURCHASES) JOB GROUP L – 1 POST

Reporting to Head of Supply Chain Management Services

Duties and Responsibilities

• Feeding of Information and Data into the Procurement plan.
• Evaluation of tenders, quotations.
• Preparation of contracts.
• Monitoring implementation of contracts and delivery schedules.
• Carrying out periodic market surveys.
• Preparation and receiving of supporting documents for payment.
• Compliance with Public Procurement & Disposal Act 2005 and Regulations 2006
• Any other duties as may be delegated from time to time by the supervisor

Requirements

• First Degree in Supply Chain Management or Business related course
• Masters Degree in Business related course will be an added advantage
• Diploma in purchasing and supplies Management
• Membership in Professional recognized body-KISM/CIPS
• Experience of not less than five years in public or private sector
• Must be computer literate
• Training in IFMIS will be an added advantage

SUPPLY CHAIN MANAGEMENT OFFICER I JOB GROUP K – 1 POST

Reporting to Head of Supply Chain Management Services

Duties and Responsibilities

• Ensuring that the store is in good condition and is secure to guard against waste and damages.
• Stock taking and control operations
• Receiving and inspecting goods and services in consultation with users to confirm that they conform to requirements as specified in contracts or orders.
• Safe custody of samples which are used for technical evaluation and analysis.
• Order progression.
• Compliance with Public Procurement & Disposal Act 2005 and Regulations 2006
• Any other duties as may be delegated from time to time by the supervisor

Requirements
• Degree in Supply Chain Management or Business related course
• Diploma in purchasing and supplies Management
• Membership in Professional recognized body-KISM/CIPS
• Experience of not less than five years in the public or private sector
• Must be computer literate
• Training in IFMIS will be an added advantage
2. DEPARTMENT OF AGRICULTURE, LIVESTOCK AND FISHERIES, DIRECTORATE OF LIVESTOCK DEVELOPMENT

LIVESTOCK ARTIFICIAL INSEMINATORS JOB GROUP H (18) POSTS

1. Must be a Kenyan citizen
2. Must have attained a minimum of C (plain) in the Kenya Certificate of Secondary Education (KCSE) or its equivalent
3. Must have a two-year certificate in Animal Health and Production from a recognized institution by the Kenya Veterinary Board (KVB)
4. Must be registered by the KVB
5. Must be a practicing Artificial Insemination service provider
6. Must be ready to work anywhere in Meru County
7. Must have a valid motor cycle riding license (Or willing to ride a Motor Bike)

MEAT INSPECTORS. JOB GROUP H (10)

REQUIREMENTS

- A two years training in Animal Health & Production in an institution recognized by the Kenya Veterinary Board [KVB]
- Must have a Kenya certificate of Secondary Education with a minimum aggregate –C plain
- A Member of a recognized professional association
- Registered by the Kenya Veterinary Board
- Valid motor cycle riding licence and any other course in a related discipline will be an added advantage.

3. MINISTRY OF ENTERPRISE TOURISM AND TRADE

Eco-Tourism Officer II Job Group J (1 Post)

Major Responsibilities

- Assist the director of tourism in, and or deliver ecotourism/Conservancy trainings as required.
- Design community level ecotourism/Conservancy knowledge products and training materials.
- Coordinate project meetings, events, and workshops logistics.
- Share ecotourism/Conservancy related knowledge and skills internally amongst departmental staff.
- Build skills within community ecotourism/Conservancy groups to effectively develop ecotourism products, host tourists, and engage with the private sector.
- Provide training to local community guides/rangers on effective guiding, ensuring proper preparations and precautions; are taken for safety and security reasons, and visitor orientations on good codes of conduct.
- Work closely with the conservancy officer/Community Engagement Teams (CET) to promote community based ecotourism products, services, and promotional materials.
- Assess and map eco-tourism resource assets in cooperation with stakeholders.
- Work with local guides in developing interpretive signs in trekking areas and mappings of the eco-trails.
- Lead in the development, monitoring, review and update of the project activity work plan, including supervision of field-activities where appropriate.
- Provide inputs to conservation action plan at county level, Implement and monitor the activities as defined in the action plan.
- Work with financial staff for budget preparation for the ecotourism/Conservancy related activities, monitoring, and reporting activities; guarantees the financial integrity and accountability of the section budgets.
- Support market research to identify potential ecotourism markets and products that can be applied within the county.
- Design project activities that promote responsible tourism, sustainable natural resource management and community benefit sharing to relevant stakeholders and project partners and to support broader ecotourism-related goals.
- Liaising with the Media to publicize conservation sites and activities
- Evaluating and monitoring features of nature conservation interest in habitats and sites.
- Promote awareness and understanding about the conservancy and conservation/Natural environment through different activities.
- Any other duties delegated by the seniors

**Education and Qualification**
• Degree in Ecotourism/ Tourism development or related fields e.g. Wildlife, Conservancy management etc.
• Qualifications in project management and implementation is an added advantage
• Experience in similar assignment.
• Knowledge of the tourism industry - especially eco-tourism enterprises.
• Knowledge of Eco-tourism local guiding and of tour operators
• Knowledge of showing genuine interest in helping local people develop skills, and in the conservation and protection of natural resources.

TOURISM OFFICER- MARKETING JG J. I POST

Major Responsibilities

• Undertake the strategic development of tourism related market opportunities and marketing initiatives.
• Prepare, implement and report on the tourism development plan and annual marketing plan to promote and enhance the county within the Domestic and International market place in consultation with relevant stakeholders.
• Liaise with industry, local, state governments in regard to promotional, advertising opportunities and any policy changes that may affect regional tourism.
• Prepare and control annual marketing budget.
• Negotiate and evaluate all advertising including joint ventures with industry partners
• Manage the efficient and timely production and distribution of destinations brochures and promotional collateral and the development and management of the tourism website.
• Major Events Marketing e.g. sports, arts and culture work with the industry to strategically grow existing events and to develop new events that contribute to increasing numbers of overnight visitors via generating media exposure.
• Develop and maintain collaborative relationships with relevant industry bodies.
• Provide business advocacy services to firms and individuals intending to establish a tourism business
• Identify industry development opportunities
• Maintain a database of operators and industry contacts
• Provide industry partners with a range of business development and networking opportunities
• Ensure all problems or complaints from industry, community, and visitors are addressed in a timely manner.
• Prepare budgets and control the same for section programs
• Provide detailed marketing consultation assistance to tourism industry associations, private partners and any other related agencies.
• Any other duties delegated by the seniors

Requirements

Education and Qualification

• University degree with specialization in marketing
• Post-secondary diploma in travel tourism is an added advantage
• Experience in similar assignment is an added advantage
• Implement the staff induction, mentoring and coaching policy framework

4. DEPARTMENT OF PUBLIC SERVICE, ADMINISTRATION AND COMMUNICATION.

SENIOR HUMAN RESOURCE TRAINING AND DEVELOPMENT OFFICER – JOB GROUP ‘L’ (1 POST).

Duties and Responsibilities

• Identifying training and development needs within the county through job analysis and appraisal scheme in consultation with other departments.
• Designing and implementing training and development programs based on both the organizations and individual needs.
• Preparation of forecast of human resource development requirements in the County through periodic manpower surveys.
• Implement and maintain the performance management system
• Review and implement the staff induction, mentoring and coaching policy framework.
• Keeping up to date with developments in training trends, literature and techniques.
• Monitoring and evaluation of training and development programs.

Requirements for the Appointment

• A Kenyan citizen
• Bachelors’ degree in Social sciences.
• Higher Diploma in Human Resources Management by a recognized institution or CPS II.
• Served as a Human Resource Officer/Development Officer I or in a comparable and relevant position for a minimum period of three years.
• Should have good interpersonal, communication and organizational skills.
• Must be a registered member of Institute of Human Resource Management.
• Satisfy the requirements of Chapter Six of the Constitution.

SENIOR RECORDS MANAGEMENT OFFICER (1 POST) JOB GROUP ‘L’

Duties and responsibilities

• Ensure efficient management of registries and records in the County.
• Responsible for establishing new records management systems and safety of records.
• Ensure proper movement of files, documents and other records in accordance with Government Regulations.
• Ensure proper, secure and computer based storage of files for ease of retrieval.
• Responsible for supervision, guidance and development of staff working under him/her.

Requirements:

• Be a Kenyan citizen.
• Be in possession of a Bachelors’ degree in Information Sciences and Library/Records Management from an institution recognized in Kenya.
• Diploma in Information Sciences and Library/Records Management.
• Served as a Record Management Officer I or in comparable and relevant position for a minimum period of three (3) years.
• Extensive knowledge in Records managements and procedures.
• Satisfy the requirements of Chapter six (6) of the Constitution.
HUMAN RESOURCE OFFICER JOB GROUP J (2 POSTS)

Key responsibilities

- Implement Human Resource policies, strategies and procedures
- Implement and maintain the performance management system
- Administer competitive compensation strategies and systems
- Maintain staff records
- Implement the staff development plan
- Implement the staff induction, mentoring and coaching policy framework

Requirements for the position

- Bachelors’ degree in Human Resource Management in Social Sciences.
- Diploma in Human Resource Management from a recognized Institution or CPS I
- Served as an Assistant Human Resource Officer or in a comparable and relevant position for a minimum period of three years.
- Should have good interpersonal, communication and organizational skills.
- Must be a registered member of Institute of Human Resource Management.
- Satisfy the requirements of Chapter Six of the Constitution.

DIGITAL MEDIA OFFICER – 1 POSITION

As Meru County Digital Media Officer, you will be a key team member of growing county communications department.

In this position, you will be able to create innovative and exciting methods for public awareness and engagement through creative, clear and compelling web and social media communications.

You are expected to drive engagement and awareness of the public and selected sections of the population on the Meru County Government development programs, activities and events.

You will have the exciting opportunity to share amazing stories about Meru County Government with the citizens and the entire world.

Principal Duties and Responsibilities
• Strengthen the Meru County Government brand and engage our community on social media by producing creative and compelling content and uploading the same in all the social media platforms in a timely manner
• Manage the day to day execution of social media messaging
• Update and maintain Meru County Government blogs.
• Grow web traffic for Meru County Government by continuous evaluation and improvement.
• Write clear, compelling communications and feature stories for the web, social media platforms and blogs for targeted demographics
• Build e- communications using the most robust and modern tools.
• Work with the county communications department to broaden awareness of Meru County Government programs in Meru, in Kenya and around the world.
• Other duties as may be assigned from time to time.

**Education Qualifications, Experience and Skills**

• A bachelors degree in Journalism, Mass Communication, Public Relations or a related discipline
• At least 3 years experience in journalism, communications or a related field
• A proven track record in a social media management
• Experience planning, managing and executing successful social media campaigns
• Ability to write creatively, clearly and compellingly
• Experience with web publishing, web solutions and major content management systems
• Able to work with minimal direction and supervision independent and self sufficient
• Ability and desire to work effectively in a fast-paced team environment
• Deep passion for Meru County Government development agenda and vision
• Team player with positive and enthusiastic attitude.
• Must be organized, detail oriented and deadline driven
CAMERA OPERATORS – 2 POSITIONS

As camera operators and technical support staff, you will be a key player in the County’s Communication Department.

You will be tasked with the responsibility of ensuring quality and timely production of media content for Meru County.

The position offers you an excellent opportunity in growing your career by designing, planning, executing and managing county productions.

Duties and Responsibilities

- operating a variety of technical equipment including single and multiple portable, remote-control and electronic cameras, cranes and mobile mountings.
- assembling and setting up equipment
- planning, preparing and rehearsing scenes
- following camera scripts
- creatively framing and capturing action
- responding quickly to directions
- executing the functions of lighting and technical support staff
- Maintaining equipment by completing preventive maintenance; troubleshooting failures; calling for repairs; monitoring equipment operation; monitoring and purchasing meter fund

Education Qualifications, Experience and Skills

- Minimum diploma in Photojournalism, Electronic Media.
- At least 3 years experience in journalism or media production.
- Experience in production equipment management and maintenance
- Creative in production; scripting, shooting, editing
- Team player with positive enthusiastic attitude
- Experience in planning, managing and executing productions
- A bachelors degree in Journalism, Mass Communication, Public Relations or a related discipline is an addeded advantage.
5. DEPARTMENT CULTURE, YOUTH GENDER SPORTS AND SOCIAL SERVICES

N.G.O COORDINATOR – JOB GROUP ‘K’

Duties and Responsibilities for this office include:

- To be in charge of street children initiative.
- To ensure mobilization of funds from NGOs and business community to fund the programme.
- To take charge of welfare of the destitute and less privileged groups in the county.
- To Coordinate NGO affairs/activities.
- To identify and mapout all NGO institutions within the county.
- To undertake liaison role to ensure county needs are well addressed by these institutions for value addition.
- To ensure the organization deliver service to the community as expected.
- Monitoring and Evaluation of their activities and ensuring prudent management of resources.
- Convening frequent meetings to address county issues in relation to their tasks.

Qualifications

- Holder of bachelor degree preferably in Community Development.
- Diploma in Community Development.
- Previous work experience as a Social Development Officer.
- Computer Savvy.
- Experience of not less than 4 years.

NOTE: All applicants MUST meet the requirements of chapter 6 of the Kenya constitution 2010.