COUNTY GOVERNMENT OF MERU

MERU COUNTY ALCOHOLIC DRINKS CONTROL BOARD

Meru County Headquarters
P.O. Box 120 - 60200
MERU

VACANCIES

Pursuant to the Constitution of Kenya 2010 and Section 4 of the Meru County Alcoholic Drinks Control Act, 2016 the County Government of Meru established the Alcoholic Drinks Control Board with the main purpose of licensing and regulating the production, sale, distribution, consumption and outdoor advertising of alcoholic drinks within the County.

MCADCB wishes to invite for applications from suitably qualified candidates for the following positions;

1. SENIOR LICENSING & COMPLIANCE OFFICER (1 Position) JG ‘N’ REF NO:MCADCB/01/11/2019

Job Requirements

- Be a Kenyan citizen
- Must have a Degree in Business Administration, Business Management or its equivalent from a recognized institution.
- Have good communication skills.
- Have necessary experience in their respective field of profession of at least five (5) Years
- Must demonstrate knowledge of national and county liquor regulation laws.
- Meets the requirements of Chapter Six of the Constitution.

The term of office shall be Two (2) years Contract.

Job Specification

- Undertaking relevant compliance and enforcement of liquor licenses.
- Advising the C.E.O of the Board on county policies and laws to be adopted in regard to the production, manufacture, sale and consumption of alcoholic drinks.
- Ensuring the liquor board meets its statutory obligations.
- Undertaking inspection and monitoring activities of licensed premises to ensure compliance with the Meru County Alcoholic Drinks Control Act, 2016.
• Investigate and report complains regarding to non-compliance issues at licensed premises as appropriate.

• To undertake research on board records, systems and legislation to prepare work for inspections, investigations and enforcement actions.

• To prepare and provide data for preparation of bi annual report in line with Meru County Alcoholic Drinks Control Act, 2016.

• Public sensitization on compliance with both national and county regulation laws.

• Facilitate and coordinate issuances of licenses to business operators after compliance with the law.

• Support and facilitate sub county committees in carrying out their functions.

2. PUBLIC EDUCATION OFFICER (1 Position) JG ‘K’ REF NO:MCADCB/02/11/2019

Requirements

• Be a Kenyan citizen

• Must have a Bachelor of Education and Counselling.

• Have good communication skills.

• Have worked in a busy administrative office in their respective field of profession for at least five (5) years.

• Meets the requirements of Chapter Six of the Constitution.

Job Specification

• Prepare programs for sensitization through the media.

• Carry out public education and research on alcoholic drinks control in the county directly and with other public or private bodies and institutions.

• Carry out research directly and serve as repository of data and statistics related to the alcoholic drinks control.

• Facilitating citizen participation in matters relating to alcoholic drinks control in accordance with the framework for citizen participation established under the county government Act or any other relevant law.

• Liaise with relevant stakeholders and departments of the County government.
• Establishing and maintaining partnerships and collaborations with governmental and non-governmental institutions.

• Coordination of production, documentation and dissemination of the relevant Boards information.

• Develop strategies and plans for implementation of the Act and any other relevant national legislation, controlling alcohol abuse and coordinate and support the implementation.

• Identify areas of training, and prepare schedules for training.

• Develop curriculum for training.

The term of office shall be Two (2) years Contract.

3. **COUNSELLING REHABILITATION AND RE-INTEGRATION OFFICER** (1 Position) JG ‘M’ REF NO:MCADCB/03/11/2019

**Requirements**

• Be a Kenyan citizen

• Must have a Degree in Public Health or its equivalent

• Diploma in Addiction Counselling is an added advantage

• Accreditation by NACADA

• Have good communication skills.

• Have necessary experience of at least five (5) years.

• Meets the requirements of Chapter Six of the Constitution.

The term of office shall be Two (2) years Contract.

**Job Specification**

• To offer counselling services to people with alcohol addiction problems.

• Work with CBOs to help in Alcohol and substance abuse rehabilitation programs.

• To carry out strategies on how to prevent abuse of alcohol and other harmful drugs.

• Preparation of bi annual reports on status of Alcoholism in Meru County as per the Meru County Alcoholic Drinks Control Act, 2016.

The term of office shall be Two (2) years Contract.
4. LIQOUR LICENSING CLERK (2 Positions) JG ‘H’ REF NO:MCADCB/04/11/2019

Requirements

- Be a Kenyan citizen
- Have a Diploma from a recognized institution.
- Have good communication skills.
- Relevant experience will be an added advantage.

Job Specification

- Provide secretarial services to the Sub county inspection committee.
- Undertaking relevant compliance and enforcement of liquor licenses.
- Undertaking inspection and monitoring activities of licensed premises to ensure compliance with the Meru County Alcoholic Drinks Control Act, 2016.
- Preparation and submission of weekly and monthly reports on compliance of premises to the Senior Licensing and Compliance Officer.
- Reporting on the level of compliance with revenue laws and regulations.
- Any other duties assigned by the Senior Licensing and Compliance Officer.

The term of office shall be Two (2) years Contract.

5. COMMUNITY MOBILIZATION ASSISTANT (1 Position) JG ‘J’ REF NO:MCADCB/05/11/2019

Requirements

- Be a Kenyan citizen
- Must have a Diploma from a recognised institution.
- Have good communication skills.

Job Specification

- Assist the Public Education Officer Prepare programs for sensitization through the media.
- Assist in Liaising with relevant stakeholders and departments of the County government.
- Establishing and maintaining partnerships and collaborations with governmental and non-governmental institutions.

The term of office shall be Two (2) years Contract.
6. ADMINISTRATIVE ASSISTANT (3 Positions) JG ‘G’ REF NO:MCADCB/06/11/2019

Requirements

- Be a Kenyan citizen
- Have a Diploma from a recognized institution.
- Have good communication skills.
- Relevant experience will be an added advantage.

Job Specification

- Maintaining general office records
- Responsible for general office cleanliness.
- Carry general office duties as assigned from time to time by the immediate supervisor.

The term of office shall be Two (2) years Contract.

How to apply

Application letters with certified copies of Academic certificates and other testimonials should be sent or hand delivered in a sealed envelope marked the reference number of the position applied for on the right top and addressed to:

To The Chief Executive Officer
Meru County Alcoholic Drinks Control Board
County Government of Meru
P.O. Box 120-60200

MERU

All applications should reach the office of the C.E.O along Mwendatu Road on or before 29th November 2019 at 5:00 p.m.

The Meru County Alcoholic Drinks Control Board is an equal opportunity employer. Women and persons with disabilities are encouraged to apply.