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)

   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 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 ADMINISTRATORS (3 POSTS) 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 OFFICERS (10 POSTS) 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, 4th 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.