COUNTY GOVERNMENT OF MERU

COUNTY PUBLIC SERVICE BOARD
Meru County Headquarters
P.O. Box 120-60200
MERU

INTERNAL ADVERTISEMENT

The County Government of Meru wishes to recruit internally, competent, self driven, experienced and qualified staff to fill the following positions pursuant to Article 176 of the Constitution of Kenya and County Government Act. No.17 of 2012.

1. **DEPARTMENT OF FINANCE, ICT AND ECONOMIC PLANNING**

S.No.	ADVERT NUMBER	JOB TITLE	JOB GROUP	JOB DESCRIPTION (Duties & Responsibilities)	JOB SPECIFICATIONS/QUALIFICATION
1	MCPSB/01/12/2021	Fleet Manager	CPSB 6	**Job Summary** i. Scheduling regular maintenance on all vehicles ii. Ensuring that vehicles are always ready by scheduling and monitoring current trends in the industry, so as to enable forecasts. iii. Monitor fuel purchases by administering fuel cards for all vehicles to their respective drivers in order to regulate	i. Bachelor's degree in logistics management, transport management or other related field. ii. Membership of professional bodies will be an added advantage. iii. Experience of five (5) years and above.

				cost/expenses. iv. Managing vehicle licensure and registration. **Responsibilities** i. Draw up a budget for the county's fleet management department and present it to management for further analysis and approval ii. Take preventive measure to ensure safety of vehicles and drivers too iii. Relate with the vehicles documentation desk to ensure that all the vehicles particulars (e.g. registration, insurance) are complete iv. Track and analyze the vehicles-wise cost of fueling, maintenance, and other recurring expenses pertaining to running of the fleet. v. Supervise the maintenance of all county vehicles. vi. Check that invoices received are accurate, and is in line with within budget vii. Pro-actively monitor the county's fleet for any inconsistencies with the vehicles movements outside the prohibited working hours. viii. Send weekly report to chief officer on the health of the fleets and other related issues arising from the fleet monitoring system.	

				ix. Raise payment memos for services provided by external contractors/vendors. x. Monitor and ensure the routine and need-based maintenance of the vehicles. xi. Keeping up to date vehicle records- maintenance records and service time, accidents, vehicle ancillaries xii. Ensure driver's code of conduct and standard operating procedures (SOPs) are followed. xiii. Follow up any ciplinary and statues for all vers xiv. Generate weekly/monthly management reports e.g., on vehicle performance among others. xv. Give way forward by generating quarterly departmental plans and strategies to improve overall efficiency. xvi. Any other duties as directed by the Chief Officer.	
2	**MCPSB/02/12/2021**	**Assistant Fleet Manager**	**CPSB 8**	**Responsibilities** i. Take preventive measure to ensure safety of vehicles and drivers too ii. Relate with the vehicles documentation desk to ensure that all the vehicles particulars (e.g. registration, insurance) are complete iii. Track and analyze the vehicles-wise cost of fueling,	i. Bachelor's degree in logistics management, transport management or other related field. ii. Membership of professional bodies will be an added advantage. iii. Experience of two (2) years and above

				maintenance, and other recurring expenses pertaining to running of the fleet. iv. Supervise the maintenance of all county vehicles. v. Pro-actively monitor the county's fleet for any inconsistencies with the vehicles movements outside the prohibited working hours. vi. Monitor and ensure the routine and need-based maintenance of the vehicles. vii. Keeping up to date vehicle records- maintenance records and service time, accidents, vehicle ancillaries viii. Ensure driver's code of conduct and standard operating procedures (SOPs) are followed. xvii. Follow up any disciplinary and statues for all drivers xviii. Generate weekly/monthly management reports e.g. on vehicle performance among others.	

How to Apply:

1. Details of the qualifications and requirements can be obtained from the county website. www.meru.go.ke or http:/careers.meru.go.ke/
2. All applications shall be made through or http:/careers.meru.go.ke

Important Information to All Applicants

The applications deadline will be on 15TH December 2021

Only shortlisted candidates will be contacted

The Secretary/C.E.O,
Meru County Public Service Board
P.O. BOX 120-60200
MERU