COUNTY GOVERNMENT OF MERU

OFFICE OF COUNTY PUBLIC SERVICE BOARD

Email: adminmerucpsb@meru.go.ke *Meru County Headquarters*
When replying please quote *P.O Box 109-60200, MERU*

EXTERNAL ADVERTISEMENT

Meru County Public Service Board is a body corporate established under Section 57 of the County Governments Act 2012. In order to strengthen the capacity of the Public Service, the Board wishes to recruit competent and qualified persons to fill the following positions as per Article 176 of the Constitution of Kenya 2010 and the County Government Act No 17 of 2012.

DEPARTMENT: LANDS, PHYSICAL PLANNING, URBAN DEVELOPMENT, HOUSING AND PUBLIC WORKS (KENYA URBAN SUPPORT PROGRAM II FOR MUNICIPALITIES.

MCPSB/01/29/01/2024: ASSISTANT ENGINEER II CIVIL/STRUCTURAL CPSB 09 (1 POST)

Job description (Duties and responsibilities)

i). Preliminary designs in road works Supervision of construction and maintenance of roads Preparation of work plans and progress reports.

Job specifications

i). Must have KCSE Certificate or its equivalent

ii). Bachelor's Degree in Civil / Structural Engineering from a recognized institution.

iii). Registered by EBK as a graduate engineer.

MCPSB/02/29/01/2024: PROCUREMENT OFFICER II CPSB 10 (1 POST)

Job description (Duties and responsibilities)

i). Ensure proper warehouse and distribution management Proper fleet management
ii). Prepare monthly reports
iii). Dispose of stores and equipment
iv). Procurement market survey and research
v). Ensure good inventory control within the department
vi). Any other duties as may be assigned from time to time

Job specifications

Be a Kenyan citizen

i. Must have KCSE Certificate or its equivalent qualification.

ii. Be a holder of a Bachelor's degree in Supply Chain Management/Purchasing and Supply, Management/Supplies and Procurement Management or their equivalent from any recognized institution.

iii. Must have a good knowledge of procurement processes and laws.
iv. Must have excellent communication and interpersonal skills.
v. Must be self-driven with a lot of initiative and drive
vi. Proficiency in computer applications.

MCPSB/03/29/01/2024: PHYSICAL PLANNER CPSB 09 (1 POST)

Job description (Duties and responsibilities)

i). Preparing physical development plans
ii). Undertaking feasibility studies on physical, social, economic and environmental characteristics
iii). Implementing physical plans for municipalities
iv). Processing development applications and maintaining physical planning records.

Job specification

i). Must have a bachelor's degree in any of the following disciplines; urban and regional planning, urban planning or town planning from a recognized institution
ii). Be a graduate member of the Kenya institute of planners or architectural association of Kenya (town planning chapter) and
iii). Have a certificate in computer application skills

MCPSB/04/29/01/2024: ASSISTANT QUANTITY SURVEYOR II CPSB 09 (1 POST)
Job description (Duties and responsibilities)

Duties and responsibilities entail preparation of cost estimates, bills of quantities, monthly valuations on site, site measurements, and preparation of variation orders.

Job specification

For appointment one must have
A Bachelor's degree in quantity survey/ building economics or its equivalent from a recognized institution;
Been registered as a graduate member of either Architectural Association of Kenya or the Institute of Quantity Surveyors of Kenya.

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/

3. All applications shall be made through **http:/careers.meru.go.ke**

Important Information to All Applicants

The applications deadline will be on **19th February 2024.**

Only shortlisted candidates will be contacted for interviews. Successful candidates after interviews will be required to obtain the following requirements as per chapter six of the constitution.

1. Certificate of good conduct from Directorate of Criminal Investigations.
2. Tax compliance certificate from Kenya Revenue Authority
3. Clearance from Ethics and Anti-Corruption Commission
4. Clearance certificate from Higher Education Loans Board
5. Clearance certificate from Credit Reference Bureau
6. Commission for university education (CUE) recognition and equation of qualification for degrees obtained from outside Kenya

Meru County Public Service Board is an equal opportunity employer. Persons living with disability, marginalized and minority groups who meet the job specification are encouraged to apply.

The Secretary/C.E.O,
Meru County Public Service Board,
P.O. BOX 109-60200
MERU.