REPUBLIC OF KENYA

COUNTY GOVERNMENT OF MERU

VACANCIES

Pursuant to section 57 and 58 of the County Governments Act, 2012 Meru County Government wishes to announce the following vacancies in the Meru County Public Service Board;-

a. Chairperson; and
b. Four (4) Board members

Overall duties and responsibilities of the Board.

- Establish and abolish offices in the County Public Service;
- Appoint persons to or act in office of Public County offices including on the Boards of urban areas within the County and to confirm appointments;
- Exercise disciplinary control over and remove persons holding or acting in the offices in the County Public Service;
- Prepare regular reports for submission to the County Assembly and the Governor on the execution of the functions of the Board;
- Promote in the County Public Service the values and principles referred to in article 10 and 232 of the Constitution of Kenya;
- Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Article 10 and 232 of the Constitution of Kenya are complied with in the County Public Service;
- Facilitate the development of coherent, integrated Human Resource Planning and Budgeting for personnel emolument in the County;
- Advise the County Government on Human Resource Planning Management and Development;
- Advise the County Government on implementation and monitoring of the National Performance Management system in the County;
- Advise the County Government on all policies, procedures and reports on Public Service;
- Support the development and operationalization of County Public Service Code of Conduct; and
- Make recommendations to the Salaries and Remunerations Commission (SRC) on behalf of the County Government, on the remuneration, pensions and gratuities for County Public Service employees.

1. CHAIRPERSON OF THE BOARD - ONE POST

Additional duties and responsibilities

The chairperson will be in-charge of Meru County Public Service Board and shall:-

a. Chair the Board meetings;
b. Provide strategic leadership and policy direction to the Board; and
c. Maintain effective collaboration and partnership with other organs of National and County Governments.

Qualification and key competencies

For appointment to this position, the candidate must

- Be a Kenya citizen;
- Not be a state or public officer;
- Be in possession of a first degree from a University recognized in Kenya. A masters degree will be an added advantage;
- Have knowledge and working experience of not less than ten (10) years;
- Satisfy the requirements of Chapter six of the Constitution on leadership and Integrity;
- Have demonstrated professional competence and managerial capabilities;
- Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
- Demonstrate an appreciation of the diversity within the County;
- Be able to work under pressure and meet strict deadlines;
- Be visionary and strategic in approach;
- Have experience in organizational and/or human resource development. Senior public or private sector leadership will be an added advantage.
- Be a team player with an ability to network; and
- Demonstrate flexibility and adaptability.

Tenure

6 years non-renewable contract which may be on full time or part-time basis.

2. MEMBER OF BOARD – FOUR POSTS

Qualification and key competencies

For the appointment to this position, the candidate must:-

- Be a Kenya Citizen;
- Not be a state or public officer;
- Be in possession of a first degree from a University recognized in Kenya;
- Have knowledge and working experience of not less than five (5) years;
- Satisfy the requirements of Chapter six of the Constitution of Kenya 2010 on Leadership and Integrity;
- Have demonstrated professional competence and managerial capabilities;
- Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
- Demonstrate an appreciation of the diversity within the County;
- Be able to work under pressure and meet strict deadlines;
- Be visionary and strategic in approach; and
- Have experience in organizational and/or human resource recruitment and development in technical and functional areas within the County Public Service. Experience in medical/ healthcare, law, education, agriculture, engineering, economics, finance and accounting will be an added advantage.

Tenure

6 years non-renewable contract which may be on full time or part-time basis.

NB:- Applicants must meet values and principles set out in Article 10 and 232 of the Constitution of Kenya 2010 and must attach clearance from:-

a. Higher Education Loans Board (HELB);
b. Kenya Revenue Authority (KRA);
c. Credit Reference Bureau (CRB);
d. Ethics and Anti-Corruption Commission (EACC); and
e. Certificate of Good Conduct (CID).

NOTE:-

a. Only shortlisted candidates shall be contacted
b. Remuneration and benefits for the above posts are as may be from time to time set by the Salaries and Remunerations Commission (SRC).

How to apply

a. Each application letter should be accompanied with detailed curriculum vitae, copies of relevant academic and professional certificates and testimonials, copy of national identity card or passport, current telephone number(s) and other relevant supporting documents.
b. All applications should be clearly marked **"Application for the position of Chairman County Public Service Board"** or **"Application for the position of Member of County Public Service Board"** (as the case may be) on the envelope and submitted in any one of the following ways:-
   i. Posted applications should be addressed to:-

The County Secretary
Meru County
P.O Box 120 - 60200
Meru

   ii. Hand delivered applications should be delivered to the office of the County Secretary on 2nd Floor of the County Headquarters.
c. The applications should reach the County Secretary & Head of Public Service on or before **10th May, 2019 at 5.00pm.**

Meru County is an equal opportunity employer and encourages women and persons with disabilities to apply.