

COUNTY GOVERNMENT OF MERU



OFFICE OF COUNTY PUBLIC SERVICE BOARD

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When replying please quote

Meru County Headquarters
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 whose mandate includes appointing persons to hold or act in the offices of County Public Service. In order to restore the capacity of the Public Service in Meru County occasioned by exited skilled officers in the last three years, 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 Section 63 (2c) of the County Governments Act No.17 of 2012 on replacement in the departments listed below.

How to Apply:

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

Important Information to All Applicants

1. Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
2. Only shortlisted and successful applicants will be contacted.
3. Canvassing in any form will lead to automatic disqualification.
4. Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and other relevant documents during interviews.
5. It is a criminal offence to present fake certificates/documents.

The applications deadline will be on 31st January 2025

NOTE

The Meru County Public Service Board is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**

DEPARTMENT OF WATER IRRIGATION NATURAL RESOURCES & CLIMATE CHANGE

1) GEOLOGIST JOB GROUP 'K' (2 POST)

a. Duties and responsibilities

An officer at this level will be regarded as being on-the- training.

An officer at this level will be assigned work involving; -

- i. Geological mapping,
- ii. Geophysical, and Geochemical mineral exploration;
- iii. Geotechnical and environmental investigation programs under close supervision of an experienced officer.

b. Requirements

For appointment to this grade candidates must be in possession of a Bachelor of Science (B.Sc.) degree in any of the following discipline: -

- i. Geology, Engineering Geology, Geophysics, Geochemistry, Environmental Geology or its equivalent from a recognized university.

2). GEO-INFORMATION OFFICER I, JOB GROUP 'K' (3 POSTS)

a) Duties and Responsibilities

Duties and responsibilities at this level will include: -

- i. Designing and developing in-house application programs and user interfaces; formulating data analysis procedures;
- ii. Defining data verification and quality control procedures;
- iii. Managing and maintaining Geo-database; and updating and maintaining hardware and software.

b) Requirements for Appointment

For appointment to this grade an officer must have; -

- i. A Bachelor's degree in Geo information systems or its equivalent.
- ii. Shown merit and ability as reflected in work performance and results.

3). HYDROLOGIST II, JOB GROUP 'K' (1 POST)

a. Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will normally be regarded as being on-the-job training. Duties will entail; -

- i. Assisting in preparation of hydro-meteorological maps
- ii. Assessment of surface water resource potential
- iii. Collecting, monitoring and analyzing hydro-meteorological data.

b. Requirements for Appointment

Appointment to this grade will be made from candidates who possess a Bachelor's Degree in any of the following disciplines: -

- i. Hydrology, Engineering Hydrology, Meteorology, Water Resources and Environmental Management, Hydrogeology, or

ii. Water Resource Engineering from a recognized institution.

In addition to the above requirements, an officer must have the following key competencies:

- (a) Positive working attitude and ability to take and give instructions;
- (b) Ability to get on well with diverse workforce

4). SOLAR TECHNICIAN JOB GROUP H (2 POSTS)

For appointment to this grade an officer must have; -

- a. A Diploma in Solar Systems from a recognized institution
- b. Knowledge of electrical safety procedures
- c. Ability to read and interpret blueprints and schematics
- d. Ability to troubleshoot and repair solar systems
- e. Proven three (3) years' experience as a Solar Technician or similar role in the renewable sector.
- f. Familiarity with solar PV systems, electrical wiring, and system installations.
- g. Excellent problem-solving skills and ability to work in challenging environments.

Duties and responsibilities

- i. Installing, maintaining and repairing solar panels and related Systems
- ii. Connecting solar panels to electric systems
- iii. Will be responsible for record keeping

5). INSPECTORS (WATER AND SEWERAGE) JOB GROUP 'H' (6 POSTS)

Duties and responsibilities will entail; -

- i. Planning and supervising construction works for water supplies and sewerage schemes;
- ii. Compiling maintenance data; and
- iii. Supervising water supply operators and artisans.

(b) Requirements for appointment

For appointment to this grade, candidates must have: -

- i. Three (3) years certificate in Technical Training from a recognized institution; OR
- ii. Diploma in either Water Supply Technology or Water Engineering from a recognized institution and
- iii. Certificate in computer applications from a recognize institution

6).GROUND WATER ASSISTANT JOB GROUP 'H' (1 POST)

(a) Duties and Responsibilities

- i. Coordinate and supervise staff in improvement works, general repairs and maintenance.
- ii. Will be responsible for record keeping, allocation of duties, and management of workshops and maintenance of junior staff in line with their area of specialization.

Job Requirements

For appointment to this grade, one must have;-

- i. A technician grade III certificate or diploma in ground water technology or its equivalent;
- ii. Shown merit and ability in wok performance and results

7). ENGINEERING TECHNOLOGIST III (IRRIGATION), JOB GROUP ‘H’ (7 POST)

(b) Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will work under the guidance and supervision of a senior officer.

Duties and responsibilities at this level will entail:

- i.** inspecting development of irrigation infrastructure;
- ii.** collecting baseline data for irrigation planning;
- iii.** organizing farmers’ meetings for irrigation participatory development;
- iv.** training irrigation farmers on sustainable scheme management and resource mobilization;
- v.** Identifying sites for irrigation technology demonstration plots; and identifying irrigation schemes for development.

(c) Requirements

For Appointments For appointment to this grade, a candidate must have: -

- (i) Technician Part III certificate in any of the following disciplines: - Irrigation, Irrigation and Drainage Engineering, Soil and Water Engineering, Agricultural Engineering, Farm Power and Machinery, Processing and Structures or its equivalent qualification from a recognized institution.
OR Diploma in any of the following disciplines: - Irrigation, Irrigation and Drainage, Soil and Water Engineering, Agricultural Engineering, Farm Power and Machinery or its equivalent qualification from a recognized institution;
- (ii) Registration with Kenya Engineering Technology Registration Board (KETRB) or Engineers Board of Kenya (EBK) as a technician; and
- (iii) Certificate in computer application skills.

DEPARTMENT OF AGRICULTURE LIVESTOCK AND FISHERIES

1. AGRICULTURAL OFFICERS JOB GROUP ‘K’ (9 POSTS)

Duties and responsibilities:-

- i) An officer at this level will be deployed to coordinate activities one of the following areas; Crop Production, Land Development, agricultural extension and Project management.
- ii) Further, duties and responsibilities will entail management of information desks within the county.

For appointment to this grade an officer must have:-

A candidate must have Bachelors of Sciences [BSc.] degree in any of the following fields: Agriculture, Horticulture, Agriculture Economics, Agribusiness, Agriculture Extension or any other relevant and equivalent qualification from a recognized institution.

2. ASSISTANT AGRICULTURAL OFFICER III JOB GROUP ‘H’ (15 POSTS)

Duties and responsibilities:-

An officer at this level will be deployed in a Division or in an Agricultural Training Centre. Duties and responsibilities will involve training and advising farmers on matters related to Crop Production, Land Development, planning and management of demonstration plots.

For appointment to this grade an officer must have:-

- i) KCSE mean grade of C or its equivalent.
- ii) A Diploma in any of the following fields : Agriculture, Agriculture and Home Economics, Agriculture Extension, Horticulture, Agribusiness or any other relevant and equivalent qualification from a recognized institution.

3. ASSISTANT LIVESTOCK PRODUCTION OFFICERS JG 'H' (9 POSTS)

Duties and responsibilities

An officer at this level will be deployed at Ward level and will be attached to Livestock programmes. Specifically, the Officer will provide extension services and information within the Ward. The Officer will be in-charge of co-ordinating Livestock activities at the ward.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) A diploma in any of the following fields:-Animal Science/Animal Production, Agriculture, Agribusiness, Food Science and Technology, Range Management/Natural Resource Management, Livestock/Agricultural Economics and Dairy Technology, Agricultural Extension or any other relevant and equivalent qualification from a recognized institution;
- (ii) Shown merit and ability as reflected in work performance and results

4. LIVESTOCK PRODUCTION ASSISTANT JG 'G' (4 POSTS)

Duties and responsibilities

An officer at this level will be will be attached to Livestock programmes. Specifically, the Officer will provide extension services and information in the area deployed. Requirements for Appointment

For appointment to this grade, an officer must have: -

- (i) A Certificate in any of the following fields:-Animal Science/Animal Production, Agriculture, Agribusiness, Food Science and Technology, Range Management/Natural Resource Management, Livestock/Agricultural Economics and Dairy Technology, Agricultural Extension or any other relevant and equivalent qualification from a recognized institution;
- (ii) Shown merit and ability as reflected in work performance and results

5. ANIMAL HEALTH ASSISTANT JG 'G' (3 POSTS)

Duties and Responsibilities

Duties and responsibilities will entail; carrying out simple treatment of animals, participating in disease research and reporting, demonstrating on milking techniques and external parasite control techniques such as dipping, spraying and dusting, carrying out vaccination and undertaking closed castration, dehorning, de-worming, disbudding, docking, debeaking and hoof trimming

Requirements for Appointment

For appointment to this grade, a candidate must have: -

- Certificate lasting not less than two (2) years in any of the following disciplines; - Animal Health, Animal Health and Production or equivalent and relevant qualifications from a recognized institution.
- Be registered by the Kenya Veterinary Board
- Certificate in Computer application skills
- Possession of certificate in Artificial Insemination (AI) from a Government Institution will be an added advantage

6. AGRICULTURAL ENGINEER JOB GROUP 'K' (2 POSTS)

Duties and responsibilities:-

- i) Collecting agricultural engineering field data for investigation and analysis
- ii) Conducting survey for engineering works
- iii) Carrying out preliminary design of agricultural engineering works
- iv) Carrying out repairs and maintenance of machines and equipment
- v) Conducting on-farm trials and demonstrations

For appointment to this grade an officer must have:-

- i. Bachelor's degree in Agricultural engineering or any other relevant and equivalent qualification from a recognized institution
- ii. Been registered by the engineers board of Kenya as a graduate engineer
- iii. Computer knowledge

7. ASSISTANT AGRICULTURAL ENGINEER JOB GROUP 'H' (2 POSTS)

Duties and responsibilities:-

- i) Collecting agricultural engineering field data for investigation and analysis
- ii) Conducting survey for engineering works
- iii) Carrying out preliminary design of agricultural engineering works
- iv) Carrying out repairs and maintenance of machines and equipment
- v) Conducting on-farm trials and demonstrations

For appointment to this grade an officer must have:-

- i. Diploma in Agricultural engineering or any other relevant and equivalent qualification from a recognized institution
- iii. Computer knowledge

DEPARTMENT OF HEALTH

1. REGISTERED CLINICAL OFFICER III JG 'H' – (10) POSTS.

For appointment to this grade, a candidate must have a:-

- i). Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution; and
- ii). Certificate of Registration by Clinical Officers' Council
- iii). Valid practicing license from the Clinical Officers' Council ;
- iv). Certificate in computer applications skills.

Duties and Responsibilities:-

This is an entry grade into this cadre and an officer at this level will work under guidance of a senior officer. Specific duties and responsibilities at this level will include:

- (i) Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- (ii) Implementing Community Health Care activities in liaison with other health workers;
- (iii) Guiding and counseling patients, clients and staff on health issues;
- (iv) Sensitizing patients and clients on preventive and promotive health;
- (v) Carrying out minor surgical procedures as per training and skill;
- (vi) Collecting and compiling clinical data; and
- (vii) Referring patients and clients to appropriate health facilities.

2. REGISTERED NURSE III JG 'H' – (177 POSTS)

For appointment to this grade, a candidate must have: -

- i). Diploma in any of the following disciplines: Kenya Registered Community Health Nursing,
- ii). Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered
- iii). Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iv). Registration Certificate issued by the Nursing Council of Kenya; and
- v). Valid practicing license from the Nursing Council of Kenya;

Duties and Responsibilities

This is an entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail:

- (i) Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- (ii) Providing appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Immunization, PMTCT, Ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs;

- (iii) Referring patients and clients appropriately;
- (iv) Facilitating patients' admission and initiating discharge plans;
- (v) Maintaining records on patients/clients health condition and care;
- (vi) Ensuring a tidy and safe clinical environment; and
- (vii) Collecting and compiling data.

3.MEDICAL LABORATORY TECHNOLOGIST III JG 'H'– (8) POSTS

For appointment to this grade, an officer must have

- i). A Diploma in Medical Laboratory sciences /Technology, from a recognized institution.
- ii). Registration Certificate issued by the KMLTTB; and
- iii). Valid practicing license from the KMLTTB;

Duties and Responsibilities:

This is an entry and training grade for this cadre. Duties and responsibilities at this level will include:-

- (i) Sampling and receiving samples;
- (ii) Decontaminating working benches'
- (iii) Receiving and scrutinizing laboratory requisition forms and specimens
- (iv) Preparing and standardizing laboratory reagents and procedures; and
- (v) Receiving, collecting, labelling and registering specimens,
- (vi) Disaggregating specimens for processing and analysis, and performance routine diagnostic tests

4. ASSISTANT COMMUNITY HEALTH OFFICER III JG 'H' – (1 POST)

For appointment to this grade, a candidate must have a Certificate in any of the following disciplines: Community Health, Psychology, Counseling, Social Work or Community Development from a recognized institution.

Duties and Responsibilities:

This is an entry and training grade for this cadre. Duties and responsibilities at this level will include:-

- (i) Visiting homes to determine health situations and dialogue with household members;
- (ii) Identifying and sensitizing communities on health interventions;
- (iii) Identifying common ailments and minor injuries at community level;
- (iv) Collecting health data at household level for analysis;
- (v) Distribution of Information Education Communication materials, mosquito nets and other commodities to households;
- (vi) Identifying defaulters of health interventions and other health cases and referring them to health facilities; and
- (vii) Maintaining and updating health data using health registers.

5. ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER III JG 'H'- (4 POSTS)

For appointment to this grade, a candidate must have:

- (i) Diploma in Health Records and Information Technology from a recognized institution; and
- (ii) Certificate of Registration from Association of Medical Records Officers' Kenya (AMRO-K).

Duties and Responsibilities:

Duties and responsibilities at this level will entail:

- i. Receiving and documenting patients at hospital reception;
- ii. Registering and booking appointment for patients to clinics and consultants;
- iii. Storing and retrieving medical records documents;
- iv. Preparing clinics;
- v. Updating bed bureau;
- vi. Editing of patient case records;
- vii. Gathering data from different sources;
- viii. Capturing data from service points;
- ix. Maintaining record safety and confidentiality;
- x. Storing and retrieving medical records;
- xi. Balancing daily bed returns;
- xii. Creating and maintaining master index;
- xiii. Updating patient master index; directing patients to relevant clinics;
- xiv. Scheduling of patients to the consultants and specialty clinics; and
- xv. Assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine.

6. NUTRITION AND DIETETICS TECHNOLOGIST III JG 'H'- (1 POST)

For appointment to this grade, a candidate must have: -

- (i) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized training institution; and
- (iii) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND)

Duties and Responsibilities:

Duties and responsibilities at this level will include:

- (i) Implementing nutrition programs; providing nutrition services in health care facilities; conducting nutrition assessments;
- (ii) Collecting and compiling nutrition data;
- (iii) Providing nutrition health education and demonstrations;
- (iv) Counseling of patients with specific nutritional needs;
- (v) Monitoring preparation of therapeutic feeds;
- (vi) Implementing outpatient and inpatient supplementary and therapeutic feeding programmes; promoting maternal, infant and young children feeding programmes;
- (vii) Providing micronutrient supplementation.

7. ASSISTANT OCCUPATIONAL THERAPIST III JG 'H' - (4) POSTS

For appointment to this grade, a candidate must have a Diploma in Occupational Therapy from a recognized institution.

Duties and Responsibilities

Duties and responsibilities at this level will entail;

- (i) Maintaining records and data relating to patients;
- (ii) Collecting data for operational research;
- (iii) Sensitizing the community on occupational therapy issues; and preparing periodic reports.

8. ASSISTANT PUBLIC HEALTH OFFICER III JG 'H' (18) POSTS

For appointment to this grade, an officer must have:-

- i). Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution.
- ii). A valid practicing license from the Public Health officers and technicians council.
- iii). Computer knowledge.

Duties and Responsibilities

- i). Mobilizing sensitizing and advising communities on matters related to environmental health referring health cases to relevant health facilities carrying out immunizations.
- ii). Identifying environmental health issues at community level,
- iii). Organizing community health days to advise communities on common public health issues,
- iv). Collecting and maintaining up to date records of services rendered.

9. ASSISTANT PHYSIOTHERAPIST III JG 'H' - (2) POSTS

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- i). Diploma in Physiotherapy from a recognized institution;
- ii). Certificate of registration from the physiotherapy council of Kenya
- iii). Current certificate of practice from the physiotherapy council of Kenya
- iv). Computer knowledge.

Duties and Responsibilities

- i). Planning and providing physiotherapy services to outpatients at an outpatient unit/ward/health institution;
- ii). Assessing patient needs including rehabilitation;
- iii). Verifying and maintaining information and records relating to patients;
- iv). Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan;
- v). Collecting data for operational research;
- vi). Sensitizing the community on physiotherapy issues; and
- vii). Preparing periodic reports.

10. DENTAL TECHNOLOGIST III, JOB GROUP 'H' - (1) POST

(a) Duties and Responsibilities

This is the entry grade into this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities will include:

- i). receiving and recording all patient work and interpreting patient prescription;
- ii). disinfecting impressions;
- iii). casting impressions;
- iv). making acrylic complete/partial dentures and repairs; and
- v). Participating in oral/dental health promotion.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (I) Diploma in Dental Technology or its equivalent qualification from a recognized institution;
- (ii) Certificate of registration from the Kenya Dental Technologists Association; and
- (i) Certificate in computer applications.
- (ii)

11. ASSISTANT HEALTH ADMINISTRATION OFFICER III JG 'H' - (4) POSTS

Duties and responsibilities

This will be the entry level and training for this cadre. An officer at this level may be deployed at a sub county hospital, rural health training center, department or a unit within a large hospital or to a specific health programme where he/she will be exposed to various administrative duties which will include procurement, provision and maintenance of facilities and general upkeep of the hospital. The officer will work under supervision of a more senior officer.

Requirements for appointment;

KCSE mean grade of C- or its equivalent qualification with at least a C in English/Kiswahili and mathematics;

A diploma in any of the following; health management, hospital administration, business administration, or its equivalent from a recognized institution.

12. HEALTH ADMINISTRATION OFFICER I JG 'J' - (1) POST

Duties and responsibilities

This will be the entry level and training for this cadre. An officer at this level may be deployed at a sub county hospital, or within a large hospital or to a specific health programme where he/she will be exposed to various administrative duties namely procurement, Provision and maintenance of facilities, preparation of budget, overseeing welfare of staff and patients and ensuring their security and general upkeep of the hospital.

Requirements for appointment;

For Direct appointment to this grade a candidate must have a Bachelor's degree in any of the following social sciences; Government, Anthropology, Sociology, Business Administration Public Administration, Commerce, Health Economics, or equivalent qualification from a recognized institution.

13. ASSISTANT HEALTH PROMOTION OFFICER III JG "H" – (2) POSTS

Duties and responsibilities

This will be the entry level and training for this cadre, and will work under a more experienced officer, and will be responsible for the implementation of the community health projects, programmes and activities which include- working with the community in identifying and prioritizing health needs; conducting school health promotion programs, conducting patient and community health education, creating awareness on prevention and control of diseases ; providing support to community health workers , carrying out training for community health workers on health promotion, mobilizing and educating community groups on health promotion issues, developing and disseminating health information and materials and mobilizing local resources for implementation of health promotion programs.

For appointment to grade a candidate must have

Diploma in health promotion and education from a recognized training institution and;
Certificate in computer applications.

14. MEDICAL OFFICERS JG 'M' (9) POSTS

For appointment to this grade, an officer must have:-

- i) Bachelor of medicine and Bachelor of Surgery (M.B; Ch.B) degree from a recognized institution recognized by Medical Practitioners and Dentist council.
- ii) Successfully completed one year (1) internship from a recognized institution
- iii) Registration license from the Medical Practitioners council.
- iv) Computer knowledge.

Duties and Responsibilities

- i) Entail diagnosing, Caring and treating diseases performing medical and surgical procedures,
- ii) Preparing and responding to emergencies and disasters,
- iii) Participating in management of medicines medical instruments and equipment,
- iv) Providing health education,

v) Maintaining medical records and preparing requisite documents for registration.

15. PHARMACIST JG 'M' (3) POSTS

For appointment to this grade, an officer must have:-

- i) Bachelor of Pharmacy Degree (B. Pharm) from an institution recognized by the Pharmacy and Poisons board.
- ii) Have successfully completed at least one year of internship and been registered as a Pharmacist under the Pharmacy and Poisons Act;
- iii) Registration Certificate by the Pharmacy and poisons board.
- iv) Computer knowledge.

Duties and Responsibilities

- i) Screening prescription for legal validity drug interactions frequency and duration of dosing and patient convenience,
- ii) Preparing and dispensing medicines according to good dispensing practices and counselling patients on use of medicines.

16. MEDICAL SPECIALIST (ONCOLOGIST) JG 'Q' (1) POST

For appointment to this grade, an officer must have:-

- i). Master's degree in clinical oncology from a recognized institution
- ii). Bachelor of /medicine and Bachelor of Surgery (M.B;Ch.B) degree from a recognized institution recognized by Medical Practitioners and Dentist Board.
- iii). Must have a recognition for specialty certificate from Kenya medical practitioners and dentists council.
- iv). Registration license from the Medical Practitioners and dentists council.
- v). Valid practising from Medical Practitioners and dentists council.
- vi). Computer knowledge

Duties and Responsibilities

- i) Testing cancerous growth found on the body of the patients
- ii) Testing and finding out how developed the cancer is and then decide upon the treatment for the patient
- iii) Keeping the reports and progress of the patient.

**The Secretary/C.E.O,
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