



## OFFICE OF THE CHIEF EXECUTIVE OFFICER

Email: [revenueboard@meru.go.ke](mailto:revenueboard@meru.go.ke)

P.O. Box 3246- 60200

### MERU COUNTY REVENUE BOARD JOB VACANCIES

#### EXTERNAL ADVERTISEMENT

The Meru County Revenue Board was established by The Meru County Revenue Board Act 2014, to provide for the establishment of the County Revenue Board as a body for the assessment and collection of revenue, for the administration and enforcement of laws relating to revenue within the county and to provide for connected purposes. In an effort to achieve objectives of this Act, we invite applications from highly competent, motivated and professional individuals to fill positions listed below.

#### 1. DIRECTOR, REVENUE MANAGEMENT

##### (a) Duties and Responsibilities

- I. Coordinate the development of strategies, guidelines and procedures to assess, collect and account for all revenues in accordance with law and the specified provisions of law;
- II. Spearhead administration and implementation of County Revenue Collection Laws, policies and regulations;
- III. Advise on matters relating to the administration of, and collection of revenue under the written laws or the specified provisions of law;
- IV. Provide leadership in identification of sources of revenue and establishing the revenue stream potentials and formulating collection strategies;
- V. Provide leadership in development and implementation of plans to enhance efficient revenue collection and growth;
- VI. Plan, direct, supervise and coordinate activities of revenue collection and implementation of policies on revenue collection;
- VII. Guide in formulation, implementation and review strategies, guidelines and procedure to ensure accurate, efficient and lawful assessment of revenue potential and registration of taxpayers in regard to payment of county revenues
- VIII. Spearhead maintenance of records of all the revenue Sources/Centers, rates and revenues collected;
- IX. Oversee Registration of taxpayers in accordance with Meru County Revenue Board Act, 2014;
- X. Spearhead design, implementation and review of strategies to promote and support voluntary payments of revenue and compliance with revenue laws

- XI. Spearhead receipting and accounting for the collected revenue from all the revenue streams and submitting regular collection performance reports;
- XII. Oversee preparation, review and submission of revenue collection reports.
- XIII. Spearhead analysis of past performance, inflation, socio-economic factors and the general prevailing economic conditions in the county to Project regular Revenue trends for planning and decision making;
- XIV. Guide in formulation, implementation and review of strategies to curb revenue leakages;
- XV. Spearhead conduct of regular customer sensitization on revenue matters;
- XVI. Oversee resolution of customer complaints and disputes;
- XVII. Spearhead liaison with the County Enforcement unit and other security agencies to ensure proper and reliable physical security of revenue and assets;
- XVIII. Review waiver applications and advise accordingly;

**(b) Requirements and Qualifications**

- I. Have a bachelor's degree in any of the following fields: accounting, finance, economics, business administration, public administration or any relevant qualification from a recognized institution and have passed part III of Certified Public Accountants (CPA) Examination or its approved equivalent. ;
- II. Have master's degree in any of the following fields: accounting, finance, economics, business administration, public administration or any relevant qualification from a recognized institution;
- III. Be registered member with the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing or its approved equivalent and in good standing.
- IV. Certificate in Leadership course not less than four (4) weeks from a recognized institution;
- V. Served in the grade of deputy director revenue management for at least minimum three (3) years or twelve (12) cumulative years of relevant work experience with at least two (2) years at senior management level
- VI. Fulfill requirement of Chapter six (6) of the constitution.

**(c) Key Competencies**

- I. Interpersonal skills.
- II. Mentorship and coaching skills.
- III. Leadership skills.
- IV. Ability to work under pressure/deadlines.
- V. Analytical, verbal and written skills.
- VI. Communication and report writing skills.

## **2.DIRECTOR, HUMAN RESOURCE MANAGEMENT & ADMINISTRATION,**

### **(a) Duties and responsibilities**

- i. implementing human resource management and development policies, rules and regulations
- ii. analyzing the of policies, rules and regulations impact on performance management;
- iii. Advise the Authorized Officer on delegated powers including constitution of relevant committees and panels;
- iv. coordinating the processing and verifying of the agenda and minutes for the Human Resource Management Advisory Committee;
- v. ensure that professional human resource management standards are maintained;
- vi. Advise the Technical Departments on career and succession management, human resource planning and optimal utilization of human resources;
- vii. coordinate the preparation of Personnel Emoluments (PE) budgets;
- viii. coordinate the implementation of performance management systems including Staff Performance Appraisal System and the Rewards and Sanctions Framework;
- ix. coordinate in-service training;
- x. ensure the maintenance of Human Resource Information Systems including authorizing and safeguarding user rights;
- xi. payroll management including cleansing and audit;
- xii. coordinating and overseeing the preparation and presentation of agenda for Human Resource Management Advisory Committees
- xiii. Ensuring the implementation of the Human Resource Management Advisory committee decisions
- xiv. coordinate implementation of technical training assistance programmes
- xv. forecast skill and competency requirements including administration of competency tests
- xvi. oversee preparation of training projections and plans
- xvii. oversee the budgeting, allocation and optimal utilization of training resources and opportunities
- xviii. coordinate the preparation of human resource management and development reports
- xix. Oversee the promotion of the values and principles of public service.

### **(b) Requirements and Qualifications**

For appointment to this grade, an officer must have:

- i. Served in the grade of Deputy Director Human Resource Management and administration for a minimum period of three (3) years or in a comparable and relevant position for a minimum period of Twelve (12) years with at least two (2) years at senior management level
- ii. Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science from a recognized institution

- iii. Masters' degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science from a recognized institution
- iv. Have Post Graduate Diploma in Human Resource Management or Certified Human Resource Professional Course from a recognized institution
- v. Be a registered Member of the Institute of Human Resource Management
- vi. Have Valid Practicing License
- vii. Have proficiency in computer application skills
- viii. Have shown merit and ability as reflected in work performance and results; and
- ix. Fulfill the requirements of Chapter Six (6) of the Constitution
- x. Certificate in Strategic Leadership Development Programmes lasting not Less than six (6) weeks from a recognized institution.

**(c) Key Competencies**

- i. Good interpersonal skills.
- ii. Mentorship and coaching skills.
- iii. Leadership skills.
- iv. Ability to work under pressure/deadlines.
- v. Have strong analytical, verbal and written skills.
- vi. Excellent communication and report writing skills.

### **3.DIRECTOR, ENFORCEMENT SERVICES**

#### **a) Duties and Responsibilities**

- i. Oversee planning and execution of revenue mobilization and collection strategies across the county;
- ii. Formulation and dissemination of revenue policies, programmes and strategic plans;
- iii. Lead investigations into tax evasion, under-reporting, and other revenue irregularities;
- iv. Collaborate with legal and enforcement teams to address revenue violations;
- v. Administer maintenance of accurate records of revenue transactions and taxpayer databases;
- vi. Maintain proper inventory control of revenue collection tools and equipments ;
- vii. Spearhead promotion of discipline within the Revenue enforcement unit;
- viii. Formulate strategies for potential revenue sources and compliance levels;
- ix. Spearhead adherence to professional conduct and ethical standards among the team;
- x. Coordinate County revenue enforcement meetings;
- xi. Spearhead organization of security enforcement activities during county official events;
- xii. Oversee preparation of reports on revenue enforcement;
- xiii. Develop emergency procedures and contingency planning;
- xiv. Spearhead security inspection and assessment of revenue collection points;
- xv. Spearhead budgeting and planning exercise for the unit;
- xvi. Spearhead organizing routine parades;
- xvii. Spearhead performance management and capacity building exercise for the revenue enforcement unit.
- xviii. Spearhead deployment of Enforcement officers within the structure

#### **b) Requirements and Qualifications**

- i. Master's degree in criminology, Security studies, Public Administration or any other related field OR

Equivalent Approved course from either the Administration Police Training College (A.P.T.C), Kenya Police Training College, Criminal Investigation Department (C.I.D) Training School, City Inspectorate Training College, National Youth Service (N.Y.S), Military Training Institute or any other similar training institution and having served as commissioner for a period of twelve (12) years

- ii. Bachelor's degree in criminology, security studies, public administration and any other related Equivalent Approved course from either the Administration Police Training College (A.P.T.C), Kenya Police Training College, Criminal Investigation Department (C.I.D), Training School City Inspectorate Training College, National Youth Service (N.Y.S), Military Training Institute or any other similar training institution AND having served as commissioner for a period of twelve (12) years

- ii. Served in the grade of Deputy Director Enforcement officer for a minimum period of three (3) years or in a comparable and relevant position for a minimum period of twelve (12) years with at least two (2) years at senior management level .
- iv. Certificate in Strategic Leadership Development Program (SLDP) course lasting not less than four (4) weeks from recognized institution.
- v. Fulfil requirement of chapter six of constitution on leadership an integrity;
- vi. Certificate in computer application skills from a recognized institution;
- vii. Thorough knowledge of county security enforcement and governance laws and other allied legislation
- viii. Demonstrate high integrity, good communication skills, interpersonal relationships and be a team player;
- ix. Shown merit and ability as reflected in work performance and good results.

**c) Key Competencies**

- i. Good interpersonal skills.
- ii. Mentorship and couching skills.
- iii. Leadership skills.
- iv. Ability to work under pressure/deadlines.
- v. Have strong analytical, verbal and written skills.
- vi. Excellent communication and report writing skills.

#### **4.DIRECTOR, FINANCE AND ACCOUNTS,**

##### **a) Duties and Responsibilities**

The duties and responsibilities of the officer will entail:

- i) Organizing, coordinating and administration of all accounting activities within the department;
- ii) Acting as liaison officer between the department and the Chief Executive Officer;
- iii) Provision of advisory services to the Chief Executive Officer and other stakeholders on all financial and accounting matters in an accounting department;
- iv) Ensuring proper interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions;
- v) Developing supplementary financial regulations and procedures to enhance internal controls established through normal treasury regulations and procedures;
- vi) Provision of quality and timely accounting services in the accounting department including maintenance of accurate accounting records and preparation of management and statutory financial reports ensuring conformity to the law;
- vii) Participate fully in board committees' especially tender, planning, audit, training, etc.;
- viii) Authorizing payments, sign cheques, identify suitable cheques signatories and set limits as appropriate;
- ix) Maintain an inventory on all bank accounts in the department and their approved signatories;
- x) Ensuring safe custody of government assets and records;
- xi) Attending Public Accounts Committee hearings; and
- xii) supervision, training, development and deployment of accounts staff in the department.

##### **b) Requirements and Qualifications**

- i. Served as the deputy director finance and accounts for atleast three(3) years or at least twelve (12) cumulative years of relevant work experience or in a comparable and relevant position with at least two (2) years at Senior Management level
- ii. Bachelor's Degree in any of the following disciplines: -Commerce (Accounting/Finance Option), Business Administration (Accounting/Finance option), Business Management (Accounting/Finance Option), Economics, or equivalent from a recognized university;
- iii. Master's degree in any of the following disciplines: -Commerce (Accounting/Finance Option), Business Administration (Accounting/Finance option), Business Management (Accounting/Finance Option), Economics, or equivalent from a recognized university;
- iv. CPA Part III or its equivalent qualification;
- v. Membership of the Institute of Certified Public Accountants of Kenya (ICPAK) or any other recognized professional body in good standing;
- vi. Strategic Leadership course lasting not less than four (4) weeks from a recognized institution;
- vii. Demonstrated competence in work performance; and
- viii. Fulfilled the requirements of Chapter Six (6) of the Constitution.

**c) Key Competencies**

- i. Good interpersonal skills.
- ii. Mentorship and coaching skills.
- iii. Leadership skills.
- iv. Ability to work under pressure/deadlines.
- v. Have strong analytical, verbal and written skills.

## **5.DIRECTOR, RESEARCH AND PLANNING**

### **(a) Duties and Responsibilities**

- i. Provide leadership in the execution of the Board Strategy on Research and efficiency Research and Planning;
- ii. Spearhead the development of the strategy, policies, procedures and manuals research and compliance;
- iii. Guide the development of work plans and undertake continuous performance monitoring and reporting on the work plans;
- iv. Provide leadership development and management of staff performance and ensure continuous alignment to the values of the Board.
- v. Provide leadership in the preparation of appropriate budgets for programs, monitor absorption and ensure optimal utilization;
- vi. Lead in the achievement of efficiency of systems, processes and operating procedures to achieve the operational excellence;
- vii. Guide the identification, monitoring, evaluation and mitigate operational and strategic risks of the function.
- viii. Spearhead regular reporting on Board operational efficiency;
- ix. Provide leadership in the collection, and collation of Meru County revenue data for decision making;
- x. Guide the preparation of Research and Research and Planning reports for decision making;
- xi. Cultivate and manage sustainable relationship with stakeholders;
- xii. Initiate innovative efficiency Research and Planning framework, system and tools to achieve compliance on annual county own revenue objectives;
- xiii. Provide leadership in monitoring on implementation of research assignments and inquiries to provide relevant data that informs evidence-based policy formulation for Board decision making;
- xiv. Initiate undertaking of periodic revenue projections and analysis of the effectiveness of various revenue streams in Meru County
- xv. Spearhead assessment of the impact of various County own revenue raising strategies on economic performance of Meru County;
- xvi. Provide leadership in the development of Meru County own revenue forecasting model to inform decisions on optimal and efficient revenue streams and rates for sustainable economic growth and development;
- xvii. Develop internal and external linkages with other stakeholders on matters of improving efficiency in raising Meru County own source revenue
- xviii. Provide leadership in review and maintenance of data base on trends of Meru County own source revenue.
- xix. Coordinate performance Contracting

**(b) Requirements and Qualifications**

- i. Bachelor's Degree in any of the following fields: Business Administration, Economics, Human Resource, Statistics or any other relevant qualification from a recognized institution
- ii. Master of Business Administration, Economics, Human Resource, Statistics or any other relevant qualification from a recognized institution
- iii. Served as Deputy Director Research and Research and Planning for at least three (3) years or Twelve (12) years cumulative work experience or in a comparable and relevant position with at least two (2) years at senior management level.
- iv. Demonstrated professional ability, initiative and competence in organizing, directing and executing research and Planning projects in revenue management.
- v. Show merit and ability as reflected in previous performance appraisals and implementation of work plan.
- vi. A management course lasting for not less than four (4) weeks from a recognized Institution.
- vii. A Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized Institution.
- viii. Proficient in computer applications;
- ix. Fulfill requirement of Chapter six (6) of the constitution.

**(c) Key Competencies**

- i. Good interpersonal skills.
- ii. Mentorship and coaching skills.
- iii. Leadership skills.
- iv. Ability to work under pressure/deadlines.
- v. Have strong analytical, verbal and written skills.
- vi. Excellent communication and report writing skills.
- vii. Must be a team player.
- xii) supervision, training, development and deployment of accounts staff in the department.
- vi. Strategic Leadership course lasting not less than four (4) weeks from a recognized institution;
- vii. Demonstrated competence in work performance; and
- viii. Fulfilled the requirements of Chapter Six (6) of the Constitution.

## **6.DEPUTY DIRECTOR, LEGAL SERVICES.**

### **a) Duties and responsibilities**

Duties and responsibilities of the officer will entail:

- i. Providing legal advisory services to the Board to ensure compliance with existing law and regulatory requirements;
- ii. Drafting, reviewing and vetting legal instruments and advising on management and the Board;
- iii. Carrying out regular legal audits in the Board to ensure compliance
- iv. Identifying and monitoring areas of risk in Legal compliance within the Board and recommending precautionary measures to avoid noncompliance;
- v. Researching, reviewing, analyzing and interpreting laws, regulations and advising management and Board accordingly;
- vi. Preparing and monitoring of the unit's budgets and expenditures;
- vii. Drafting and reviewing legal pleadings, attending court and quasi- judicial tribunals, compiling documentary evidence, coordinating witness preparation, receiving court pleadings, instructing external legal counsel and monitoring the progress;
- viii. Assisting in Coordinating Board meetings by preparing and dispatching Board Notices, Agendas, Board papers, Board minutes and Board action reports;
- ix. Assisting in preparing and managing the Board meeting annual work plans; Board training, taking Board Minutes and ensuring they are confirmed and filed;
- x. Monitoring implementation of Board decisions and preparing reports to the Board;
- xi. Preparing reports on use of the Board Seal;
- xii. Coordinating Governance and legal Audits and preparation of reports; and
- xiii. Managing the unit's legal registry including updating legal documentation, regulations, ordinances, policy manuals to ensure compliance.

### **b) Requirements and Qualifications**

For appointment to this grade, an officer must:

- i. Have a minimum period of Six (6) cumulative years of relevant work experience or in a comparable and relevant position with at least two (2) years at senior management level.
- ii. Have Master's Degree in any of the following disciplines; Law, Business Administration, Public Administration, or equivalent qualifications from a recognized institution;
- iii. Have Bachelor's degree in Law degree from a recognized institution;
- iv. Have Post graduate diploma in Law from the Kenya School of Law or such similar qualification from a recognized institution;
- v. Be an advocate of the High Court of Kenya and a member of the Law Society of Kenya in good standing;
- vi. Have Certificate in Management course lasting not less than four (4) weeks from a recognized institution;
- vii. Be proficient in computer applications;

- viii. Have demonstrated competence in work performance; and
- ix. Fulfill the requirements of Chapter Six (6) of the Constitution.

**c) Key Competencies**

- i. Good interpersonal skills.
- ii. Mentorship and couching skills.
- iii. Leadership skills.
- iv. Ability to work under pressure/deadlines.
- v. Have strong analytical, verbal and written skills.
- vi. Excellent communication and report writing skills.
- vii. Must be a team player.
- v. Have strong analytical, verbal and written skills.
- vi. Excellent communication and report writing skills.

## **7.DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT & ADMINISTRATION**

### **(a) Duties and responsibilities**

- i. Analyze human resource management and development structures and systems;
- ii. Determine and propose methods/strategies for handling the human resource management and development function;
- iii. Initiate and develop human resource management and development policies;
- iv. Proposing performance improvement strategies that are adaptive to the changing environment and technology;
- v. Research on human resource best practices that will guide the development of human resource management and development policies, standards and regulations;
- vi. Institutionalization of performance management including staff Performance Appraisal System;
- vii. prepare briefs on Collective Bargaining Agreements/ Labour Union matters;
- viii. participate in tripartite discussions
- ix. Ensure compliance with the remuneration policy
- x. Identify and liaise with development partners for technical support of training programmes including the development of training proposals;
- xi. Ensure the development and maintenance of an up-to-date human resource development data;
- xii. Identify, design and implement training programmes.
- xiii. monitoring the selection of candidates for in-service training;
- xiv. review and harmonizing thein-service training programmes with clients' demands;
- xv. budget for training funds
- xvi. Monitoring the utilization of the Training Revolving Fund
- xvii. Preparing reports;
- xviii. processing of secondment and unpaid leave cases;
- xix. administration of the medical cover for the staff.

### **(b) Requirements and Qualifications**

For appointment to this grade, an officer must have:

- i. served in the grade of Assistant Director Human Resource Management and Development Officer for a minimum period of three (3) years or in a comparable and relevant position for a minimum period of eight (8) years
- ii. Bachelors' degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science from a recognized institution
- iii. Masters' degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science from a recognized institution

- iv. Have Post Graduate Diploma in Human Resource Management or Certified Human Resource Professional Course from a recognized institution
- v. Be a registered Member of the Institute of Human Resource Management
- vi. Have Valid Practicing License
- vii. Have proficiency in computer application skills
- viii. Have shown merit and ability as reflected in work performance and results;
- ix. Fulfill the requirements of Chapter Six (6) of the Constitution
- x. Certificate in Strategic Leadership Development Programmes lasting not Less than six (6) weeks from a recognized institution.

**(c) Key Competencies**

- i. Good interpersonal skills.
- ii. Mentorship and coaching skills.
- iii. Leadership skills.
- iv. Ability to work under pressure/deadlines.
- v. Have strong analytical, verbal and written skills.
- vi. Excellent communication and report writing skills.

**Note:** The Meru County Revenue Board is an equal opportunity employer and encourages applications from **women and persons living with disabilities**. Suitably qualified candidates are invited to apply and may access detailed job descriptions and requirements on the County Government of Meru website: [www.meru.go.ke](http://www.meru.go.ke). Applications should include all relevant supporting documents and be submitted **either by email, post, courier, or hand delivery** as follows:

**Email Applications:** Send applications to: [hr.revenue@meru.go.ke](mailto:hr.revenue@meru.go.ke)

**Postal/Courier or Hand Delivery Applications:**

Applications should be clearly addressed to:

**The Chief Executive Officer**  
Meru County Revenue Board  
P.O. Box 3246-60200  
Meru

Hand-delivered applications should be dropped at the Meru County Revenue Board offices located at **Makutano along the Meru-Maua Highway**.

All applications must reach the above address **on or before Wednesday, 4<sup>th</sup> March 2026 at 5:00 p.m. (East African Time)**.

**Only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.**

**THE END.**