

COUNTY GOVERNMENT OF MERU



MERU COUNTY PUBLIC SERVICE BOARD OFFICE

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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. In order to strengthen the capacity of the Public Service, the Board wishes to externally recruit competent and qualified persons to fill the following positions as per Article 176 of the Constitution of Kenya 2010 and Section 59 (a) of the CGA 2012 in the office of the Governor.

How to apply:

Details of the qualifications and requirements can be obtained from the from the meru county website www.meru.go.ke and merucountypublicserviceboard.or.ke

Important information to all Applicants:

- Details for all the posts are also available in our recruitment portal.
- All applications will be done through our recruitment portal recruitment.merucountypublicserviceboard.or.ke
- The applications deadline will be on **Tuesday 28th July 2026.**
- Canvassing in any form will lead to automatic disqualification.
- Only shortlisted candidates will be contacted.

NB: County Government of Meru is an equal opportunity employer. Persons with disability and marginalized groups are encouraged to apply.

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

DEPARTMENT: OFFICE OF THE GOVERNOR

Terms of service

Contract

Remuneration

The gross monthly salary and benefits attached to this position will be as determined by the Salaries and Remuneration Commission (SRC).

1. Vacancy no. MCPSB 01/07/2026 DEPUTY DIRECTOR SPECIAL PROGRAMS AND SOCIAL WELFARE JOB GROUP 'Q/R' (1 POST)

Terms of Service-Contract

(a) Duties and Responsibilities

Reporting to the Director Special Programs, the officer will assist the Director to deal with highly complex development activities and diverse socio-economic and political background. The officer will be responsible for the efficient management and co-ordination of county Government such as co-ordination of development activities, mobilization of resources for development; co-ordination of disaster management and emergency response activities; co-ordination and promotion of peace and security; promotion and co-ordination of conflict resolution and peace building.

(b) Requirements for appointment

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

- i. Served in a comparable and relevant position for a minimum period of five (5) years;
- i. A university degree in Political Sciences, International Relations, Economics or Business information technology or any other relevant qualification from a university recognized in Kenya;
- ii. Good knowledge of the development sector and international affairs.
- iii. Strong project management, research and analytical skills.

Core Competencies.

- i. Strong teamwork and interpersonal skills
- ii. Self-developer, willing to learn and acquire new companies.
- iii. Excellent communications skills – written, oral and presentation.

- ii. A university degree in Political Sciences, International Relations, Economics Business information technology or related discipline or any other relevant qualification from a university recognized in Kenya;
- i. Good knowledge of the development sector and international affairs.
- ii. Strong project management, research and analytical skills.

Core Competencies.

- i. Strong teamwork and interpersonal skills
- ii. Self-developer, willing to learn and acquire new companies.
- iii. Excellent communications skills – written, oral and presentation.

2. Vacancy no. MCPSB 02/07/2026 DEPUTY DIRECTOR OF PROTOCOL AND EVENTS JOB GROUP “Q/R” (1 Position).

TERMS OF SERVICE – CONTRACT.

Reporting to the Director protocol, the officer will assist the Director protocol in his mandate;

(a) Duties and Responsibilities

The job holder will assist the director responsible for protocol in managing and overseeing protocol processes, procedures, standards and guidelines within the Office of the governor.

- i. Implementing Office of the governor protocol processes, procedures, standards and guidelines
- ii. Planning and organizing of incoming and outgoing Office of the governor visits;
- iii. Maintaining contacts of local and foreign stakeholders;
- iv. Coordinating protocols of all VIP ceremonies, meetings and special events;
- v. Organizing and coordinating of official events;
- vi. Coordinating processing of passports and other travel documents;
- vii. Receiving, accompanying and seeing off official delegations and Office of the governor guests;
- viii. Engaging with government officials and other stakeholders on events planning.
- ix. Preparing of periodic departmental reports

(b). Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Be a holder of at least a Bachelor’s Degree in International Relations, Diplomacy, Public Relations, project planning or any other relevant qualification from a university recognized in Kenya;
- iii. Have relevant knowledge and experience of not less than five (5) years in a senior position in the Public Service or Private Sector in the portfolio applied for;
- iv. Be a strategic thinker and results oriented;
- v. Have capacity to work under pressure to meet strict deadlines;
- vi. Be computer literate;

**3. Vacancy no. MCPSB /03/07/2026 DIRECTOR MONITORING AND EVALUATION
JOB GROUP “R” (1 POSITION)**

Terms of Service-Contract

Reporting to the chief of staff, the officer will review existing management systems, procedures and practices with a view to improving their effectiveness and efficiency and studying implemented projects and drawing practical experiences for future use in planning and designing of similar projects

(a) Duties and Responsibilities

- i. Includes; continuous monitoring and analyzing the implementation of Government policies, programmes and projects with a view to advising the Government on problems being encountered in their implementation and recommending remedial measures;
- ii. Reviewing existing management systems, procedures and practices with a view to improving their effectiveness and efficiency;
- iii. Studying implemented projects and drawing practical experiences for future use in planning and designing of similar projects;
- iv. Assessing sustainability of completed development projects;
- v. Monitoring working environment in the public sector and the conditions of public offices with a view to making appropriate recommendations for improvement.

(b). Requirements for appointment

- i. For appointment to his grade, an officer must have: -
- ii. Served in a comparable and relevant position for a minimum period of five (5) years;
- i. Bachelor’s Degree in any of the following fields: Economics, Accounting, Business Administration, Finance, Computer Science, Human Resource Management/Development, Building/Land Economics, Law, Commerce, Engineering, Social Sciences or any other relevant qualification from a university recognized in Kenya;
- iii. Demonstrated outstanding professional and managerial competence; and
- iv. A clear understanding of government goals and strategies and be able to
- v. Integrate them within the overall National development goals.

**4. Vacancy no. MCPSB /04/07/2026 DEPUTY DIRECTOR MONITORING AND
EVALUATION JOB GROUP “Q/R” (1 POSITION)**

Terms of Service-Contract

Reporting to the director monitoring, the officer assist the director monitoring to review existing management systems, procedures and practices with a view to improving their effectiveness and efficiency and studying implemented projects and drawing practical experiences for future use in planning and designing of similar projects

(a) Duties and Responsibilities

- i. Includes; continuous monitoring and analyzing the implementation of Government policies, programmes and projects with a view to advising the Government on problems being encountered in their implementation and recommending remedial measures;
- ii. Reviewing existing management systems, procedures and practices with a view to improving their effectiveness and efficiency;
- iii. Studying implemented projects and drawing practical experiences for future use in planning and designing of similar projects;
- iv. Assessing sustainability of completed development projects;
- v. Monitoring working environment in the public sector and the conditions of public offices with a view to making appropriate recommendations for improvement.

(b). Requirements for appointment

- i. For appointment to his grade, an officer must have: -
- ii. Served in a comparable and relevant position for a minimum period of five (5) years;
- iii. Bachelor's Degree in any of the following fields: Economics, Accounting, Business Administration, Finance, Computer Science, Human Resource Management/Development, Building/Land Economics, Law, Commerce, Engineering, Social Sciences or in any other equivalent qualification from a recognized institution.
- iv. Demonstrated outstanding professional and managerial competence; and
- v. A clear understanding of government goals and strategies and be able to
 - vi. Integrate them within the overall National development goals

5. Vacancy no. MCPSB /05/07/2026 DIRECTOR ADMINISTRATION JOB GROUP 'R' (1 POSITION)

Terms of Service-Contract

Reporting to the chief of staff, the officer will review existing management systems, procedures and practices with a view to improving their effectiveness and efficiency and studying implemented projects and drawing practical experiences for future use in planning and designing of similar projects

(a) Duties and Responsibilities

- i. Administrative Management: Coordinating, managing, and supervising general administrative functions and decentralized units (Sub-Counties, Wards, and Villages).
- ii. Policy & Strategy: Initiating, interpreting, implementing, and reviewing administrative policies, strategies, procedures, and programs.
- iii. Service Delivery & Reforms: Overseeing effective service delivery and coordinating public service reforms within the county.
- iv. Citizen Participation: Facilitating and coordinating public participation in the development of policies, county plans, and service delivery.
- v. Intergovernmental Relations: Facilitating intra- and intergovernmental relations and alternative conflict resolution.
- vi. Asset & Resource Management: Overseeing the safe custody of county assets, office accommodation, transport, and inventory.
- vii. Continuous monitoring and analyzing the implementation of Government policies, programmes and projects with a view to advising the Government on problems being encountered in their implementation and recommending remedial measures.

- viii. Reviewing existing management systems, procedures and practices with a view to improving their effectiveness and efficiency;
- ix. Studying implemented projects and drawing practical experiences for future use in planning and designing of similar projects;
- x. Assessing sustainability of completed development projects;
- xi. Monitoring working environment in the public sector and the conditions of public offices with a view to making appropriate recommendations for improvement.
- xii. Providing strategic leadership in administration and office management.
- xiii. Coordinating implementation of government policies, programs, and projects within the department.

(b). Requirements for appointment

- i. For appointment to his grade, an officer must have: -
- ii. Served in a comparable and relevant position for a minimum period of five (5) years;
- iii. Bachelor’s Degree in any of the following fields: Economics, Accounting, Business Administration, Finance, Computer Science, Human Resource Management/Development, Building/Land Economics, Law, Commerce, Engineering, Social Sciences or in any other equivalent qualification from a recognized institution.
- iv. Demonstrated outstanding professional and managerial competence; and
- v. A clear understanding of government goals and strategies and be able to
- vi. Integrate them within the overall National development goals

6. Vacancy no. MCPSB /06/07/2026 DEPUTY DIRECTOR ADMINISTRATION JOB GROUP ‘‘O/R’’ (1 POSITION)

Terms of Service-Contract

Reporting to the Director Administration, the officer will assist the director administration to review existing management systems, procedures and practices with a view to improving their effectiveness and efficiency and studying implemented projects and drawing practical experiences for future use in planning and designing of similar projects

(a) Duties and Responsibilities

- i. Administrative Management: Coordinating, managing, and supervising general administrative functions and decentralized units (Sub-Counties, Wards, and Villages).
- ii. Policy & Strategy: Initiating, interpreting, implementing, and reviewing administrative policies, strategies, procedures, and programs.
- iii. Service Delivery & Reforms: Overseeing effective service delivery and coordinating public service reforms within the county.
- iv. Citizen Participation: Facilitating and coordinating public participation in the development of policies, county plans, and service delivery.
- v. Intergovernmental Relations: Facilitating intra- and intergovernmental relations and alternative conflict resolution.
- vi. Asset & Resource Management: Overseeing the safe custody of county assets, office accommodation, transport, and inventory.
- vii. Continuous monitoring and analyzing the implementation of Government policies, programmes and projects with a view to advising the Government on problems being

- encountered in their implementation and recommending remedial measures.
- viii. Reviewing existing management systems, procedures and practices with a view to improving their effectiveness and efficiency;
- ix. Studying implemented projects and drawing practical experiences for future use in planning and designing of similar projects;
- x. Assessing sustainability of completed development projects;
- xi. Monitoring working environment in the public sector and the conditions of public offices with a view to making appropriate recommendations for improvement.
- xii. Providing strategic leadership in administration and office management.
- xiii. Coordinating implementation of government policies, programs, and projects within the department.

(b). Requirements for appointment

- i. For appointment to his grade, an officer must have: -
- ii. Served in a comparable and relevant position for a minimum period of five (5) years;
- iii. Bachelor's Degree in any of the following fields: Economics, Accounting, Business Administration, Finance, Computer Science, Human Resource Management/Development, Building/Land Economics, Law, Commerce, Engineering, Social Sciences or in any other equivalent qualification from a recognized institution.
- iv. Demonstrated outstanding professional and managerial competence; and
- v. A clear understanding of government goals and strategies and be able to
- vi. Integrate them within the overall National development goals

7. Vacancy no. MCPSB /07/07/2026 DIRECTOR RESEARCH AND STRATEGY JOB GROUP "R" (1 POSITION)

Terms of Service-Contract

Reporting to the chief of staff, the officer will review existing management systems, procedures and practices with a view to improving their effectiveness and efficiency and studying implemented projects and drawing practical experiences for future use in planning and designing of similar projects

(a) Duties and Responsibilities

- i. Provision of non-partisan professional research and analysis to the Office of the Governor.
- ii. Assessing the strengths and weaknesses of policy options in the County.
- iii. Providing expert interpretation, explanation and analysis.
- iv. Maintain a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions
- v. Coordinating formulation and review of county strategic plans and departmental strategies.
- vi. Leading policy research and analysis to support county programs and decision-making.
- vii. Conducting socio-economic research and data analysis to guide policy and resource allocation.
- viii. Managing knowledge management systems and research databases.
- ix. Preparing policy briefs, strategy papers, and executive reports for county leadership.

- x. Facilitating partnerships with research institutions, development partners, and other stakeholders.
- xi. Advising the County Executive Committee and Chief Officers on strategic and policy matters.

(b). Requirements for appointment

- i. For appointment to his grade, an officer must have: -
- ii. Served in a comparable and relevant position for a minimum period of five (5) years;
- iii. Bachelor's Degree in any of the following fields: Economics, Accounting, Business Administration, Finance, Computer Science, Human Resource Management/Development, Building/Land Economics, Law, Commerce, Engineering, Social Sciences or in any other equivalent qualification from a recognized institution.
- iv. Demonstrated outstanding professional and managerial competence; and
- v. A clear understanding of government goals and strategies and be able to

Core Competencies.

- i. Strong teamwork and interpersonal skills
- ii. Self-developer, willing to learn and acquire new companies.
- iii. Excellent communications skills – written, oral and presentation.

8. Vacancy no. MCPSB /08/07/2026 DEPUTY DIRECTOR RESEARCH AND STRATEGY JOB GROUP “Q/R” (1 POSITION)

Terms of Service-Contract

Reporting to the director research and strategy, the officer will assist the director in reviewing existing management systems, procedures and practices with a view to improving their effectiveness and efficiency and studying implemented projects and drawing practical experiences for future use in planning and designing of similar projects

(a) Duties and Responsibilities

- i. Provision of non-partisan professional research and analysis to the Office of the Governor.
- ii. Assessing the strengths and weaknesses of policy options in the County.
- iii. Providing expert interpretation, explanation and analysis.
- iv. Maintain a periodically updated inventory of publications on current issues, legislation and major public policy issues/questions
- v. Coordinating formulation and review of county strategic plans and departmental strategies.
- vi. Leading policy research and analysis to support county programs and decision-making.
- vii. Conducting socio-economic research and data analysis to guide policy and resource allocation.
- viii. Managing knowledge management systems and research databases.
- ix. Preparing policy briefs, strategy papers, and executive reports for county leadership.
- x. Facilitating partnerships with research institutions, development partners, and other

stakeholders.

- xi. Advising the County Executive Committee and Chief Officers on strategic and policy matters.

(b). Requirements for appointment

- i. For appointment to his grade, an officer must have: -
- ii. Served in a comparable and relevant position for a minimum period of five (5) years;
- iii. Bachelor's Degree in any of the following fields: Economics, Accounting, Business Administration, Finance, Computer Science, Human Resource Management/Development, Building/Land Economics, Law, Commerce, Engineering, Social Sciences or in any other equivalent qualification from a recognized institution.
- iv. Demonstrated outstanding professional and managerial competence; and
- v. A clear understanding of government goals and strategies and be able to
- vi. Integrate them within the overall National development goals

Core Competencies.

- i. Strong teamwork and interpersonal skills
- ii. Self-developer, willing to learn and acquire new companies.
- iii. Excellent communications skills – written, oral and presentation.

How to Apply:

1. Details of the posts, qualifications and requirements can be obtained from the Meru County Public Service Board website <https://merucountypublicserviceboard.or.ke/>
2. All applications shall be made online through the Meru County Public Service Board recruitment portal <https://recruitment.merucountypublicserviceboard.or.ke/>
3. NO HAND DELIVERED APPLICATIONS WILL BE ACCEPTED

Important Information to All Applicants

The applications deadline will be on **28th July 2026**.

1. Meru County Public Service Board is an equal opportunity employer, persons with disability, marginalized and minorities are also encouraged to apply.
2. Meru County Public Service Board does not charge any fee at any stage of the recruitment and selection process.
3. Our official communication channels are email address **adminmerucpsb@meru.go.ke** and phone number: **0776733322** and not any other.
4. Shortlisted candidates MUST present their original Academic and Professional Certificates during the interview.

**THE SECRETARY/C.E.O,
MERU COUNTY PUBLIC SERVICE BOARD
P.O. BOX 109-60200
MERU**