

EMBU COUNTY GOVERNMENT



**EMBU COUNTY PUBLIC SERVICE BOARD
OFFICE OF THE SECRETARY**

P.O Box 2871 – 60100, Trade House, 2nd Floor, Kaunda Street, Embu

VACANCY – EXTERNAL ADVERTISEMENT

Embu County Public Service Board wishes to recruit qualified persons to fill the following vacant positions in Embu County public service.

DEPARTMENT: GOVERNOR'S DELIVERY UNIT

POSITION: ADMINISTRATIVE OFFICER III

(Re-advertisement)

JOB GROUP 'H'

4 POSTS

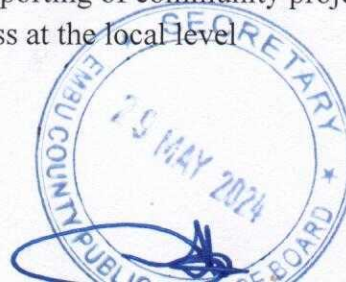
- ✓ Mavuria Ward
- ✓ Mwea Ward
- ✓ Ruguru/Ngandori Ward
- ✓ Kyeni South Ward

VACANCY NO. CPSB 11/24 (E)

Terms of Service: 3 Years Contract

Duties and Responsibilities

- i. Planning of office accommodation and layout
- ii. Facilitating transport and travelling services
- iii. Maintaining and updating furniture and office equipment inventory
- iv. Ensuring payment of utility bills
- v. Facilitating movement of assets
- vi. Facilitating general maintenance of buildings and furniture
- vii. Facilitating logistics for meetings, conferences and other special events
- viii. Collecting and collating data on development activities and projects
- ix. Providing input in the monitoring, evaluation and timely reporting of community projects
- x. Providing input in organizing public participation awareness at the local level



Requirements for appointment

- i. Diploma in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution
- ii. Certificate in Computer Applications from a recognized institution.

How to apply:

All applicants are requested to download an application form and a detailed document containing requirements relevant to the positions advertised from Embu County website:-www.embu.go.ke
Candidates **MUST** attach photocopies of the following documents:

- i. **National Identity Card**
- ii. **Academic, Professional Certificates and Testimonials**
- iii. **Any other relevant supporting documents.**

NB:

1. Only short listed candidates shall be contacted.
2. The vacancy number of the position being applied **MUST** be indicated on the envelope and the application form.
3. Any candidate who directly or indirectly canvases shall automatically be disqualified.
4. Shortlisted candidates will be required to provide original academic and professional certificate, ID and chapter six documents during the interview. i.e. clearance documents from:
 - i. Ethics and Anti-Corruption Commission
 - ii. Kenya Revenue Authority
 - iii. Higher Education Loans Board
 - iv. Credit Reference Bureau
 - v. Directorate of Criminal Investigation

All applications should be sent to the undersigned on or before **10th June, 2024**.

THE CEO/SECRETARY
EMBU COUNTY PUBLIC SERVICE BOARD
P.O BOX 2871- 60100
EMBU

Embu County Public Service Board is an equal opportunity employer hence does **NOT charge any fee for recruitment.**

