

1. ADMINISTRATION OFFICER II, JOB GROUP `J` - Five (5) Posts

Requirements for appointment

- Bachelor degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other social science from a recognized institution;
- Certificate in computer applications from a recognized institution.

Duties and Responsibilities

- Planning of office accommodation and layout;
- Facilitating transport and travelling services;
- Maintaining and updating furniture and office equipment inventory;
- Ensuring payment of bills;
- Facilitating movement of assets;
- Carrying out general maintenance of buildings and furniture;
- Collecting and collating data on developmental activities;
- Providing input in the monitoring and evaluating community projects;
- Providing input in organizing public participation awareness at the local level;
- Disseminating information to the public.

Terms of service: Contract 3 years

Details of all the vacancies can be accessed on our website www.muranga.go.ke Applicants

How to apply

Applicants should apply online using the link <http://apply.muranga.go.ke> on or before close of business on **18th June, 2025**

Applicants from other Counties are encouraged to apply.

- Any Form of Canvassing Shall Lead to Automatic Disqualification.
- Women, Minorities and Persons Living with Disabilities Are Encouraged to Apply.
- Shortlisted Candidates Will Be Required to Produce Their Original Identity Cards, Academic and Professional Certificates, Testimonials, Clearance and Other Relevant Documents in Support of Their Applications