

MURANG'A COUNTY GOVERNMENT



PUBLIC NOTICE (6/9/2023)

VACANCIES!!!VACANCIES!!!

Murang'a County wishes to recruit competent and qualified persons to provide services under the different departments on casual basis for three (3) months renewable on need basis to fill the following positions:.

CASUAL GENERAL CLERKS: Ten (10) Posts

Duties and responsibilities include;

- General clerical work e.g. collecting revenue, filing, photocopying, answering/making telephone calls, dealing with emails, reception desk duties, etc. under the supervision of a designated manager;
- Supporting line-managers and colleagues;
- Working as part of a team in delivering services;
- Communicating and dealing with the public

Qualifications

- Have Kenya Certificate of Secondary Education certificate

WAGES: The wages payable to successful persons will be based on the minimum wages as gazetted on time to time.

How to apply

Details of the vacancies can be accessed at our website www.murang'a.go.ke.

Applicants should apply online using the link <http://apply.muranga.go.ke> on or before **20th September 2023**.

Cs D.M. Mathenge

Secretary Public Service Board