

MURANG'A COUNTY GOVERNMENT



PUBLIC NOTICE

11TH JULY 2024

VACANCIES!!!VACANCIES!!!

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

CASUAL GENERAL CLERKS: Two (2) 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

- Kenya Certificate of Secondary Education (KCSE) mean grade C Plain or its approved equivalent.
- Proficiency in computer applications.

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

How to apply

Applicants should apply online using the link <http://apply.muranga.go.ke> on or before 26/7/2024

**The Secretary
Murang'a County Public Service Board
P.O. Box 52-10200
MURANG'A**