

## Clerical Officer II – 7 Positions at Tana River County

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Location: Kenya

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### Job Description

Tana River County is one of the forty seven counties in the Republic of Kenya. The County takes its name from River Tana which is the longest river in Kenya. It is a County in the former Coast Province, Kenya with an area of 35,.8 square kilometers (13,.7 sq mi) and a population of , according to the census.

### Duties and responsibilities

Specific duties will include: –

Compiling statistical records;

Sorting, filing and dispatching letters;

Maintaining an efficient filing system;

Processing appointments, promotions, discipline, transfers and other related duties in

human resource management;

Computation of financial or statistical records based on routine or special sources of information;

Preparing payment vouchers;

Compiling data and drafting simple letters; and

Any other duties assigned by the supervisor.

## Requirement for Appointment

Kenya Certificate of Secondary Education (KCSE) mean grade C-(minus) or its approved equivalent; and

Proficiency in computer applications.

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## Cross References and Citations:

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