



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90 – 10100
Telephone 0745 342 000

COUNTY PUBLIC SERVICE BOARD

EXTERNAL ADVERTISEMENT

RE: ADVERTISEMENT FOR VACANT POSITIONS

The County Government of Nyeri wishes to recruit competent and qualified persons to fill the following positions:

A. DEPARTMENT OF AGRICULTURE, LIVESTOCK & FISHERIES

1. VETERINARY OFFICER, JOB GROUP 'L'- 2 POSTS (ADVERT NO. 45/2022)

a) Duties and Responsibilities

- i) Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- ii) Participating in the training of stakeholders in vector control programmes;
- iii) Treating sick animals;
- iv) Advising on good veterinary practices;
- v) Collecting data and preparing reports on animal health, products and markets;
- vi) Providing advice on animal breeding and welfare, undertaking Post-Mortem examination and other diagnostic tests.
- vii) Performing any other duty that may be assigned by the supervisor

b) Requirements for appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Have a Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution in Kenya.

- iv) Be a member of a registered professional association representing the interests of veterinary surgeons.
- v) Be registered by the Kenya Veterinary Board and be retained in the register
- vi) Be licensed by the KVB with a valid practising license

2. AGRICULTURAL OFFICER, JOB GROUP ‘K’ – 5 POSTS (ADVERT NO. 46/2022)

a) Duties and Responsibilities

An officer at this level will be deployed in the sub county to coordinate activities in one of the following areas;

- i) Undertaking crop production,
- ii) Assisting in land development,
- iii) Undertaking agricultural extension and project management,
- iv) Managing information desk within the sub county.
- v) Performing any other duty that may be assigned by the supervisor

b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) A Bachelor of science degree in any of the following fields; Food science, Home economics, Agriculture, Horticulture, Agricultural extension and Education from a recognized institution
- iv) Have excellent interpersonal skills

3. AGRIBUSINESS OFFICER, JOB GROUP ‘K’ - 2 POSTS (ADVERT NO. 47/2022)

a) Duties and Responsibilities

An officer at this level will be deployed in the sub county to;

- i) Coordinating agricultural business planning and entrepreneurship development
- ii) Formulating and advising on strategies for value addition
- iii) Developing the capacity of farmers associations to identify sustainable agro based economic opportunities

- iv) Coordinating documentation and dissemination of information on agricultural inputs
- v) Collecting, analyzing and disseminating market information
- vi) Promoting development of commodity value chains
- vii) Developing business plans and models in agro – industry and value chain addition enterprise
- viii) Collaborating with other stakeholders in development of farmer friendly credit products
- ix) Promoting use appropriate quality inputs and collaborate with regulatory institutions involved in farm input quality control.
- x) Following up and backstopping on agribusiness related activities
- xi) Performing any other duties that may be assigned by the supervisor

b) Requirements for appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Have a Bachelor’s degree in any of the following fields; - Agricultural Economics & statistics, Agribusiness Management, Agricultural Economics, Agricultural Economics & Resource Management from a recognized institution

4. ASSISTANT AGRICULTURAL OFFICER III, JOB GROUP ‘H’- 10 POSTS (ADVERT NO. 48/2022)

a) Duties and Responsibilities

An officer at this level will be deployed at the ward to

- i) Training and advising farmers on matters related to crop production, Land development and planning and management of demonstration plots.
- ii) Performing any other duty that may be assigned by the supervisor

b) Requirements for appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Have a diploma in any of the following fields: Agriculture, Food Technology, Agriculture & Home Economics, Agriculture Education, Horticulture from a recognized institution

B. DEPARTMENT OF HEALTH SERVICES

1. ASSISTANT PUBLIC HEALTH OFFICER III, JOB GROUP 'H' FIFTEEN (15) POSTS (ADVERT NO. 49/2022)

(a) Duties and Responsibilities

- i) Mobilizing, sensitizing and advising communities on matters related to environmental health;
- ii) Referring health cases to relevant health facilities;
- iii) Carrying out immunization;
- iv) Identifying environmental health issues at community level;
- v) Organizing community health days to advise communities on common public health issues;
- vi) Collecting and maintaining up to date records of services rendered;
- vii) Assessing health needs of the community;
- viii) Implementing vector, vermin and rodent control measures; and implementing integrated mosquito control strategies
- ix) Performing any other duties that may be assigned by the supervisor.

(b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Diploma in either Environmental Health Science or Public Health Inspection
- iv) Minimum two years post registration experience.
- v) Registration certificate with Association of Public Health Officers Kenya (APHOK)
- vi) Valid practicing license from APHOK

2. REGISTERED NURSE III, JOB GROUP 'H' FIFTY-FIVE (55) POSTS (ADVERT NO. 50/2022)

(a) Duties and Responsibilities

- i) Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii) Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery,
- iii) Providing health education and counselling to patients/clients and community on identified health needs;
- iv) Referring patients and clients appropriately;
- v) Facilitating patients' admission and initiating discharge plans;
- vi) Maintaining records on patients/clients' health condition and care; ensuring a tidy and safe clinical environment;
- vii) Collecting and compiling data.
- viii) Performing any other duties as may be assigned by the supervisor

(b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution
- iv) Two (2) years post registration experience
- v) Registration Certificate issued by the Nursing Council of Kenya;
- vi) Valid practicing license from Nursing Council of Kenya

**3. REGISTERED CLINICAL OFFICER III, JOB GROUP 'H' EIGHTEEN (18) POSTS
(ADVERT NO. 51/2022)**

(a) Duties and responsibilities

- i) Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- ii) Implementing Community Health Care activities in liaison with other health workers; guiding and counseling patients, clients and staff on health issues; sensitizing patients and clients on preventive and promotive health;
- iii) Carrying out minor surgical procedures as per training and skill.
- iv) Collecting and compiling clinical data; and referring patients and clients to appropriate health facilities.
- v) Performing any other duties that may be assigned by the supervisor.

(b) Requirements for Appointment-

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iv) Two (2) years post registration experience
- v) Certificate of Registration from the Clinical Officers' Council;
- vi) Valid Practicing License from the Clinical Officers Council

**4. MEDICAL LABORATORY TECHNOLOGIST III, JOB GROUP 'H' TWENTY-THREE
(23) POSTS (ADVERT NO. 52/2022)**

(a) Duties and Responsibilities

- i) Cleaning and sterilizing laboratory glass ware, surfaces and equipment; documenting and receiving samples for analysis;
- ii) Preparing laboratory reagents;
- iii) Carrying out chemical/microbiological analysis on samples (food, water, waste waters and beverages);

- iv) Extracting, isolating and identifying drugs, pesticides and heavy metals from biological and miscellaneous samples; and disposing laboratory waste.
- v) Performing any other duties that may be assigned by the supervisor

(b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Diploma in any of the following fields: - Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food. Science and Technology, Medical Laboratory Technology from a recognized institution;
- iv) Two (2) years post registration experience
- v) Be registered with Kenya Medical Laboratory Technicians and Technologists Board
- vi) Valid Practicing license from Kenya Medical Laboratory Technicians and Technologists Board

5. ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER III, JOB GROUP 'H' FIVE (5) POSTS. (ADVERT NO. 53/2022)

(a) Duties and Responsibilities

- i) Receiving and documenting patients at hospital reception;
- ii) Registering and booking appointment for patients to clinics and consultants; storing and retrieving medical records documents;
- iii) Preparing clinics; updating bed bureau; editing of patient case records; gathering data from different sources; capturing data from service points;
- iv) Maintaining record safety and confidentiality;
- v) Storing and retrieving medical records;
- vi) Balancing daily bed returns;
- vii) Creating and maintaining master index;
- viii) Updating patient master index;
- ix) Directing patients to relevant clinics;
- x) Scheduling of patients to the consultants and specialist clinics;

- xi) Assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and preparing Health records and reports.
- xii) Performing any other duties that may be assigned.

(b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Diploma in Health Records and Information Technology from a recognized institution;
- iv) Two (2) years post registration experience
- v) Registration with Association of Medical Records Officers
- vi) Valid practicing license from Association of Medical Records Officers

**6. NUTRITION AND DIETETICS TECHNOLOGIST III, JOB GROUP 'H' FOUR (4) POSTS
(ADVERT NO. 54/2022)**

(a) Duties and Responsibilities

- i) Implementing nutrition programs;
- ii) Providing nutrition services in health care facilities;
- iii) Conducting nutrition assessments;
- iv) Collecting and compiling nutrition data;
- v) Providing nutrition health education and demonstrations;
- vi) Counselling of patients with specific nutritional needs;
- vii) Monitoring preparation of therapeutical feeds implementing;
- viii) Promoting maternal, infant and young children feeding programs and providing micronutrient supplementation.
- ix) Performing any other duties that may be assigned by the supervisor

(b) Requirement for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Diploma in Community Nutrition, clinical nutrition or nutrition and dietetics from a recognized institution
- iv) Two (2) years post registration experience
- v) Registration by the Kenya Nutritionists and Dieticians Institute (KNDI)
- vi) Valid practicing license from KNDI

**7. ASSISTANT OCCUPATIONAL THERAPIST III, JOB GROUP ‘H’ ONE (2) POST
(ADVERT NO. 55/2022)**

a) Duties and Responsibilities

- i) Assessing and formulating patient’s treatment plan;
- ii) Maintaining records and data relating to patients;
- iii) Collecting data for operational research;
- iv) Sensitizing the community on occupational therapy issues;
- v) Preparing periodic reports.
- vi) Performing any other duties that may be assigned by the supervisor.

b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Diploma in Occupational Therapy from a recognized institution in Kenya;
- iv) Two (2) years post registration experience
- v) Registration with Kenya Occupational Therapists Association
- vi) Valid practicing license from Kenya Occupational Therapists Association

8. RADIOGRAPHER III, JOB GROUP 'H' FOUR (4) POSTS (ADVERT NO. 56/2022)

(a) Duties and Responsibilities

- i) Providing radiographic services to the patients;
- ii) Processing, verifying and maintaining information relating to patients;
- iii) Ordering and maintaining records of radiographic and photographic supplies.
- iv) Performing any other duties that maybe assigned by the supervisor.

(b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Diploma in any of the following: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution.
- iv) Two (2) years post registration experience
- v) Registration with Society for Radiography in Kenya
- vi) Valid practicing license from Society for Radiography in Kenya

9. ORTHOPAEDIC TECHNOLOGIST III JOB GROUP 'H' TWO (2) POSTS_(ADVERT NO. 57/2022)

(a) Duties and Responsibilities

- i) Providing supportive services in orthopedics which entail preparation and fitting of appliances that are required in orthopedic in health institutions.
- ii) Assessing patient needs
- iii) verifying and maintaining information relating to patients;
- iv) Ordering and maintaining records of supplies
- v) Guiding and supervising and counselling of staff working under him/her.
- vi) Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Diploma in Orthopedic Technology from any other recognized medical training institution.
- iv) Two (2) years working experience.

10. MORTICIAN JOB GROUP ‘E’ TWO (2) POST (ADVERT NO. 58/2022)

(a) Duties and Responsibilities

- i) Collecting and receiving bodies within the hospital and outside through the prescribed procedures.
- ii) Recording bodies received.
- iii) Washing the bodies, embalming and refrigeration.
- iv) Scrubbing and assisting in post mortems.
- v) Counselling the relatives.
- vi) Releasing the bodies to the relatives as per the laid procedures.
- vii) Performing any other duty that may be assigned by the supervisor

(b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) At least two (2) years relevant work experience in a busy mortuary or a reputable Funeral Home
- iv) Good interpersonal and communication skills
- v) Strong English and Swahili language skills
- vi) Training in embalming and grief counselling will be added advantage

11. PHYSIOTHERAPIST III, JOB GROUP ‘H’ FOUR (4) POSTS (ADVERT NO. 59/2022)

(a) Duties and Responsibilities

- i) Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an outpatient unit/ward/health institution;
- ii) Carrying out physical disability assessments for categorization, registration and other support;

- iii) Verifying and maintaining information and records relating to patients;
- iv) Ensuring availability of physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital;
- v) Carrying out home visits and following up on patient's progress;
- vi) Sensitizing the community on physiotherapy issues;
- vii) Maintaining patients/clients progress reports;
- viii) Collecting data for operational research;
- ix) Preparing periodic reports.
- x) Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Diploma in Physiotherapy from a recognized institution;
- iv) Two years post registration experience
- v) Certificate of Registration from the Kenya Society of Physiotherapists (KSP).
- vi) Valid Practice License from the Kenya Society of Physiotherapists

12. OTHOPAEDIC TRAUMA/PLASTER TECHNICIAN III, JOB GROUP 'G' THREE (3) POSTS. (ADVERT NO. 60/2022)

(a) Duties and Responsibilities

- i) Interpreting radiological images of orthopedic and trauma cases; coaching, Mentoring
- ii) Carrying out minor Orthopedic Operative techniques involving insertion and removal of Steinman's pins and skull calipers; removing external fixators;
- iii) Manipulating and reducing fractures and dislocations;
- iv) Fixing and removing casts, bandages and tractions to and from patients; correcting Congenital Orthopedic Talipes Equino-Varus(C.T.E.V.):
- v) Participating in the management of minor orthopedic trauma cases in emergencies and accidents:
- vi) Sensitizing and creating awareness on orthopedic trauma conditions to communities and counseling patients/ clients with orthopedic trauma needs.
- vii) Performing any other duty that may be assigned by the supervisor

b) Requirements for Appointments

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Certificate in either Orthopedic Plaster and Traction Technology or Orthopedic Plaster Technology from a recognized institution;
- iv) Two (2) years working experience.

**13. MEDICAL ENGINEERING TECHNOLOGIST III, JOB GROUP 'H' FOUR (4) POSTS
(ADVERT NO. 61/2022)**

(a) Duties and Responsibilities

- i) Undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments;
- ii) Carrying out minor repairs of health facilities and utilities;
- iii) Ordering for spare parts and consumables;
- iv) Taking/maintaining inventory of medical/hospital equipment, furniture and plants;
- v) Collating and compiling information for research;
- vi) Collating and compiling information on medical engineering services for input into the health information management system;
- vii) Implementing medical engineering programmes and projects.
- viii) Performing any other duty that may be assigned by the supervisor

(b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Diploma in Medical Engineering from a recognized institution
- iv) Two years post registration experience
- v) Registration with Association of Medical Engineering Kenya
- vi) Valid practicing license

14. DRIVER III, JOB GROUP “D”- 2 POSTS (ADVERT NO. 62/2022)

a) Duties and Responsibilities

- i) Driving a motor vehicle as authorized;
- ii) Carrying out routine checks on the vehicles cooling, oil, electrical and brake systems, tyre pressure, etc.;
- iii) Detecting and reporting malfunctioning of vehicle systems;
- iv) Maintaining of or tickets for vehicles assigned:
- v) Ensuring security and safety for the vehicle on and off the road:
- vi) Safety for the passenger and/ or goods therein: and
- vii) Maintaining cleanliness of the vehicle.
- viii) Performing any other duty that may be assigned by the supervisor

b) Requirements for Appointment

- i) Must be a Kenyan Citizen (attach ID)
- ii) Kenya Certificate for Secondary Education mean grade D plain
- iii) A valid driving license free from any current endorsement(s) for class(es) of vehicle (s) an officer is required to drive
- iv) Attended a first-Aid Certificate course lasting not less than one week
- v) Experience of two years in active driving.

C. DEPARTMENT OF WATER, IRRIGATION, ENVIRONMENT & CLIMATE CHANGE

1. ASSISTANT ENGINEER II (WATER AND SEWERAGE), JOB GROUP ‘K’ 3 POSTS (ADVERT NO. 63/2022)

a) Duties and Responsibilities

- i) Carrying out feasibility Studies;
- ii) Planning and designing water supply and sewerage infrastructures;
- iii) Carrying out research activities in various aspects of water, sewerage and hydraulic systems.
- iv) Performing any other duty that may be assigned by the supervisor.

b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Be in possession of a Bachelor's Degree in Civil Engineering from a recognized Institution;
- iv) Be registered by the Engineers Registration Board of Kenya as a Graduate Engineer

2. LAND SURVEYOR II (GEOGRAPHICAL INFORMATION SYSTEM OFFICER) JOB GROUP 'K' 1 POST (ADVERT NO. 64/2022)

(a) Duties and Responsibility

- i) Develop maintain and update GIS data
- i) (Coordinate and update cadastral information
- ii) Create maps graphs and diagrams using GIS software and related equipment
- iii) Accurately add and edit GIS data into existing maps and plans
- iv) Performing any other duties that may be assigned by the supervisor

(b) Requirement for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Be a holder of at least a Degree in Geo informatics/Cartography/GIS or relevant field
- iv) Have formal training in GIS and possess strong GIS skills with GIS software

**3. ASSISTANT IRRIGATION WATER MANAGEMENT OFFICER I, JOB GROUP ‘K’-
8 POSTS (ADVERT NO. 65/2022)**

a) Duties and Responsibilities

- i) Updating the Water Users Associations inventory in an assigned area;
- ii) Analyzing data on Irrigation Water Users’ Associations (IWUAs) for capacity building;
- iii) Mobilizing farmers towards the formation of Irrigation Water Associations;
- iv) Training farmers on sustainable Irrigation Water Management.
- v) Performing any other duty that may be assigned by the supervisor

b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Bachelor’s Degree in any of the following Disciplines: Agricultural and Biosystems Engineering, Soil and Water Management, Water and Environmental Engineering from a recognized institution.

4. CLIMATE CHANGE OFFICER II, JOB GROUP ‘K’ 2 POSTS (ADVERT NO. 66/2022)

a) Duties and responsibilities

- i) Providing analytical support on Climate Change Programme
- ii) Assisting in coordination of climate change programmes and projects in different sectors of the county.
- iii) Carrying out education on programs and projects on climate change in the county
- iv) Providing technical assistance on climate change programmes and projects in the county
- v) Promoting public participatory and awareness creation on climate change programmes and projects.
- vi) Performing any duties that may be assigned by the supervisor

b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate

- iii) Bachelor's Degree in Environmental Science, Climate Change, Meteorology, Natural Resources Sciences Engineering, Climatology, Environmental Law, Environmental Planning and Management, Climate Change and related fields.
- iv) Monitoring and Evaluation skills will be an added advantage.

5. INSPECTOR (WATER AND SEWERAGE) JOB GROUP 'H' 3 POSTS (ADVERT NO. 67/2022)

a) Duties and Responsibilities

- i) planning and supervising construction works for water supplies and sewerage schemes;
- ii) compiling operation and maintenance data;
- iii) supervising water supply operators and artisans.

b) Requirements for appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Three (3) year certificate in Technical Training from a recognized institution

Or

Diploma in either Water Supply Technology or Water Engineering from a recognized institution

6. DRIVER III, JOB GROUP 'D' 2 POSTS (ADVERT NO. 68/2022)

a) Duties and Responsibilities

- i) Driving a motor vehicle as authorized;
- ii) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure,
- iii) Detecting and reporting malfunctioning of vehicle systems;
- iv) Maintenance of work tickets for vehicle assigned;
- v) Ensuring security and safety for the vehicle on and off the road;
- vi) Ensuring safety of the passengers and/or goods therein;

- vii) Maintaining cleanliness of the vehicle.
- viii) Performing any other duty that may be assigned by the supervisor

b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) Kenya Certificate for Secondary Education mean grade D plain
- iii) A valid driving license free from any current endorsement(s) for class(es) of vehicle (s) an officer is required to drive
- iv) Attended a first-Aid Certificate course lasting not less than one week
- v) Experience of two years in active driving.

D. COUNTY SECRETARYS OFFICE

1. CHIEF OFFICER, DEPARTMENT OF LANDS, HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT, JOB GROUP ‘S’- 1 POST. (ADVERT NO. 69/2022) - (READVERTISEMENT

a) Duties and Responsibilities

Reporting to the respective County Executive Committee Member, the Officers will be the Accounting and Authorized Officer for the Department and will also be responsible for the following;

- (i) General administration and coordination of the respective County Department.
- (ii) Developing, implementing and reviewing of policies, Sector Plans and Budgets.
- (iii) Overseeing management of Departmental resources, preparation of budget estimates, annual work plans and Programmes.
- (iv) Formulating and implementing effective programs aligned to County visions and sector goals
- (v) Implementing and monitoring of the Performance Management system.
- (vi) Ensuring that Departmental staff are capacity built for effective service delivery.
- (vii) Organizing and coordinating consultative forums with Stakeholders
- (viii) Promoting National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- (ix) Ensuring effective service delivery through implementation of laid out policies and regulations
- (x) Performing any other duties as may be assigned from time to time.

b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Be in possession of a first degree in a relevant field from a University recognized in Kenya.
- iv) Have relevant knowledge and experience of not less than seven (7) years in a Senior Management position in Public Service or Private Sector.
- v) Demonstrate understanding of Devolved Governance.
- vi) Be a strategic and result oriented individual and able to work under pressure to meet strict deadlines.

- vii) Have knowledge and experience in Programme Based Budgeting, Planning and Financial analysis.
- viii) Demonstrate thorough understanding of County development objectives and Kenya Vision 2030.
- ix) A Master's degree in a relevant field will be an added advantage.

2. DIRECTOR, COUNTY INSPECTORATE, JOB GROUP 'R'- 1 post (ADVERT NO. 70/2022)

(a) Duties and Responsibilities

- (i) Planning, coordination and administration of County enforcement regulations, policies, strategies, and programs;
- (ii) Ensuring the formulation and implementation of policies, regulations and procedures on enforcement of county laws;
- (iii) Ensuring payment of lawfully imposed and prescribed penalties as per the respective laws;
- (iv) Overseeing the enforcement of National and County laws and regulations as outlined under schedule four of the constitution of Kenya;
- (v) Ensuring the routine patrols and/or guarding of access points and key strategic areas in County institutions and installations;
- (vi) Ensuring the execution of orders and warrants lawfully issued to county law breakers;
- (vii) Overseeing the preservation of order and sanity in markets, bus parks and other business premises;
- (viii) Undertaking command and supervision of all County Inspectorate staff;
- (ix) Ensuring performance management, financial control and effective reporting;
- (x) Ensuring County Inspectorate personnel management, development, discipline and welfare;
- (xi) Initiating disciplinary for officers under his/her jurisdiction;
- (xii) Overseeing Records management and inventory control;
- (xiii) Providing guidance on County Inspectorate Policy formulation and implementation;
- (xiv) Ensuring provision of uniform and other necessary working tools to staff; and
- (xv) Ensuring coordination and good working relationship with other National and County agencies at the County level in all security and enforcement matters.
- (xvi) Performing any other duties that may be assigned by the supervisor

(b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Served in the grade of Deputy Director, County Inspectorate or in a comparable and relevant position and served in the National security agencies or the National Youth Service for a minimum period of eight (8) years;
- iv) Bachelor's degree in any of the following disciplines: -Security Management, Criminology and Fraud Management, Criminology and Security Studies, Criminal Justice; Police Science, Military Science, Forensic Investigations and Penology or its equivalent from a recognized institution;
- v) Masters degree in any of the following disciplines: Security Management, Criminology and Fraud Management, Business Administration, Project Management, Strategic Leadership, Criminology and Security Studies, Criminal Justice, Police science, Military Science, Forensic Investigations and Penology or its equivalent from a recognized institution;
- vi) No disciplinary or adverse report in the last six (6) months;
- vii) Certificate in specialized training in Prosecution and Investigation Skills from a recognized institution;
- viii) Certificate from National Government security training institutions or any other recognized training institution;
- ix) Certificate in First Aid lasting not less than two (2) weeks from a recognized institution;
- x) Certificate in Strategic Leadership Course or its equivalent will be an added advantage.

3. PRINCIPAL INSPECTORATE OFFICER, JOB GROUP 'N'- 1 POST (ADVERT NO. 71/2022)

(a) Duties and Responsibilities

- (i) Undertaking day-to-day administrative and operational responsibility in his or her area of jurisdiction;
- (ii) Developing security and enforcement programs within his or her area of assignment;
- (iii) Identifying areas that require enforcement activities within his area of jurisdiction;
- (iv) Receiving, scrutinizing and signing of charge sheets from investigation officers;

- (v) Supervising and training of junior officers;
- (vi) Executing orders and warrants lawfully issued to county law breakers;
- (vii) Preparing and conducting frequent inspection programs on regulated activities to ensure compliance;
- (viii) Supervising Shift;
- (ix) Ensuring compliance to Values and Principles of the Public Service in area of jurisdiction;
- (x) Preparing and forwarding reports on all inspectorate matters at the Sub- county;
- (xi) Ensuring enforcement personnel welfare is catered for at the county.
- (xii) Performing any other duty as may be assigned by the supervisor.

(b) Requirements for Appointment

- (i) Must be a Kenyan Citizen (Attach ID)
- (ii) KCSE Certificate
- (iii) Possess a bachelor’s Degree in any of the following disciplines: - Security Management, Criminology and Fraud Management, Criminology and Security Studies, Criminal Justice; Police Science, Military Science, Forensic Investigations and Penology **PLUS** minimum experience of **seven (7) years** in a comparable position in the public sector or private sector

OR

Possess a Diploma in Administration, Security Management, Criminology and Fraud Management, Criminology and Security Studies, Criminal Justice; Police Science, Military Science, Forensic Investigations and Penology or its equivalent **PLUS** experience of **five (5) years** of enforcement in a recognized disciplined unit

- (iv) Physical and medical fitness plus a medical certificate from a government hospital.

4. CHIEF INSPECTORATE OFFICER, JOB GROUP ‘M’- 1 POST (ADVERT NO. 72/2022)

(a) Duties and Responsibilities

- (i) Undertaking day-to-day administrative and operational responsibilities in his or her area of jurisdiction;
- (ii) Ensuring imposed and prescribed penalties are paid as per the law;

- (iii) Managing Shift register;
- (iv) Developing security and enforcement programs within his or her area of assignment;
- (v) Screening people entering county offices, public places and providing VIP protection;
- (vi) Ensuring compliance to Values and Principles of the Public Service in area of jurisdiction;
- (vii) Initiating sanctions and rewards for officers;
- (viii) Responsible for orderly conduct and discipline of junior officers; and
- (ix) Executing orders and warrants lawfully issued to county law breakers.
- (x) Performing any other duty as may be assigned by the supervisor.

(b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Possess a bachelor's Degree in any of the following disciplines: - Security Management, Criminology and Fraud Management, Criminology and Security Studies, Criminal Justice; Police Science, Military Science, Forensic Investigations and Penology **PLUS** minimum experience of **five (5) years** in a comparable position in the public sector or private sector

OR

- Possess a Diploma in Administration, Security Management, Criminology and Fraud Management, Criminology and Security Studies, Criminal Justice; Police Science, Military Science, Forensic Investigations and Penology or its equivalent **PLUS** experience of **three (3) years** of enforcement in a recognized disciplined unit
- iv) Physical and medical fitness plus a medical certificate from a government hospital.

E. DEPARTMENT OF GENDER, YOUTH AND SOCIAL SERVICES

- **DIRECTOR, SOCIAL SERVICES, JOB GROUP “R”- 1 POST (ADVERT NO. 73/2022)
(READVERTISEMENT)**

a) Duties and Responsibilities

- i) Planning and implementing programs related to social affairs in the County.
- ii) Planning and implementing program related to gender and social development affairs.
- iii) Maintaining records and lists of all gender, marginalized groups and social development related activities within the county.
- iv) Providing technical and administrative guidelines to the relevant stakeholders on implementing County supported programmes/ projects;
- v) Contributing to the formulation and preparation of project proposals, workplans and strategy documents in the department.
- vi) Conducting research to support programme/project activities in the directorate.
- vii) Ensuring the integration of a gender equality, cultural diversity and human —rights based approach in program/activities design, implementation and reporting
- viii) Acting as strategic and policy advisor on social related matters to the chief officer in the department.
- ix) Coordinating ordering, acquisition, inventorying and disposition of the directorate resources.
- x) Providing research on social services development.
- xi) Collaborating with other institutions, agencies, organizations and NGOs dealing with the welfare and development of vulnerable groups with a view of raising awareness and ensuring implementation of decisions and programs
- xii) Participating in monitoring, reporting and evaluation of the programs/projects in the directorate.
- xiii) Performing any other duty that may be assigned by the supervisor.

b) Requirement for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Bachelor’s degree in Sociology, Social Work, psychology or Community Development from a university recognized in Kenya;

- iv) Master's Degree in any of the following: Sociology, Social Work, psychology or Community from a university recognized in Kenya;
- v) A minimum of Seven (7) years' experience in relevant work and at least three (3) years in the managerial position in the Public Service or in the Private Sector;
- vi) Being a Member of the Kenya Institute of Social Work KISWCD will be an added advantage.

F. DEPARTMENT OF TRANSPORT, PUBLIC WORKS, INFRASTRUCTURE AND ENERGY

1. ASSISTANT ENGINEER II (MECHANICAL), JOB GROUP (K) 1 POST (ADVERT NO. 74/2022)

a) Duties and responsibilities

- i) Preparing drawings and designs for manufacture fabrication of tools, equipment and machine/plant/vehicles components.
- ii) Repairing and preparing maintenance schedules for vehicles and plant machinery.
- iii) Performing any other duties that may be assigned by the supervisor

b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Bachelor Degree in Mechanical Engineering or equivalent and relevant qualification from a recognized institution.
- iv) Be registered by Engineers Registration Board of Kenya as a Graduate engineer

2. ASSISTANT ENGINEER (II) ELECTRICAL JOB GROUP (K) 1 POST (ADVERT NO. 75/2022)

(a) Duties and Responsibilities.

- i) Designing electrical/electronic engineering services in government building and construction works;
- ii) Repairing maintenance of electrical installations in airports, waterworks, office, workshops, conference complexes and other government facilities.

- iii) Performing any other duties that may be assigned by the supervisor

b) Requirements for Appointment.

For appointment to this grade, a candidate must

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Bachelor's Degree in Electrical Engineering or its equivalent qualification from a recognized Institution;
- iv) Registered by Engineers Registration Board of Kenya as a Graduate Engineer.

3. DRIVER III, JOB GROUP "D"- 2 POSTS (ADVERT NO. 76/2022)

c) Duties and Responsibilities

- i) Driving a motor vehicle as authorized;
- ii) Carrying out routine checks on the vehicles cooling, oil, electrical and brake systems, tyre pressure, etc.;
- iii) Detecting and reporting malfunctioning of vehicle systems;
- iv) Maintaining of or tickets for vehicles assigned:
- v) Ensuring security and safety for the vehicle on and off the road:
- vi) Safety for the passenger and/ or goods therein: and
- vii) Maintaining cleanliness of the vehicle.
- viii) Performing any other duty that may be assigned by the supervisor

d) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) Kenya Certificate for Secondary Education mean grade D plain
- iii) A valid driving license free from any current endorsement(s) for class(es) of vehicle (s) an officer is required to drive
- iv) Attended a first-Aid Certificate course lasting not less than one week
- v) Experience of two years in active driving.

G. DEPARTMENT OF EDUCATION AND SPORTS

• EARLY CHILDHOOD DEVELOPMENT EDUCATION (ECDE) CAREGIVER- 27 POSTS (ADVERT NO. 77/2022)

a) Duties and responsibilities: -

- i) Developing schedules and enforce routines for pupils under his/her care, ensuring that the children have enough physical activities as well as adequate rest.
- ii) Maintaining within the ECDE Centre a safe and comfortable environment that is child friendly.
- iii) Providing age-appropriate supervision and discipline to the pupils.
- iv) Planning and implement lessons as guided by the provided curriculum design.
- v) Observing the children's behavior, assess and document their development.
- vi) Communicating the pupils' behavior and development by making regular reports to parents and immediate supervisor.
- vii) Nurturing the spiritual, moral, social, mental and physical growth of children.
- viii) Using play and other instructional techniques and learning materials to assist children learn about their immediate environment, explore interests and develop talents including but not limited to storytelling and rhyming games.
- ix) Addressing and cater for special needs of the pupils under his/her care.
- x) Performing any other duty assigned by the supervisor

b) Requirements for appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Bachelor of Education Degree in Early Childhood Development and Education from a recognized institution or its equivalent or Diploma in Early Childhood Development and Education from a recognized institution or Certificate in Early Childhood Development and Education from a recognized institution.
- iv) Registration with Teachers Service Commission

- v) Must be conversant with the current trends in Early Childhood Development and Education, Curriculum designs and caregiver's code of conduct and ethics.
- vi) Applicants must have a working experience in an ECDE Centre or equivalent for a minimum period of 3 years.

H. DEPARTMENT OF LANDS, PHYSICAL PLANNING, HOUSING AND URBAN DEVELOPMENT

1. PRINCIPAL SUPERINTENDING ENGINEER, JOB GROUP "Q"- 1 POST (ADVERT NO. 78/2022) (READVERTISEMENT)

a) Duties and Responsibilities

- i) Coordination of design, supervision of construction and maintenance of public buildings, civil and other public works.
- ii) Responsible for research activities, administration and supervision of all staff working under him/her.
- iii) Approval and supervision of all structural and civil works in the County
- iv) Performing any other duty that may be assigned by the supervisor.

b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Served in the grade of Chief Superintending Engineer (civil/structural) or a comparable and relevant position in the Public Service or any other relevant institution for at least three (3) years or seven (7) years' experience in a comparable position in the private sector;
- iv) A Bachelor's Degree in Civil Engineering from a recognized institution in Kenya;
- v) Been registered by the Engineers Registration Board of Kenya;
- vi) Current valid annual Practicing License from the Engineers Registration Board of Kenya;
- vii) Kenya;
- viii) Corporate Membership with the Institution of Engineers of Kenya (IEK);
- ix) Project Development and Management course lasting not less than four (4) weeks from a

- recognized Institution will be an added advantage;
- x) Senior Management Course or related course lasting not less than four (4) weeks from a recognized Institution will be an added advantage;
 - xi) Demonstrated general administrative ability required for direction, control and implementation of civil and structure services programmes.

2. CARTOGRAPHY ASSISTANT I, JOB GROUP “K”- 2 POSTS (ADVERT NO. 79/2022) (RE ADVERTISEMENT)

a) Duties and Responsibilities:

- i) Drawing survey & Deed Plans
- ii) Preparing topographical base maps for development control
- iii) Maintaining and manipulating various GIS data sets.
- iv) Acquiring both primary and secondary spatial data sets.
- v) Data modelling and spatial analysis to inform decision making.
- vi) Carrying out high quality cartographic visualizations, desktop and server user interfacedesign.
- vii) Preparing the annual GIS work plan.
- viii) Performing any other duty that may be assigned by the supervisor.

b) Requirement for Appointment.

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Served in the grade of Cartography Assistant II or one comparable and relevant position in the public service or relevant Institution for a minimum period of three (3)years;
- iv) Diploma in cartography from a recognized institution in Kenya;
- v) Member of Institution of Surveyors of Kenya.
- vi) Certificate in /GIS applications will be an added advantage

3. DRIVER III, JOB GROUP “D”- 2 POSTS (ADVERT NO. 80/2022)

a) Duties and Responsibilities

- i) Driving a motor vehicle as authorized;
- ii) Carrying out routine checks on the vehicles cooling, oil, electrical and brake systems, tyre pressure, etc.;
- iii) Detecting and reporting malfunctioning of vehicle systems;
- iv) Maintaining of or tickets for vehicles assigned:
- v) Ensuring security and safety for the vehicle on and off the road:
- vi) Safety for the passenger and/ or goods therein: and
- vii) Maintaining cleanliness of the vehicle.
- viii) Performing any other duty that may be assigned by the supervisor

b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) Kenya Certificate for Secondary Education mean grade D plain
- iii) A valid driving license free from any current endorsement(s) for class(es) of vehicle (s) an officer is required to drive
- iv) Attended a first-Aid Certificate course lasting not less than one week
- v) Experience of two years in active driving.

4. ARTISAN I (MASON AND PLUMBER), JOB GROUP “G”- 4 POSTS (ADVERT NO. 81/2022)

a) Duties and Responsibilities

- Improvement works, more complex repairs and maintenance works and routine checks in line with their area of specialization (Masonry and Plumbing.)

b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Served in the grade of Artisan II or in a comparable and relevant position in the Public/Private Sector or any other relevant institution for at least three (3) years;

**I. DEPARTMENT OF FINANCE AND ACCOUNTING SERVICES- REVENUE
DIRECTORATE**

1. DRIVER III, JOB GROUP “D”- 5 POSTS (ADVERT NO. 82/2022)

a) Duties and Responsibilities

- i) Driving a motor vehicle as authorized;
- ii) Carrying out routine checks on the vehicles cooling, oil, electrical and brake systems, tyre pressure, etc.;
- iii) Detecting and reporting malfunctioning of vehicle systems;
- iv) Maintaining of or tickets for vehicles assigned:
- v) Ensuring security and safety for the vehicle on and off the road:
- vi) Safety for the passenger and/ or goods therein: and
- vii) Maintaining cleanliness of the vehicle.
- viii) Performing any other duty that may be assigned by the supervisor

b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) Kenya Certificate for Secondary Education mean grade D plain
- iii) A valid driving license free from any current endorsement(s) for class(es) of vehicle (s) an officer is required to drive
- iv) Attended a first-Aid Certificate course lasting not less than one week
- v) Experience of two years in active driving.

J. DEPARTMENT OF COUNTY PUBLIC SERVICE MANAGEMENT-SOLID WASTE

1.DRIVER III, JOB GROUP “D”- 3 POSTS (ADVERT NO. 83/2022)

a) Duties and Responsibilities

- i) Driving a motor vehicle as authorized;
- ii) Carrying out routine checks on the vehicles cooling, oil, electrical and brake systems, tyre pressure, etc.;
- iii) Detecting and reporting malfunctioning of vehicle systems;
- iv) Maintaining of or tickets for vehicles assigned:
- v) Ensuring security and safety for the vehicle on and off the road:
- vi) Safety for the passenger and/ or goods therein: and
- vii) Maintaining cleanliness of the vehicle.
- viii) Performing any other duty that may be assigned by the supervisor .
- ix)

b) Requirements for Appointment

- i) Must be a Kenyan Citizen (Attach ID)
- ii) Kenya Certificate for Secondary Education mean grade D plain
- iii) A valid driving license free from any current endorsement(s) for class(es) of vehicle (s) an officer is required to drive
- iv) Attended a first-Aid Certificate course lasting not less than one week
- v) Experience of two years in active driving.

Remuneration: As per Salaries and Remuneration Commission (SRC)

Remuneration for ECDE Caregivers is as per the Boards approved consolidated pay.

Terms of Employment: Three (3) Years Contract

THE SECRETARY

NYERI COUNTY PUBLIC SERVICE BOARD OFFICES

P.O. BOX 90-10100

NYERI

CELL PHONE: 0745342000

All applications (hand delivered or through post office) should be received on or before **25th April 2022, 5.00pm.**

Note:

1. Any communication from the County Public Service Board **SHALL** be through the above provided address and cellphone.
2. The County Public Service Board **does not charge** for any of the recruitment exercises, including shortlisting and appointment. Any request for payment or favor should therefore be reported to the police for appropriate action.
3. The County Government of Nyeri is an equal opportunity employer
4. People living with disability are encouraged to apply
5. Only the short-listed candidates will be contacted by the Board.

