



COUNTY GOVERNMENT OF NYERI

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

COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT

RE: ADVERTISEMENT FOR VACANT POSITIONS

The County Government of Nyeri wishes to recruit competent and qualified persons to fill the various positions declared by Departments.

Terms of Service

Three (3) years contract.

NB: Those serving on permanent terms will however be engaged on their substantive permanent terms.

Eligible employees are requested to fill out the Employment Form which can be downloaded from the County Website, www.nyeri.go.ke

The completed application form together with the Head of Department Recommendation, Staff Performance Appraisal Report for 2022/2023, letter of appointment/promotion to the current substantive grade, and certified copies of academic and professional certificates should be sent or delivered to:

**THE SECRETARY,
NYERI COUNTY PUBLIC SERVICE BOARD,
P.O BOX 90-10100,
NYERI
CELLPHONE: 0745342000**

All applications should reach the Secretary on or before **26th April 2024 at 5.00 p.m.**

Below are the detailed job descriptions and requirements for appointments:

COUNTY PUBLIC SERVICE BOARD

1. SENIOR RECORDS MANAGEMENT OFFICER – JOB GROUP ‘L’ (1 Post)

(a) Duties and Responsibilities

- Controlling and opening of files
- Maintaining and updating file index;
- Pending correspondences and bring-up;
- Ensuring the security of information/files in the registry;
- Maintaining and updating up-to-date file movement records;
- Maintaining related registers;
- Preparing disposal schedules and disposing of dead files per the government regulations;
- Retrieving and re-filing of files and documents;
- Ascertaining the general cleanliness and order of the registry;
- Performing any other duty that may be assigned by the supervisors.

b) Requirements for appointment

For appointment to this grade, an officer must:

- i) Possess a Bachelor’s degree in Information Science/Records Management or any of the Social Sciences from a recognized Institution.
- ii) Possess relevant and comparable experience in the public service for at least three (3) years.

2. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER– JOB GROUP ‘L’

a) Duties and Responsibilities

- Handling all human resource management matters within established policies rules and regulations.
- Assisting in generic HR Matters at the Secretariat
- Handling complex clerical tasks of an analytical nature;
- Implementing certain decisions within the existing rules and regulations;
- Assisting in following up on the implementation of Board decisions;
- Assisting in the updating of the Board implementation matrix;
- Following up on disciplinary control in the county public service departments.
- Liaising and reporting on the induction of newly recruited officers by the respective departments.

- Performing any other duty as may be assigned by the supervisor

b) Requirements for appointment

For appointment to this grade, an officer must:

- i. Possess a Bachelor's Degree in Human Resource Management, or a Bachelor's degree in Social Sciences and a Diploma in Human Resource Management or Certified Public Secretaries (CPS) Part II,
- ii. Possess relevant and comparable experience in the public service.

DEPARTMENT OF WATER, ENVIRONMENT AND CLIMATE CHANGE

ASSISTANT OFFICE ADMINISTRATOR III - JOB GROUP 'H' (1 Post)

Duties and Responsibilities

- Taking oral dictation;
- Word and data processing;
- Managing e-office;
- Ensuring the security of office records, documents, and equipment;
- Maintaining an up-to-date filing system in the office;
- Operating office equipment;
- Management office protocol;
- Handling telephone calls and appointments;
- Supervising office cleanliness.
- Performing any other office administrative duty that may be assigned by the Supervisor

b) Requirements for Appointment

For appointment to this grade, a candidate must have

- i) KCSE Certificate
- ii) Possess a Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:

- a) Shorthand II (minimum 80 w.p.m.);
- b) Typewriting III (50 w.p.m) Computerized Document Processing III;

- c) Business English II/ Communication I;
- d) Commerce II;
- e) Office Practice II;
- f) Office Management III/Office Administration and Management III;
- g) Secretarial Duties II;
- iii) Proficiency in computer applications

OFFICE OF THE GOVERNOR

STATISTICIAN II/PERFORMANCE ANALYST – JOB GROUP ‘K’ (1 Post)

(b) Duties and Responsibilities

- Gathering, collating, and analyzing information and reporting on the service delivery performance of county departments, directorates, and County entities.
- Monitoring policies and project implementation within the County government to make appropriate recommendations for improvement and enhancing effectiveness and efficiency in the utilization of resources.
- Preparing and consolidating performance progress reports for the County departments.
- Providing detailed data analysis (current and historical) and reporting across all service delivery areas to ensure there is an ongoing and holistic view of performance.
- Providing support during the development of performance contracts and staff performance appraisals for County departments.
- Monitoring the working environment in the public sector and the conditions of county government departments and entities to make appropriate recommendations for improvement.
- Identifying performance issues to ensure the county government achieves performance targets.
- Preparing briefs and reports.
- Performing any other duty assigned by the supervisor.

(c) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Possess a Bachelor's degree in any one of the following fields, Actuarial Science, Mathematics, Economics, Statistics, Computer Science, or any other relevant degree from a recognized institution
- ii. Knowledge of data mining, warehousing, processing, and reporting.
- iii. Proficiency in computer applications.
- iv. Database architecture and design skills
- v. Excellency in time management and organizational skills
- vi. Ability to communicate complex technical issues and ideas in simple non-technical terms

PUBLIC COMMUNICATIONS OFFICER II - JOB GROUP 'J' (1 Post)

(a) Duties and Responsibilities

- Gathering information on existing programs,
- Attending significant events and the impact on customers and forwarding the same to the Supervisor for dissemination.
- liaising with media practitioners and the public on issues of mutual concern under the guidance of a senior officer.
- Performing any other duty assigned by the supervisor

(b) Requirements for Appointment

For appointment to this grade, a candidate must:

- i. KCSE Certificate
- ii. Possess a Bachelor's degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations, Social Sciences or any other approved equivalent qualifications from a recognized University/Institution;

- iii. Possess good oral and written communication skills in both English and Kiswahili; and
- iv. Be proficient in computer applications.

PUBLIC COMMUNICATIONS OFFICER III – JOB GROUP ‘H’ (1 Post)

(a) Duties and Responsibilities

- Information gathering on topical issues within the County,
- Verifying information authenticity, editing and dispatching the information for dissemination to the public and media under the guidance of a senior officer.
- Assisting in the public communications function.
- Performing any other duty assigned by the supervisor

b) Requirements for Appointment

For appointment to this grade, a candidate must:

- i. KCSE Certificate
- ii. Possess a Diploma in any of the following disciplines: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations, or any other approved equivalent qualifications from a recognized Institution; and
- iii. Be proficient in computer applications

SOUND/ELECTRONIC/ELECTRICAL TECHNICIAN – JOB GROUP ‘H’ (1 Post)

(a) Duties and Responsibilities

- Setting up and arranging audio equipment for events or performances.
- Conducting thorough testing of microphones, speakers, amplifiers, and other audio gear.
- Adjusting audio levels to achieve a balanced and clear sound during live events or recordings.
- Properly positioning microphones to capture the best sound quality for different instruments, voices, or speakers.

- Identifying and resolving technical issues related to audio equipment during events or performances.
- Effectively communicating and collaborating with other team members during live events for seamless coordination and understanding sound requirements
- Ensuring the proper maintenance and care of audio equipment to prevent malfunctions.
- Keeping an inventory of equipment and report any repairs or replacements needed.
- Monitoring audio levels throughout events to prevent distortion or feedback issues.
- Ensuring that all sound equipment complies with safety requirements.
- Safely handling and transporting heavy or delicate audio equipment.
- Performing any other duty assigned by the supervisor.

(b) Requirements for Appointment

For appointment to this grade, a candidate must:

- i. KCSE Certificate.
- ii. Possess a Diploma in Electronic, Electrical Engineering, or any other approved equivalent qualifications from a recognized institution;
- iii. Have a good understanding of the physics of sound, technical aptitude (including an awareness of current sound technology and equipment),
- iv. Good aural skills, excellent communication skills, attention to detail, and relevant work experience in a busy office as an added advantage.

CLERICAL OFFICER II - JOB GROUP 'F' (1 Post)

(a) Duties and Responsibilities

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

(b) Requirements for Appointment

For appointment to this grade, a candidate must:

- i) KCSE certificate
- ii) Possess a Diploma/Certificate in business management, Accounts, Finance, Procurement, and Supplies, Human Resources, Information, Communication and Technology, Records Management, Secretarial, or Library services.

SUPPORT STAFF II - JOB GROUP 'C' (3 Posts)

(a) Duties and Responsibilities

- Performing office catering services
- Maintaining office cleanliness and orderliness
- General messengerial duties
- Opening and closing of offices
- Weeding and maintenance of the compound and flower beds
- Organizing and preparing venues for meetings
- Performing any other duty as may be assigned by the Supervisor

(b) Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Be in possession of at least the Kenya Certificate of Secondary Education (KCSE) or its approved equivalent;
- ii. Relevant work experience in a busy office will be an added advantage

DEPARTMENT OF GENDER, YOUTH, SPORTS AND SOCIAL SERVICES

1. SENIOR SOCIAL WELFARE OFFICER – JOB GROUP ‘L’ (1 No. Post) (KARATINA CHILDREN’S HOME - UNIT MANAGER)

Reporting to the Director, of Social Services

a. Duties and Responsibilities

- Managing, coordinating, and developing a range of quality services for children referred and/or accommodated within the home;
- Researching on funding opportunities from trusts, foundations, and corporate supporters and demonstrating a good working knowledge of dealing with donors and donor institutions, including creating proposals for donor funds, preparing budgets in accordance with donor instructions, and presenting reports to account for the use of funds;
- Promoting and supporting the Karatina Children's home mission and ensuring that every opportunity for the benefit of the home is pursued;
- Managing the designated budget by ensuring that the home achieves value for money in all circumstances through the monitoring and control of expenditure and the early identification of any financial irregularity;
- Prepare monitoring and evaluation reports;
- Undertaking any other such duties as required.
- Performing any other duty assigned by the supervisor

b. Requirement for appointment

For appointment to this grade, an officer must have:

- i. Possess a Bachelor’s degree in Sociology, Social Work, Community Development, or any other related studies
- ii. A minimum of 3 years’ experience in working with children, minors, or the Community.
- iii. Demonstrate enthusiasm, commitment, and passion for supporting Orphans and vulnerable children.
- iv. Be able to work within the principles of the Children's Act and demonstrate a sound working knowledge of Child Protection Issues and Procedures.
- v. Have the ability to exercise authority and have proven leadership abilities;
- vi. Have excellent verbal and written communication skills;
- vii. Have good knowledge of manpower management, planning, budgetary management, and organization skills, administration skills, problem-solving skills with the ability to maintain accurate records

viii. Discreet and ability to adhere to confidentiality

2. SOCIAL WELFARE OFFICER – JOB GROUP ‘K’ (1 No. Post)

a. Duties and Responsibilities

- (i) Implementation of social welfare programs at the sub-county/ward level
- (ii) Coordinating and participating in social services programs in the sub-county;
- (iii) Performing any other duty assigned by the supervisor

b. Requirements for appointment

For appointment to this grade, an officer must:

- i. Possess a Bachelor’s degree in Sociology, Social Work, Community Development, Gender and Development Studies or any other related studies

3. SUPPORT STAFF - JOB GROUP ‘C’ (1 No. Posts)

a. Duties and responsibilities

- i Undertaking cleaning duties at the offices.
- ii Performing messenger duties
- iii Preparing refreshments; and
- iv Performing any other duties that may be assigned by the supervisor.

b. Requirements for appointment

For appointment to this grade, an officer must:

- i. Be in possession of at least the Kenya Certificate of Secondary Education (KCSE) or its approved equivalent;

DEPARTMENT OF HEALTH SERVICES

SUPPORT STAFF/CLEANING SUPERVISOR II - JOB GROUP 'E' FIVE (5) POSTS

(a) Duties and Responsibilities

- i Undertaking cleaning duties at the offices.
- ii Performing messenger duties
- iii Preparing refreshments; and
- iv Performing any other duties that may be assigned by the supervisor.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

- i. Be in possession of at least the Kenya Certificate of Secondary Education (KCSE) or its approved equivalent;
- ii. The candidate must have served for a minimum period of four (4) years in the public service as a Support Staff.

DEPARTMENT OF FINANCE AND ACCOUNTING

DIRECTORATE OF SUPPLY CHAIN MANAGEMENT (PROCUREMENT)

SUPPLY CHAIN MANAGEMENT ASSISTANT IV - JOB GROUP 'G' (2 Posts)

(a) Duties and Responsibilities

- Handling tasks such as issuing and receiving stores,
- Preparing and maintaining records under the supervision of a more experienced officer.
- Performing any other duty assigned by the supervisor

(b) Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:

- i) KCSE Certificate.

- ii) A Certificate in Supplies /Store Management or its approved equivalent from a recognized Institution.
- iii) Be a member of the Kenya Institute of Supplies Management (KISM).

SUPPLY CHAIN MANAGEMENT ASSISTANT III - JOB GROUP 'H' (4 posts)

(a) Duties and Responsibilities

- An officer at this level will be deployed in a Supply Chain Management unit in a Ministry or Department
- Handling variety of tasks such as issuing and receiving stores;
- Assisting in stock taking, reconciliation, preparation and maintenance of records.

(b) Requirements for Appointment

For appointment to this grade, a candidate must be in possession of;

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- i) A Kenya Certificate of Secondary Education (KCSE); and
- ii) A Diploma in Supplies/Stores Management or its equivalent qualification from a recognized Institution.
- iii) Be a member of Kenya Institute of Supplies Management (KISM).

CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP 'M' (1 Posts)

(a) Duties and Responsibilities

- Coordinating the collecting, collating, and analyzing of data from the Departments and making appropriate recommendations thereof;
- Analyzing Supply Chain Management issues emanating from Departments and initiating appropriate action.
- Monitoring of the implementation of existing Supply Chain Management policies, guidelines and procedures.

- In the Departments, an officer at this level will be in charge of Supply Chain Management unit or head a section within a Supply Chain Management in the headquarters.
- Planning and coordinating Supply Chain Management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and assets, market survey and research, procurement plans, inventory, and stock control. In addition, the officer will be involved in tender committee secretariat duties and the implementation of policy decisions.
- Performing any other duty assigned by the supervisor

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- i Possess a Bachelor's Degree in any of the following: - Procurement and Supply Management, Logistics and Supply Chain Management, or their equivalent qualification from a recognized institution;
- ii Possess a minimum experience in a comparable and relevant position for a minimum period of six (6) years;
- iii Be a member of the Kenya Institute of Supplies Management (KISM).

**ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT SERVICES-
JOB GROUP 'P' (1 Posts)**

(a) Duties and Responsibilities

- Initiating and formulating Supply Chain Management policies for issue to the Service in liaison with the Deputy Director and the Director, Supply Chain Management.
- Assisting in the preparation of the division's strategic plans.

- Planning, organizing, administration and control of the Supply Chain Management units in the Departments.
- Analyzing the impact of Supply Chain Management policies and regulations, ensuring correct interpretation and implementation of the Public Procurement and Disposal Act, 2015, and other statutes, policies, rules, and regulations that may impact Supply Chain Management.
- Performing any other duty assigned by the supervisor

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. Possess a Bachelor’s Degree in any of the following: - Procurement and Supply Management, Logistics and Supply Chain Management, or their equivalent qualification from a recognized institution;
- ii. Possess a Master’s Degree in any of the following: - Procurement and Supply Management, Logistics and Supply Chain Management, Commerce, or any other relevant field from a recognized Institution, will be an added advantage;
- iii. Poses a minimum experience a comparable and relevant position for a minimum period of eight (8) years;
- iv. Be a member of the Kenya Institute of Supplies Management (KISM).

ASSISTANT OFFICE ADMINISTRATOR III - JOB GROUP ‘H’

Duties and Responsibilities

- Taking oral dictation;
- Word and data processing;
- Managing e-office;
- Ensuring security of office records, documents and equipment;
- Maintaining an up to date filing system in the office;
- Operating office equipment;

- Management office protocol;
- Handling telephone calls and appointments;
- Supervising office cleanliness and
- Performing any other duty assigned by the supervisor

b) Requirements for Appointment

For appointment to this grade, a candidate must have

- iv) KCSE Certificate
- v) Poses a Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:

- h) Shorthand II (minimum 80 w.p.m.);
- i) Typewriting III (50 w.p.m) Computerized Document Processing III;
- j) Business English II/ Communication I;
- k) Commerce II;
- l) Office Practice II;
- m) Office Management III/Office Administration and Management III;
- n) Secretarial Duties II;
- vi) Proficiency in computer applications

DEPARTMENT OF TRADE, TOURISM AND COOPERATIVE DEVELOPMENT

1. SUPPORT STAFF - JOB GROUP 'C' (3 No. Posts)

a. Duties and responsibilities

- Undertaking cleaning duties at the offices.
- Performing messenger duties
- Preparing refreshments; and
- Performing any other duties that may be assigned by the supervisor.

b. Requirements for appointment

For appointment to this grade, an officer must:

- i. Be in possession of at least the Kenya Certificate of Secondary Education (KCSE) or its approved equivalent;

2. CLERICAL OFFICER II - JOB GROUP 'F' (1 Post)

a) Duties and Responsibilities

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

b) Requirements for Appointment

For appointment to this grade, a candidate must:

- iii) KCSE certificate
- iv) Possess a Diploma/Certificate in business management, Accounts, Finance, Procurement, and Supplies, Human Resources, Information, Communication and Technology, Records Management, Secretarial, or Library services.