



COUNTY GOVERNMENT OF NYERI

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

COUNTY PUBLIC SERVICE BOARD

EXTERNAL ADVERTISEMENT

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

1. DEPARTMENT OF FINANCE, ECONOMIC PLANNING AND ICT

1. Audit Committee Members- Two (2) posts

a) Duties and responsibilities

- i. Providing oversight on risk management, controls and governance processes and audit affairs of the County Government Committee regarding internal control and audit matters; and
- ii. Following up on the implementation of the recommendations of internal and external auditors.
- iii. Performing any other duty that may be assigned by the Committee.

b. Requirements for appointment

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Be a member, of good standing, in professional body such as: IIA, ICPAK; CPSK, IAK; APSEA; ACFE; LSK and any other relevant professional body.
- iv. Possess at least an undergraduate degree from a recognized university in the field in which she or he has been practicing
- v. One shall not be a past or present employee of the entity, and shall not have served as an employee or agent of a business organization which has carried out any business with Nyeri County in the last two years

- vi. Have at least 5 years of experience in a senior management position, where their scope of work covered three entire organization they were working with (Attache evidence).
- vii. Demonstrate knowledge and understand of the object, principles and functions of the government of Nyeri County
- viii. Demonstrate competence in leadership and business management
- ix. Possess a good understating of government operations, financial reporting and auditing.
- x. Not a holder of a political office.

2. Revenue Clerks, Job Group ‘D’ (20 Posts)

a. Duties and responsibilities

- i) Revenue collection/revenue attendants
- ii) Any other duty as allocated to you by your Revenue Officer/Supervisor.

b. Requirements for Appointment;

- i) Be a Kenyan citizen (attach ID);
- ii) Kenya Certificate of Primary Education (KCPE);
- iii) Kenya Certificate of Secondary Education (KCSE) with a minimum of D+ (Plus);
- iv) Diploma/Certificate in business-related courses.

2.OFFICE OF THE COUNTY SECRETARY

1. Chief Officer, Governor’s Office Job Group ‘S’, 1 post

a. Duties and Responsibilities

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

- i) Day-to-day administration and coordination of the respective county department as provided under section 46;
- ii) Providing strategic policy direction for effective service delivery within the department;
- iii) Implementing policies and programs within the department;

- iv) Developing and implementing strategic plans and sector development goals, including performance management;
- v) Formulating and implementing effective programs to attain Vision 2030; and
- vi) Promoting and ensuring compliance with National Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- vii) Overseeing the management of finances, preparation of budget estimates, annual work plans and programs;
- viii) Maintaining effective collaboration and partnerships with other organs of the County, other Counties, and as well as the Private Sector;
- ix) Performing any other duties as may be assigned by the relevant Executive Committee Member from time to time.

b. Requirements for Appointment

- i) Be a Kenyan citizen (Attach ID)
- ii) KCPE and KCSE Certificate
- iii) Be in possession of a first degree in a relevant field from a university recognized in Kenya.
- iv) Have ten (10) years of relevant professional experience; and at least five (5) years' experience in a leadership position at a Senior Management level in a Public Service or Private Sector Organization (Attache evidence).
- v) Have knowledge and experience in Programme Based Budgeting, Planning, and financial analysis.
- vi) Demonstrate a thorough understanding and commitment to the Values and Principles as outlined in Articles 10 and 232 of the Constitution of Kenya and an understanding of Vision 2030.
- vii) Satisfy the requirements of Chapter Six of the Constitution of Kenya;
- viii) Possession of a Master's degree in a relevant field will be an added advantage.

2. Chief Officer, Finance and Accounting, Job Group 'S', 1 post

a. Duties and Responsibilities

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

- i) Day-to-day administration and coordination of the respective county department as provided under section 46;
- ii) Providing strategic policy direction for effective service delivery within the department;
- iii) Implementing policies and programs within the department;
- iv) Developing and implementing strategic plans and sector development goals, including performance management;
- v) Formulating and implementing effective programs to attain Vision 2030; and
- vi) Promoting and ensuring compliance with National Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- vii) Overseeing the management of finances, preparation of budget estimates, annual work plans, and programs;
- viii) Maintaining effective collaboration and partnerships with other organs of the County, other Counties, and as well as the Private Sector;
- ix) Performing any other duties as may be assigned by the relevant Executive Committee Member from time to time.

b. Requirements for Appointment

- i) Be a Kenyan citizen (Attach ID)
- ii) KCPE and KCSE Certificate
- iii) Be in possession of a Bachelor's degree in any of the following disciplines: Accounting, Finance, Business, Commerce from a recognized University in Kenya.
- iv) Passed Part III of Certified Public Accountant (CPA) / ACCA.
- v) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing.
- vi) Have ten (10) years of relevant professional experience; and at least five (5) years' experience in a leadership position at a Senior Management level in a Public Service or Private Sector Organization (Attache evidence).
- vii) Have knowledge and experience in Programme Based Budgeting, Planning, and financial analysis.

- viii) Demonstrate a thorough understanding and commitment to the Values and Principles as outlined in Articles 10 and 232 of the Constitution of Kenya and an understanding of Vision 2030.
- ix) Satisfy the requirements of Chapter Six of the Constitution of Kenya.
- x) Possession of a Master's degree in a relevant field will be an added advantage.

3. DEPARTMENT OF GENDER, YOUTH, SPORTS AND SOCIAL SERVICES

1. DIRECTOR YOUTH AFFAIRS AND SPORTS, JOB GROUP 'R' (1No. Post)

Reports to the Chief Officer, Department of Gender, Youth, Sports and Social Services.

The officer will be responsible for the following:

a) Duties and responsibilities

Duties and responsibility will entail

- a) Coordinating the development of Youth affairs and sports strategic plan and annual work and procurement plans, budgets and reports for the directorate.
- b) Formulating annual budget for the directorate
- c) Providing leadership in management of Youth groups
- d) Developing, managing and implementing and monitor Youth affairs, Sports and recreational programs, activities and policies.
- e) Creating of awareness on Youth and Sporting programs and activities in the County including following up on implementation of related programs and projects.
- f) Highlighting Sports, reporting, organizing sports championships.
- g) Overseeing improvement and Maintenance of Sports facilities in the County.
- h) Coordinating research and innovation in Youth affairs and Sports
- i) Liaising with relevant stakeholders in mobilizing resources for sports and youth programs
- j) Coordinating establishment of youth sports centers, selecting teams and individuals for national competition, partnering with public and private organizations and individuals in developing sports in the county, liaising with sports Federation clubs and teams in conducting clinics to promote sports standards, recommending exceptionally talented individuals to sports. Conducting sports seminars, workshops, clinics, retreats and symposia for sports officials, coordinating budget preparation, human resource management and development.
- k) Coordinating acquiring, distributing and maintaining of sports equipment and implements; participating in addressing sports complaints, petition and

disciplinary matters from sports federations and field offices, ensure in maintaining of standards of sports goods and equipment, and participate in monitoring and evaluating sports programmes and activities in the County

- l) Liaising with stakeholders in the development of sports infrastructure;
- m) Liaising with relevant stakeholders in mobilizing resources for sports programmes and activities;
- n) Coordinating research and innovation in sports;
- o) Coordinating Cash Awards and Honours Scheme for sports persons and veterans of sports in the County.

b) Requirement for Appointment

- i. At least seven (7) years relevant experience in Sports Management or Youth Affairs or served in a relevant and comparable senior leadership position in a large organization for a minimum period of seven (7) years in the public or private sector (Attache evidence).
- ii. Possession of a Bachelor's Degree in any of the following fields; Physical Education, Sports science / management, Leisure and Recreation Management, Social Sciences and a post graduate Diploma in Sports, Psychology from a recognized institution
- iii. Possession of a Master's Degree in any of the following Physical Education, Recreation Management, Exercise and Sports Science, Social Sciences, Management and Administration from a recognized institution
- iv. Attended a six (6) weeks strategic leadership development course from recognized institution is an added advantage.
- v. Demonstrate track record and achievement in management of youth activities
- vi. Demonstrate Merit and Ability as reflected in Work Performance and Results

2. SOCIAL WELFARE OFFICER, JOB GROUP 'J' (2 No. Post)

One Social Welfare Officer will be deployed in the Directorate of Social Services while the other Social Welfare Officer will be deployed in the Directorate of Gender.

a. i) Duties and Responsibilities in the Directorate of Social Services

- i. The officer will be responsible for the implementation of social welfare programmes at the sub-county.
- ii. The officer will also co-ordinate and participate in social services programmes in the sub-county
- iii. Performing any other duty assigned by the Supervisor

a. ii) Duties and Responsibilities in the Directorate of Gender

- i) Resource mobilization- identifying and mobilizing resources including funding and partnerships to support gender related initiatives.
- ii) Monitoring progress on gender related goals and objectives, and prepare reports on findings, challenges and recommendation for improvement.
- iii) Assisting in development and implementation of gender policies and strategies
- iv) Conducting research on gender-related issues and analyze data
- v) Designing and implementing programs and initiatives aimed at advancing gender equality.
- vi) Promoting awareness of gender issues, rights, and policies within the organization.
- vii) Performing any other duty assigned by the Supervisor

b. Requirements for appointment

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Bachelor's degree in Sociology, Social Work, Development Studies, Community Development, Gender and Development Studies, Counselling Psychology from a recognized institution;
- iv. Have no criminal record or pending criminal charges;

3. SOCIAL WELFARE OFFICER, JOB GROUP 'H' (2 No. Post)

a) Duties and Responsibilities

- i. The officer will be responsible for the implementation, coordination and participation of social welfare programmes at the sub-county.
- ii. The officer will perform duties as may be assigned by the immediate supervisor

b) Requirements for appointment

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Diploma degree in sociology, Social Work, Development Studies, Community Development, Gender and Development, Counselling Psychology from a recognized institution;
- iv. Have no criminal record or pending criminal charges;

4. FIRE-MEN, Job Group 'F' (3 No. Posts)

a. Duties and Responsibilities

- i. Operating appliances and communication equipment in the Fire Unit.

- ii. Performing specialized functions of responding to emergencies in order to prevent and/or minimize injuries, deaths and loss of property.
- iii. Safeguarding their own and other people's safety at all times in their operations.
- iv. Playing a central role in rescue operations during emergencies.
- v. Inspecting and maintaining appliances and equipment in a good state of repair in accordance with the County policy and procedures
- vi. Performing any other duties as may be assigned by the Chief Officer

b. Requirement for appointment

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Possess Fireman II Certificate from a recognized fire service training school
- iv. Possess a Kenya Certificate of Secondary Education
- v. Have a First Aid Certificate Course lasting not less than one (1) week from St. Johns Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution.
- vi. Possessing a driving license in heavy commercial vehicles, certificate in Diving, NFTA, EMR, EMD etc. will be an added advantage
- vii. Be physically fit
- viii. Being medically fit as certified by a government doctor;
- ix. Have no criminal record or pending criminal charges;

Remuneration: As per Salaries and Remuneration Commission (SRC)

Terms of Employment: Three (3) Years Contract

THE SECRETARY

NYERI COUNTY PUBLIC SERVICE BOARD OFFICES

P.O. BOX 90-10100

NYERI

CELL PHONE: 0745342000

How to Apply

A Hard copy of the duly filled Employment Form together with copies of **all academic and professional certificates together with testimonials** should be sent or hand delivered to:

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

All applications should be received on or before **25th June, 2025** at **5.00 pm**.

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 and hence Persons with disability, the marginalized and the minorities are also encouraged to apply.
4. Only the short-listed candidates will be contacted by the Board.