



# COUNTY GOVERNMENT OF NYERI

P.O. BOX 90 – 10100

## COUNTY PUBLIC SERVICE BOARD

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### EXTERNAL ADVERTISEMENT

#### RE: ADVERTISEMENT FOR VACANT POSITIONS

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

#### DEPARTMENT OF EDUCATION, TRAINING AND DEVOLUTION.

#### **1. ASSISTANT ECDE TEACHER 111, JOB GROUP 'F'- 19 POSTS**

Reports to the Head Teacher of the primary school housing the ECDE center

#### **Duties and Responsibilities**

The duties and responsibilities will entail:

- (i) Class Teaching

- (ii) Role modeling, guidance and counselling, mentoring and motivation of the learners.
- (iii) Preparing reports
- (iv) Ensuring the safety and security of the learners
- (v) Assist in designing, organizing and facilitating play/learning activities for learners.
- (vi) Assisting in organizing and facilitating play/learning activities for the learners.
- (vii) Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development).
- (viii) Managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance registers etc.) and ensuring learners' safety and security.
- (ix) Preparing and developing play/learning materials.
- (x) Any other duty as may be assigned by the supervisor

### **Requirements for appointment:**

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

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and Kenya Certificate of Secondary Education (KCSE) with a minimum grade D+ (Plus) or KCE division 1V at 'O' Level
- (iii) Certificate in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent.
- (iv) Registered by the Teachers Service Commission
- (v) Certificate of Good Conduct from National Police Service.

- (vi) Valid medical report from a recognized government health facility.
- (vii) Certificate in computer proficiency

## **2. YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H' IN HAIR DRESSING AND BEAUTY THERAPY- '1' POST**

Reports to the Manager of the Vocational Training Centre

### **a. Duties and Responsibilities**

The duties and responsibilities will entail:

- (i) Theoretical and practical instruction in the area of specialization;
- (ii) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- (iii) Carrying out trainee assessment
- (iv) Ensuring proper care and maintenance of tools and equipment
- (v) Conducting co-curricular activities.
- (vi) Maintaining trainee's discipline
- (vii) Guiding and Counseling trainees.
- (viii) Any other duty as may be assigned by the supervisor

### **b. Requirements for appointment**

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate

- (iii) Diploma in Hair dressing and Beauty Therapy
- (iv) Have excellent interpersonal skills
- (v) Certificate in computer proficiency
- (vi) Certificate in Pedagogy will be an added advantage

### **3. YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H' IN PLUMBING TECHNOLOGY- '1' POSTS**

Reports to the Manager of the Vocational Training Centre

#### **a. Duties and Responsibilities**

The duties and responsibilities will entail:

- (i) Theoretical and practical instruction in the area of specialization;
- (ii) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- (iii) Carrying out trainee assessment
- (iv) Ensuring proper care and maintenance of tools and equipment
- (v) Conducting co-curricular activities.
- (vi) Maintaining trainee's discipline
- (vii) Guiding and Counseling trainees.
- (viii) Any other duty as may be assigned by the supervisor

**b. Requirements for appointment**

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate
- (iii) Diploma in Plumbing Technology
- (iv) Have excellent interpersonal skills
- (v) Certificate in computer proficiency
- (vi) Certificate in Pedagogy will be an added advantage

**4. YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H' IN FOOD AND BEVERAGE/HOSPITALITY/ INSTITUTIONAL MANAGEMENT – '1' POST**

Reports to the Manager of the Vocational Training Centre

**a. Duties and Responsibilities**

The duties and responsibilities will entail:

- (i) Theoretical and practical instruction in the area of specialization;
- (ii) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- (iii) Carrying out trainee assessment
- (iv) Ensuring proper care and maintenance of tools and equipment
- (v) Conducting co-curricular activities.
- (vi) Maintaining trainee's discipline
- (vii) Guiding and Counseling trainees.

(viii) Any other duty as may be assigned by the supervisor

**b. Requirements for appointment**

- (i) Be a Kenyan Citizen (Attach I.D)
- (ii) KCSE certificate
- (iii) Diploma in Food and Beverage/Hospitality/Institutional Management
- (iv) Have excellent interpersonal skills
- (v) Certificate in computer proficiency
- (vi) Certificate in Pedagogy will be an added advantage

**DEPARTMENT OF LANDS, HOUSING, PHYSICAL PLANNING AND URBANIZATION**

**1. DIRECTOR VALUATION AND HOUSING, JOB GROUP (R) -1 POST**

Reports to the Chief Officer for all matters related to land valuation, asset management, rating, and determination of land values for allocation and acquisition within the County boundaries;

**Duties and responsibilities**

- i. Advising the Executive Committee Member on the appropriate methods of rating and rates struck;

- ii. Responsible for advising stakeholders and clients on all technical matters related to the land valuation and rating,
- iii. Custodian of the valuation roll and supplementary valuation roll;
- iv. Preparing and management of the County valuation roll and the rates register;
- v. Advising on area rating and all matters related to ratable property;
- vi. Administering area rates and valuation roll;
- vii. Preparing schedules or rates;
- viii. Issuing of rates clearance certificates;
- ix. Supervising, managing, developing and appraising staff under him/ her;
- x. Coordinating activities in the Valuation department;
- xi. Formulating and implementing the County valuation policies.

### **Requirements for appointment**

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Master's degree in Land management, Valuation, Land Economics, Real Estate, Property Management from a recognized institution;

- iv. Bachelor degree in any of the following discipline: Land management, Valuation, Land Economics, Real Estate, Property Management from a recognized institution;
- v. At least seven (7) years relevant experience in valuation and served in a relevant and comparable senior leadership position in a large organization for a minimum period of three (3) years in the public or private sector.
- vi. Full member of The Institution of Surveyors of Kenya (VEMS Chapter);
- vii. Registered by the Valuers registration board;
- viii. Certificate in Strategic leadership Development Programme (SLDP) Course lasting not less than four (4) weeks from a recognized institution OR its equivalent will be an added advantage.
- ix. Satisfies the requirements of Chapter Six of the Constitution of Kenya.

## **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.

#### **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 Youth Affairs and served in a relevant and comparable senior leadership position in a large organization for a minimum period of three (3) years in the public or private sector (Attach evidence).
- ii. Possession of a Bachelor's Degree in any of the following fields; Education, Sports science / management, Leisure and Recreation Management, Social Sciences, management and administration, Psychology, community development from a recognized institution
- iii. Possession of a Master's Degree in any of the following; Education, Sports science / management, Leisure and Recreation Management, Social Sciences, management and administration, Psychology, community development from a recognized institution

- iv Possession of a Diploma in Physical Education will be an added advantage
- v. Attended a four (4) weeks Senior Management Course from recognized institution is an added advantage.
- vi. Demonstrate track record and achievement in management of youth and sporting activities
- vii. Demonstrate Merit and Ability as reflected in Work Performance and Results

## **DEPARTMENT OF MEDICAL SERVICES AND PUBLIC HEALTH**

### **1. MEDICAL LABORATORY TECHNOLOGIST III, JOB GROUP 'H' SEVEN (7) POSTS**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- i. Decontaminating working benches
- ii. Receiving and scrutinizing laboratory requisition forms and specimens;
- iii. Preparing clients for collection of specimens;
- iv. Receiving, collecting, labelling and registering of specimens;
- v. Disaggregating specimen for processing and analysis;
- vi. Preparing laboratory reagents;
- vii. Examining specimens
- viii. Writing and recording of results;
- ix. Dispatching the results for use in clinical management;

## **Requirements for Appointment**

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Diploma in Medical Laboratory Sciences or any equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologist Board
- iv. Registration Certificate issued by the Kenya Medical Technician and Technologist Board (KMLTTB)
- v. Valid practicing license from KMLTTB
- vi. Two years and above experience working in a busy hospital (Attach evidence)

## **2. MEDICAL ENGINEERING TECHNOLOGIST JOB GROUP 'H'- (2 POST)**

### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- 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 programs and projects.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Diploma in Medical Engineering from a recognized institution;
- iv. Must be registered with the Association of Medical Engineers of Kenya.
- v. Two years and above experience working in a busy hospital (Attach evidence)

**3. MEDICAL ENGINEER, JOB GROUP 'K' (2 POSTS)**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will include;

- i. Implementing medical engineering programs and projects;
- ii. Undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments;

- iii. Providing user support;
- iv. Providing specifications for spare parts and consumables;
- v. Maintaining inventory of medical/hospital equipment; furniture and plants;
- vi. Processing information for research;
- vii. Updating and maintaining information on medical engineering services for input into the Integrated Health Information management system.

**(b) Requirements for appointment**

For Appointment to this grade, an officer must have:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Bachelor's Degree in Medical Engineering from a recognized institution.
- iv. Must be registered with the Association of Medical Engineers of Kenya.
- v. Two years and above experience working in a busy hospital (Attach evidence)

**4. ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER  
III, JOB GROUP 'H' FIVE (5) POSTS.**

### **(a) Duties and Responsibilities**

The duties and responsibilities at this level will entail:

- i. Receiving and documenting patients at hospital reception;
- ii. Registering and booking appointment for patients to clinics and consultants;
- iii. Storing and retrieving medical records documents;
- iv. Preparing clinics; updating bed bureau;
- v. Editing of patient case records;
- vi. Gathering data from different sources;
- vii. Capturing data from service points;
- viii. Maintaining record safety and confidentiality;
- ix. Storing and retrieving medical records;
- x. Balancing daily bed returns;
- xi. Creating and maintaining master index;
- xii. Updating patient master index; directing patients to relevant clinics;
- xiii. Scheduling of patients to the consultants and specialist clinics;
- xiv. Assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and
- xv. Preparing Health records and reports.

### **(b) Requirements for Appointment**

For appointment to this grade, a candidate must have: -

- (i) Be a Kenyan Citizen (Attach ID)

- (ii) KCPE and KCSE Certificate
- (iii) Diploma in Health Records and Information Technology from a recognized institution; and
- (iv) Valid practicing License from HRIM board
- (v) Two years and above experience working in a busy hospital (Attach evidence)

## **5. CHARGE HAND JOB GROUP 'E' EIGHT (8) POSTS**

### **(a) Duties and Responsibilities**

The duties and responsibilities will entail;

- i. Repairing and maintaining works under close supervision of a more experienced officer in line with the areas of specialization (electrical engineering and plumbing)

### **(b) Requirements for Appointment**

For appointment to this grade, a candidate must have;

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCE Division IV/KCSE D (Plain)
- (iii) Certificate of Good Conduct
- (iv) Government Trade Test Certificate Grade III in the relevant trade area or a Certificate from a recognized institution (Electrical Engineering and plumbing).



## **6. SUPPORT STAFF, JOB GROUP 'D' TEN (10) POSTS**

### **a) Duties and Responsibilities**

The duties and responsibilities will entail;

- i. Repairing and maintaining work under close supervision of a more experienced officer in line with the areas of specialization (cooking, laundry, machine operation and tailoring)

### **b) Requirements for Appointment**

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate
- (iii) KCPE and KCE Division IV/KCSE D (Plain)
- (iv) Certificate of Good Conduct
- (v) Government Trade Test Certificate Grade III in the relevant trade area or a Certificate from a recognized institution (Clothing and Textile, hospitality, machine operation, catering or food and beverage).

## **8. ASSISTANT PHYSIOTHERAPIST III, JOB GROUP 'H' Two (2) POSTS**

### **(a) Duties and Responsibilities**

The duties and responsibilities will involve; -

- i. Providing Physiotherapy services to inpatients and outpatients at an outpatient unit/ward/health institution;
- ii. Assessing patient needs including rehabilitation;
- iii. Verifying and maintaining information and records relating to patients;

- iv. Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan;
- v. Collecting data for operational research;
- vi. Sensitizing the community on Physiotherapy issues; and
- vii. Preparing periodic reports.

## **b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Diploma in Physiotherapy from a recognized institution;
- iv. Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- v. Current Certificate of practice from Physiotherapy Council of Kenya (PCK)
- vi. Two years and above experience working in a busy hospital (Attach evidence)

## **9.REGISTERED CLINICAL OFFICER III, JOB GROUP 'H' TEN (10) POSTS**

### **(a) Duties and responsibilities**

The duties and responsibilities at this level will include:

- 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;

- iii. Guiding and counseling patients, clients and staff on health issues;
- iv. Sensitizing patients and clients on preventive and promotive health;
- v. Carrying out minor surgical procedures as per training and skill.
- vi. Collecting and compiling clinical data; and
- vii. Referring patients and clients to appropriate health facilities.

### **(b) Requirements for Appointment**

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

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iv. Certificate of Registration from the Clinical Officers' Council; and
- v. Two years and above experience working in a busy hospital (Attach evidence)

## **10.ASSISTANT PUBLIC HEALTH OFFICER III, JOB GROUP 'H' FOUR (4) POSTS**

### **(a) Duties and Responsibilities**

The duties and responsibilities will include:

- i. Mobilizing, sensitizing and advising communities on matters related to environmental health;

- ii. Referring health cases to relevant health facilities;
- iii. Carrying out immunization; identifying environmental health issues at community level;
- iv. Organizing community health days to advise communities on common public health issues;
- v. Collecting and maintaining up to date records of services rendered;
- vi. Assessing health needs of the community;
- vii. Implementing vector, vermin and rodent control measures; and
- viii. Implementing integrated mosquito control strategies.

#### **(b) Requirements for Appointment**

For appointment to this grade, a candidate must have;

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- iv. Valid practicing license from the Public Health officers and Technicians Council.
- v. Two years and above experience working in a busy hospital (Attach evidence)

### **11. PUBLIC HEALTH OFFICER, JOB GROUP 'K' FOUR (4) POSTS**

#### **a) Duties and Responsibilities**

The duties and responsibilities will include:

- i. Identifying environmental health issues at community level;
- ii. Compiling and maintaining up to date records of services rendered;
- iii. Assessing health needs of the community;
- iv. Implementing sanitation and hygiene standards in the community;
- v. Sensitizing communities on food and water safety measures; and
- vi. Compiling data on disease trends.

#### **(b) Requirements for Appointment**

For appointment to this grade, a candidate must have;

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Bachelor's Degree in either Environmental Health or Public Health from a recognized institution;
- iv. Certificate of Competence from the Association of Public Health Officers; and
- v. Valid practicing license from the Public Health officers and Technicians Council;
- vi. Two years and above experience working in a busy hospital (Attach evidence)

### **12. MEDICAL OFFICER, JOB GROUP 'M' FOUR (4) POSTS**

#### **(a) Duties and Responsibilities**

The duties and responsibilities will entail:

- i. Diagnosing, caring and treating diseases;
- ii. Performing medical and surgical procedures;
- iii. Preparing and responding to emergencies and disasters;
- iv. Participating in management of medicines, medical instruments and equipment;
- v. Providing health education;
- vi. Maintain medical records, health information and data;
- vii. Counselling patients and their relatives on diagnoses and bereavement;
- viii. Teaching and coaching medical students, nursing students and clinical officer interns;
- and
- ix. Preparing requisite documents for registration.

#### **(b) Requirements for Appointment**

For appointment of this grade, a candidate must have:-

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board;

- iv. Successfully completed one (1) year Internship from a recognized institution (attach evidence);
- v. Registration license from the Medical Practitioners and Dentists Board.

**13. SENIOR ASSISTANT DIRECTOR, OF MEDICAL SERVICES/RADIOLOGIST JOB  
GROUP 'Q' ONE (1) POST**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail;

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care;
- iii. Providing psycho-social interventions;
- iv. Providing clinical services to patients;
- v. Training, analysis and interpretation of medical images to diagnose conditions and monitor treatment progress;
- vi. Carrying out forensic and medico-legal services;
- vii. Coordinating disease surveillance, prevention, and control;
- viii. Coordinating health education and promotion;

- ix. Implementing health projects and programs; maintaining up-to-date health information systems;
- x. Monitoring provision of health treatment and care;
- xi. Undertaking health research; and
- xii. Analyzing medical reports.

**b) Requirements for Appointment**

For appointment of this grade, a candidate must have:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Bachelor of Medical and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board;
- iv. Master's degree in Radiology or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentist Board;
- v. Certificated if Registration by the Medical Practitioners and Dentist Board;
- vi. Valid practicing license from Medical Practitioners and Dentist Board;

**14. SENIOR ASSISTANT DIRECTOR, OF MEDICAL SERVICES/OPHTHALMOLOGIST**

**JOB GROUP 'Q' ONE (1) POST**



### **(a) Duties and Responsibilities**

The duties and responsibilities at this level will entail;

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care;
- iii. Providing psycho-social interventions;
- iv. Providing clinical services to patients;
- v. Training, consulting and performing surgeries in various health facilities;
- vi. Carrying out forensic and medico-legal services;
- vii. Coordinating disease surveillance, prevention, and control;
- viii. Coordinating health education and promotion;
- ix. Implementing health projects and programs;
- x. Maintaining up-to-date health information systems;
- xi. Monitoring provision of health treatment and care;
- xii. Undertaking health research; and
- xiii. Analyzing medical reports.

### **(b) Requirements for Appointment**

For appointment of this grade, a candidate must have:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Bachelor of Medical and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board;
- iv. Master's degree in Ophthalmology or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentist Board;
- v. Certificated if Registration by the Medical Practitioners and Dentist Board;
- vi. Valid practicing license from Medical Practitioners and Dentist Board.

**15. SENIOR ASSISTANT DIRECTOR, OF MEDICAL SERVICES/ORTHOPAEDIC  
SURGEON JOB GROUP 'Q' ONE (1) POST**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail;

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care;
- iii. Providing psycho-social interventions;

- iv. Providing clinical services to patients;
- v. Training, consulting and performing surgeries in various health facilities;
- vi. Carrying out forensic and medico-legal services;
- vii. Coordinating disease surveillance, prevention, and control;
- viii. Coordinating health education and promotion;
- ix. Implementing health projects and programs;
- x. Maintaining up-to-date health information systems;
- xi. Monitoring provision of health treatment and care;
- xii. Undertaking health research; and
- xiii. Analyzing medical reports.

#### **(b) Requirements for Appointment**

For appointment of this grade, a candidate must have:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Bachelor of Medical and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board;

- iv. Master's degree in Orthopedic Surgery or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentist Board;
- v. Certificate of Registration by the Medical Practitioners and Dentist Board;
- vi. Valid practicing license from Medical Practitioners and Dentist Board.

## **16. REGISTERED NURSE III, JOB GROUP 'H' FORTY-THREE (43) POSTS**

### **(a) Duties and Responsibilities**

The duties and responsibilities at this level will entail:

- 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, providing health education and counselling to patients/clients and community on identified health needs;
- iii. Referring patients and clients appropriately;
- iv. Facilitating patients' admission and initiating discharge plans;
- v. Maintaining records on patients/clients' health condition and care;
- vi. Ensuring a tidy and safe clinical environment; and
- vii. Collecting and compiling data.

### **(b) Requirements for Appointment**

For appointment to this grade, a candidate must have: -

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and 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. Registration Certificate issued by the Nursing Council of Kenya;
- v. Valid practicing license from Nursing Council of Kenya; and
- vi. Two years and above experience working in a busy hospital (Attach evidence)

## **17. Registered Nurse III (Peri-Operative), JOB GROUP 'K' TWO (2) POSTS**

### **(a) Duties and Responsibilities**

The duties and responsibilities at this level will entail:

- 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, providing health education and counselling to patients/clients and community on identified health needs;
- iii. Referring patients and clients appropriately;
- iv. Facilitating patients' admission and initiating discharge plans;
- v. Maintaining records on patients'/clients' health condition and care;
- vi. Ensuring a tidy and safe clinical environment; and

- vii. Collecting and compiling data.

### **(b) Requirements for Appointment**

For appointment to this grade, a candidate must have: -

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Higher Diploma in Kenya Registered Perioperative Theatre Nursing.
- iv. 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;
- v. Registration Certificate issued by the Nursing Council of Kenya;
- vi. Valid practicing license from Nursing Council of Kenya, and
- vii. Two years and above experience working in a busy hospital (Attach evidence)

**1⇐Registered Nurse III(Renal Nurse), JOB GROUP 'K' Two (2) POSTS**

### **(a) Duties and Responsibilities**

The duties and responsibilities at this level will entail:

- 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, providing health education and counselling to patients/clients and community on identified health needs;
- iii. Referring patients and clients appropriately;
- iv. Facilitating patients' admission and initiating discharge plans; maintaining records on patients'/clients' health condition and care;
- v. Ensuring a tidy and safe clinical environment; and
- vi. Collecting and compiling data.

### **(b) Requirements for Appointment**

For appointment to this grade, a candidate must have: -

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Higher Diploma in Kenya Registered Nephrology Nursing.
- iv. 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;

- v. Registration Certificate issued by the Nursing Council of Kenya;
- vi. Valid practicing license from Nursing Council of Kenya.
- vii. Two years and above experience working in a busy hospital (Attach evidence)

### **1.4 SUPPLY CHAIN MANAGEMENT OFFICER I, JOB GROUP 'K' (3 Posts)**

#### **(a) Duties and Responsibilities**

- The officer at this level may be deployed to help oversee the Supply Chain Management function in a Department or in a Supply Chain Management unit within a Department.
- Processing of agenda for the tender committees and
- Assisting in implementation of decisions thereof.

#### **(b) Requirements for Appointment**

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

- i a Bachelor's Degree in any of the following; - Procurement and Supplies Management, Commerce (Supplies Management), Business Administration (Supplies Management) from a recognized institution;



- ii Poses a minimum experience a comparable and relevant position for a minimum period of three (3) years;
- iii Be a member of Kenya Institute of Supplies Management (KISM).

## **20. COMMUNITY ORAL HEALTH OFFICERS, JOB GROUP 'H' TWO (2) POSTS**

### **(a) Duties and Responsibilities**

The duties and responsibilities will entail

- i. Participating in oral health demonstrations, exhibitions and giving lectures to communities and schools;
- ii. Collecting data for fluoride testing in water samples, analyzing and interpreting results and advising the relevant authorities accordingly;
- iii. Diagnosis and treating of common dental conditions, temporary and permanent dental restorations,
- iv. Reducing simple fractures of jaws and extractions, and
- v. Performing any other duty that may be assigned by the supervisor.

### **(b) Requirements for Appointment**

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

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Diploma in Community Oral Health from Kenya Medical Training College or its equivalent from a recognized institution.
- iv. Certificate of registration from Kenya Medical Practitioner's and Dentist Council.
- v. Valid practicing license from Kenya Medical Practitioners and Dentist Council.
- vi. Two years and above experience working in a busy hospital (Attach evidence)

## **21. COMMUNITY HEALTH ASSISTANT II, JOB GROUP 'H' THREE (3) POSTS**

### **(a) Duties and Responsibilities**

The duties and responsibilities will entail;

- i. Collecting health related data at household level for analysis;
- ii. Maintaining and updating community health unit registers and keeping records;
- iii. Identifying common ailments and minor injuries at community level for appropriate action;
- iv. Identifying and referring health cases to appropriate health facilities;
- v. Visiting homes to determine health situations and dialogue with household members;
- vi. Identifying and sensitizing communities on health interventions;
- vii. Monitoring growth of children under the age of five years;
- viii. Identifying defaulters of health interventions and referring them to appropriate health facilities; and
- ix. Convening and coordinating monthly community meetings and action days.

### **(c) Requirements for Appointment**

For appointment to this grade, a candidate must have: -

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate,
- iii. Diploma in any of the following disciplines; Community Health, Psychology, Counseling, Social Work or Community Development from a recognized institution; and
- iv. Two years and above experience working in a busy hospital (Attach evidence)

## **22. ASSISTANT OCCUPATIONAL THERAPIST III, JOB GROUP 'H' TWO (2) POSTS**

### **(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; and
- (v) Preparing periodic reports.

### **(b) Requirements for Appointment**

For appointment of this grade, a candidate must have:-

- (i) Diploma in Occupational Therapy from a recognized Institution;
- (ii) Certificate of registration and a valid practicing license from occupational Therapy Council of Kenya (OTCK)
- (iii) Two years and above experience working in a busy hospital (Attach evidence)

## **OFFICE OF THE COUNTY SECRETARY/HEAD OF COUNTY PUBLIC SERVICE**

### **Driver III, Job Group 'D' Nine (9) Posts**

#### **a. Duties and Responsibilities**

The duties and responsibilities will involve;

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

## **b. Requirements for Appointment**

For appointment to this grade, a candidate must have:

- (i) Be a Kenyan Citizen (Attache ID)
- (ii) KCPE and Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized Institution
- (iii) A valid driving license free from any current endorsement (S) for the class(es) of vehicle (s) the officer is required to drive
- (iv) Passed Occupational Trade Test III for drivers
- (v) Defensive Driving Certificate from the automobile Association (AA) of the Kenya or its equivalent qualification from a recognized Institution
- (vi) Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution
- (vii) A valid Certificate of Good Conduct from the Kenya Police

**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**

All applications (hand delivered or through post office) should be received on or before **27<sup>th</sup> October, 2025**, at **5.00pm**.

**Note:**

1. Interested applicants are required to submit/ post a duly filled Employment Application Form. The form can be accessed on the County website: [www.nyeri.go.ke](http://www.nyeri.go.ke).
2. Any communication from the County Public Service Board **SHALL** be through the above-provided address and cellphone.
3. 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.
4. The County Government of Nyeri is an equal-opportunity employer

5. People with disability are encouraged to apply

6. Only the short-listed candidates will be contacted by the Board.

