



COUNTY GOVERNMENT OF NYERI

OFFICE OF THE GOVERNOR

RE-ADVERTISEMENT OF VACANCY

Pursuant to Section 58A of the County Government (Amendment) Act 2020, H.E the Governor of Nyeri County, appointed a Selection Panel for recruitment of Chairperson, Members and the Secretary/CEO of Nyeri County Public Service Board.

Pursuant to the County Government Act No. 17 Section 58(1)(a) and (2), the Panel wishes to consider for recruitment to the County Public Service Board persons to fill the following vacancy:

V.NO.1/2026 SECRETARY / CEO COUNTY PUBLIC SERVICE BOARD (1 POST)

Overall duties and responsibilities of the Board

- a) Establish and abolish offices in the County Public Service;
- b) Appoint persons to hold or act in offices of the County Public Service including in the Boards of Cities and Urban areas within the County and to confirm appointments;
- c) Exercise disciplinary control over, and remove, persons holding or acting in those offices;
- d) Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board;
- e) Promote in the county public service the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya;
- f) Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Articles 10 and 232 are complied with in the County Public Service
- g) Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in the County;
- h) Advise the County Government on Human Resource Planning, Management and Development;
- i) Advise the County Government on implementation and monitoring of the National Performance Management System in the County;
- j) Make recommendations to the Salaries and Remuneration Commission, on behalf of the County Government, on the remuneration, pensions and gratuities for the County Public Service employees and
- k) Any other assigned duties from time to time.

Additional Duties and Responsibilities

- a) Facilitating, coordinating and ensuring execution of the Board's Mandate;
- b) Accounting and Authorized Officer of the Board;
- c) Overall, in-charge of the Secretariat;
- d) Planning and budgeting for the Board;
- e) Custodian of all Records, Assets and Minutes of the Board;
- f) Implementing decisions of the Board;
- g) Preparing both periodic and ad hoc reports for submission to the County Assembly on the execution of the functions of the Board;
- h) Preparing agenda for Board meetings in consultation with the Chairperson of the Board and taking minutes during the Board meetings;
- i) Initiating programmes and activities for staff performance and reward management and
- j) Carrying out any other duties as may be assigned from time to time by the Board.

Requirements for Appointment:

For appointment to this post, one must;

- i. Be a Kenyan citizen;
- ii. Be a holder of a first Degree in a relevant field from a University recognized in Kenya;
- iii. Be a Certified Public Secretary and in good professional standing (proof of Membership in good professional standing shall be required);
- iv. Have knowledge, experience and a distinguished career of not less than five (5) years, in administration and management;
- v. Be conversant with the Constitution of Kenya and laws governing Intergovernmental Relations;
- vi. Have ability to work in a multi-ethnic environment with sensitivity and respect to diversity;
- vii. Demonstrate understanding and commitment to the National Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya 2010;
- viii. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity and
- ix. Not be a State or Public Officer;
- x. Master's degree will be an added advantage.

Terms of Service: Six (6) years non – renewable Contract which will be on full time basis
Remuneration and benefits for the post shall be as set out by the Salaries and Remuneration Commission (SRC).

HOW TO APPLY:

- (a) **All** applications **must** be accompanied by a copy of National ID Card or Passport, a detailed CV, copies of all relevant certificates (including Transcripts), testimonials and other relevant supporting documents.
- (b) Applications should be clearly marked as follows:

“Application for Secretary/CEO, Nyeri County Public Service Board” on the envelope and submitted in any of the following ways:

- i. Hand-delivered to the Office of the Governor.
- Or**
- ii. Posted to the address below.

**The Chairperson,
County Public Service Board Selection Panel, County Government of Nyeri,
P.O Box 1112 -10100, NYERI.**

Applications should reach the Chairperson of the Selection Panel on or before **16th February, 2026** at **5:00pm**.

For More information visit: info@nyeri.go.ke

**THE COUNTY GOVERNMENT OF NYERI IS AN EQUAL OPPORTUNITY EMPLOYER
NYERI.**

NOTE: Only Shortlisted candidates **SHALL** be contacted for interviews.

**The Chairperson
County Public Service Board Selection Panel**