



# COUNTY GOVERNMENT OF NYERI

P.O. BOX 90- 10100  
Telephone 061 2030700

## COUNTY PUBLIC SERVICE BOARD

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### VACANCIES

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

#### **1. County Chief Officers (10 posts)**

The posts will be on the following portfolios:

1. Department of Water, Environment, Natural Resources and Sanitation
2. Department of Legal Affairs, County Public Service, Administration and Communication
3. Department of Agriculture, Livestock and Fisheries
4. Department of Finance and Economic Planning
5. Department of Health Services
6. Department of Education, Science and Technology
7. Department of Transport, Public Works and Infrastructure
8. Department of Lands, Physical Planning, Housing and Urbanisation
9. Department of Trade, Tourism and Co-Operative Development
10. Department of Youth, Sports and Social Services

#### **Duties and Responsibilities**

Reporting to the respective County Executive Secretary, the Officer 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) Development, implementation and review of policies, Sector Plans and Budgets.
- iii) Overseeing management of Departmental resources, preparation of budget estimates, annual work plans and Programmes.
- iv) Formulation and implementation of effective programs aligned to County visions and sector goals
- v) Implementation 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) Promotion of National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- ix) Ensure effective service delivery through implementation of laid out policies and regulations.
- x) Any other duties as may be assigned from time to time.

### **Requirements for Appointment**

- a) Be a Kenyan Citizen
- b) Be in possession of a first degree in a relevant field from a University recognized in Kenya.
- c) Have relevant knowledge and experience of not less than seven (7) years in a Senior Management position in Public Service or Private Sector.
- d) Demonstrate understanding of Devolved Governance.
- e) Be a strategic and result oriented individual and able to work under pressure to meet strict deadlines.
- f) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
- g) Have knowledge and experience in Programme Based Budgeting, Planning and Financial analysis.
- h) Demonstrate thorough understanding of County development objectives and Kenya Vision 2030.

A Master's degree in a relevant field will be an added advantage.

**Terms of Service:** Contract

**Salary:** As prescribed by SRC

## **2. Sub County Administrators (8 posts)**

### **Duties and Responsibilities**

Reporting to the Chief Officer, the Sub- County Administrator will be responsible of the following duties and responsibilities:

- i. Coordinating, managing and supervising the general administrative functions in the sub-county unit
- ii. Ensuring effective service delivery
- iii. Facilitating and Coordinating citizen participation in the development of policies, plans and service delivery
- iv. Facilitating, mobilizing and ensuring prudent utilization of resources
- v. Overseeing safe custody of Government assets in the area of jurisdiction
- vi. Coordinating and monitoring development activities
- vii. Ensuring compliance with the legal, statutory and regulatory requirements in the area of jurisdiction
- viii. Supervising the provision and maintenance of infrastructure and facilities for public services
- ix. Facilitating and coordinating citizen participation in the development of policies and delivery of services
- x. Promoting and ensuring compliance with national values and principles of good governance
- xi. Any other duties that may be assigned.

### **Requirement for appointment**

- i. Be a Kenyan citizen
- ii. Be a holder of a Bachelor's degree in any of the following disciplines:- Public Administration; Business Administration / Management, Community Development or any other Social Science from a university recognized in Kenya;
- iii. Have relevant knowledge and experience in administration and management of not less than five (5) years in middle level Management.
- iv. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.

Master's Degree in a relevant field will be an added advantage.

**Terms of Service:** Contract

**Salary:** As prescribed by SRC

### **3. Ward Administrator (30 posts)**

#### **Duties and Responsibilities**

Reporting to the Sub County Administrator, the Sub- County Administrator, the Ward Administrator will be responsible of the following duties and responsibilities:

- i. Coordinating, managing and supervising the general administrative functions in the sub-county unit
- ii. Ensuring effective service delivery
- iii. Facilitating and Coordinating citizen participation in the development of policies, plans and service delivery
- iv. Facilitating, mobilizing and ensuring prudent utilization of resources
- v. Overseeing safe custody of Government assets in the area of jurisdiction
- vi. Coordinating and monitoring development activities
- vii. Ensuring compliance with the legal, statutory and regulatory requirements in the area of jurisdiction
- viii. Supervising the provision and maintenance of infrastructure and facilities for public services
- ix. Facilitating and coordinating citizen participation in the development of policies and delivery of services
- x. Promoting and ensuring compliance with national values and principles of good governance
- xi. Any other duties that may be assigned.

#### **Requirement for appointment**

- a) Be a holder of a Bachelor's degree in any of the following disciplines:- Public Administration; Business Administration / Management, Community Development or any other Social Science from a university recognized in Kenya;
- b) Have relevant knowledge and experience in administration, management or community development of not less than three (3) years in middle level Management
- c) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
- d) Demonstrated merit and ability as reflected in work performance and results.

Post graduate qualifications in management or public administration will be an added advantage.

**Terms of Service:** Contract

**Salary:** As prescribed by SRC

## **NOTES**

- i. Applicants **MUST** attach their CVs together with certified copies of the following documents:
  - Academic and professional certificates and other testimonials
  - National Identity Card
  - Certificate of good conduct from the Criminal Investigation Department (CID)
  - Clearance from a recognized Credit Reference Bureau (CRB)
  - Clearance form the Higher Education Loans Board (HELB)
  - Clearance certificates from Ethics & Anti-Corruption Commission (EACC)
  - Tax compliance certificate from Kenya Revenue Authority (KRA)
- ii. The County Government of Nyeri is an equal opportunity employer. Qualified persons from any part of the country are encouraged to apply.
- iii. Women who meet the specified requirements are encouraged to apply.
- iv. Persons living with disabilities who meet the specified requirements are encouraged to apply.

### **HOW TO APPLY**

Written applications, together with the required documents should be sent to:

**THE SECRETARY**  
**NYERI COUNTY PUBLIC SERVICE BOARD**  
**KARSON PHOTO HOUSE**  
**KIMATHI STREET**  
**P.O BOX 90-10100**  
**NYERI**  
  
**NYERI**

Applications should reach the undersigned on or before **21<sup>st</sup> September 2017** via postal service, courier service or hand delivered.