



# COUNTY GOVERNMENT OF NYERI

P.O. BOX 90 - 10100  
Telephone 061-2034712  
Fax No. 061 2030537  
NYERI

## NYERI COUNTY PUBLIC SERVICE BOARD

### **INTERNAL ADVERTISEMENT**

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

#### **OFFICE OF THE COUNTY SECRETARY**

##### **1. ASSISTANT DIRECTOR, OFFICE ADMINISTRATIVE SERVICES, J.G “P”**

##### **Duties and Responsibilities**

The Officer will be reporting to the County Secretary and will be responsible for the following:-

- i. Providing support to the County Secretary in the management and facilitation of the County Executive Committee and Chief Officers’ meetings and managing the Registry.
- ii. Providing administrative support to the County Secretary.
- iii. Providing rapporteur services to the Executive Committee and Chief Officer’s meetings.
- iv. Undertaking budgetary monitoring for the Office of County Secretary and authorization of expenditures as the Accounting Officer.
- v. Providing assistance to the County Secretary in allocating, supervising and coordinating of the staff in the Department.
- vi. Providing strategic summaries and reports for meetings.
- vii. Disseminating communication from the County Secretary’s Office to the various County Departments and other Authorities.
- viii. Undertaking Research and Production of reports and records.

##### **Requirements for Appointment**

##### **The candidate must:**

- a) Be a Kenyan citizen
- b) Be a holder of a Bachelor’s degree in Public Administration or Business Administration or other relevant Social Sciences from a University recognized in Kenya.

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

- c) Have relevant experience of not less than 5 years in a Senior Administrative / Managerial position in Public Service or Private Sector.

### **Remuneration and Benefits**

Basic Salary	-	Kshs. 77,527- 103,894 p.m
House allowance	-	Kshs. 21,000 p.m
Transport allowance	-	Kshs. 12,000 p.m
Terms of Service	-	Pensionable or contract. Renewable (based on Performance)
Service Gratuity	-	31% of basic salary on completion of the contract
Medical Cover	-	Provided for self, spouse and dependent children up to 21 years of age
Leave	-	30 days annual leave with leave allowance

## **COUNTY PUBLIC SERVICE BOARD**

### **1. PRINCIPAL ADMINISTRATIVE OFFICER, J.G 'N'- 1 POST**

#### **Duties and Responsibilities**

Reporting to the CEO/ Secretary of the County Public Service Board, the candidate will be responsible for the following:

- i. Coordinating the Secretariat and the Board administrative, logistical and operational issues
- ii. Monitoring the Board`s decisions by maintaining an up to date implementation matrix
- iii. Coordinating schedules of meetings, appointment and interviews
- iv. Preparing the Board`s procurement plan and following up on its implementation
- v. Preparing the Board`s Budget in liaison with the Finance and General Purpose Committee
- vi. Maintaining the Board`s Financial records
- vii. Assisting in preparation of expenditure and revenues in conformity with the strategic plan
- viii. Facilitating Annual Audit
- ix. Ensuring security , integrity and confidentiality of data
- x. Ensuring security of office records, equipment and documents

- xi. Establishing and monitoring procedures for record keeping of correspondence and file movements
- xii. Maintaining optimum stock levels and replenishing
- xiii. Providing liaison and administrative support to the Board`s Committees
- xiv. Coordinating of Insurance matters
- xv. Ensuring compliance with PFM Act and PPOA Act
- xvi. Any other duty that may be assigned

### **Requirements for Appointment**

- Be a Kenyan Citizen
- Be a holder of Bachelor`s Degree in Commerce / Management or any other Social Sciences from a University recognized in Kenya
- The candidate to have Completed CPA Part I
- At least 6 years working in a busy office in a similar position

**Terms of Service:** Contract (renewable based on performance)

### **Remuneration and benefits:**

- Basic Salary: Kshs. 48,190 – 65,290 p.m
- House allowance: Kshs.18,000 p.m
- Transport Allowance: Kshs. 8,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Service Gratuity: 31% of basic salary on completion of the contract.
- Leave: 30 days annual leave with leave allowance.

Candidates who had applied for the above two positions need not re-apply

### **NOTE**

1. Applicants are requested to fill the Employment Form which can be downloaded from the County Website, [www.nyeri.go.ke](http://www.nyeri.go.ke)
2. The County Government of Nyeri is an equal opportunity employer;

- i. Women who meet the specified requirements are encouraged to apply.
  - ii. Persons living with Disability who meet the specified requirements are also encouraged to apply.
3. All Applicants **MUST** attach **certified** copies of the following documents:
- Academic and Professional Certificates and other testimonials.
  - National Identity Card

The completed application form together with certified copies of the required academic, professional and other certificates should be sent or delivered to:

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

All applications should reach the Secretary on or before **29<sup>th</sup> May 2017** via postal service, courier service or hand delivered

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