



# COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100  
Telephone 061 2030700

## COUNTY PUBLIC SERVICE BOARD

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**RE: INTERNAL ADVERTISEMENT:**

- SENIOR ASSISTANT OFFICE ADMINISTRATOR /SENIOR OFFICE ADMINISTRATOR JOB GROUP 'L' – 1 POST

Applications are invited from suitably qualified serving officers in the County Government of Nyeri for the position shown herein in the Nyeri County Public Service Board.

Eligible 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)

The completed application form together with the Head of Department Recommendation, Staff Performance Appraisal Report for 2016/2017, letter of appointment/promotion to the current substantive grade and certified copies of academic and professional 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 **15<sup>th</sup> March 2018**

The positions are as follows:

**SENIOR ASSISTANT OFFICE ADMINISTRATOR/SENIOR OFFICE ADMINISTRATOR -  
JOB GROUP 'L' – 1 NO. POST**

**a) Duties and Responsibilities**

- i) Managing the County Public Service Board reception
- ii) Discharge of written information to relevant offices/ persons
- iii) Operating office equipment
- iv) Co-coordinating schedules of meetings and appointments
- v) In liaison with the records officer, ensure security of office records, equipment and documents including classified materials
- vi) Preparing responses to routine correspondence and file movements
- vii) Maintaining an up to date filing system in the office
- viii) managing office protocol and etiquette
- ix) Supervising office cleanliness and undertaking any other office administrative services duties that may be assigned
- x) Handle basic accounting tasks at the offices
- xi) Any other duty that may be assigned by the supervisor.

**b) Requirements for appointment**

- i) Served in the grade of Assistant Office Administrator 1 or Senior Office Administrative Assistant for a minimum period of three (3) years;
- ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

**OR**

- i) Business Education Single and Group Certificate (BES & GC) Stages 1, 11, and 111 from the Kenya National Examination Council in the following subjects:

- a) Shorthand 111 (minimum 110 w.p.m.);
  - b) Typewriting 111(50 w.p.m.)/Computerized Document Processing 111;
  - ii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution;
- (v) Shown merit and ability as reflected in work performance and results.

**OR**

- (i) Served in the grade of Office Administrator 1 or comparable position for a minimum period three (3) years;
- (ii) Bachelor Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

**OR**

- i) Bachelor Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution
- ii) Certificate in Secretarial Management Course lasting not less than four (4) weeks from Kenya School of Government or any other recognized institution;