



## **COUNTY GOVERNMENT OF NYERI**

P.O. BOX 90– 10100 Nyeri

Telephone 061 2030700

### **COUNTY PUBLIC SERVICE BOARD**

#### **ADVERTISEMENT FOR VACANT POSITIONS**

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

**1. Chief Officer, J.G ‘S’ - Department of Water, Environment, Natural Resources and Sanitation;**

Reporting to the County Executive Committee Member, the Officer will be the Accounting and Authorized Officer for the Department and will also be responsible for the following duties and responsibilities;

- General administration and coordination of Department.
- Develop, implement and review policies, Sectoral plans and budgets.
- Overseeing the management of Department resources, preparation of budget estimates, annual work plans and programs.
- Implementation and monitoring of the performance management systems.
- Building capacity of Departmental staff.
- Enhance synergies between the County Government and its Agencies and promote gainful cooperation between the sector and stakeholders
- Maximize sustainable development activities in the county;
- Organizing and coordinating consultative forums with stakeholders.
- Promotion of National Values and Principles of good Governance.
- Any other duties as may be assigned by the CECM.

**Requirements for appointment:-**

- i. Be a Kenyan Citizen
- ii. Be a holder of a Bachelor Degree in a relevant field from a University recognized in Kenya.
- iii. Have relevant knowledge and experience in senior management of not less than seven (7) years in Public/Private Sector.
- iv. Demonstrate familiarity with issues in Water Sector.
- v. Computer literate;
- vi. Demonstrate a high degree of professional and technical competence as reflected in work performance and results;
- vii. Demonstrate understanding of devolved Governance and Kenya Vision 2030.

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

**2. Directors, J.G 'R' in the following Directorates;**

- a. Transport, Public Works and infrastructure.
- b. Mechanical Works and energy
- c. Water and irrigation
- d. Environment, Natural Resources and Solid waste Management.
- e. Lands and Surveying
- f. Gender, Youth Services and Special Programs
- g. Public Participation and Civic Education
- h. Crops Resource Management
- i. Livestock Resource Management
- j. Cooperative Development
- k. Revenue
- l. Internal Audit
- m. Economic Planning and Budgeting
- n. Education
- o. Administration and Inspectorate
- p. Health Services

The Officer will be reporting to the Chief Officer and will be the Technical person and the head of Directorate responsible for the following duties and responsibilities;

**Duties and responsibilities will involve:**

- i. Implementation of the Strategic Plan and objectives of the Directorate;
- ii. Handling technical, administrative, human resource, budgetary and assets management issues;
- iii. Team building and setting performance targets and standards in consultation with the Chief Officer;
- iv. Addressing stakeholders concerns and instituting operational accountability;
- v. Incorporating new initiatives into the Directorate's schemes of work.
- vi. Modernize and ensure services are responsive to customer needs;
- vii. Ensure staff capacity building;
- viii. Maximize sustainable development activities in the County;
- ix. Enhance synergies between the County Government and its Agencies and promote gainful cooperation between the sector and stakeholders
- x. Any other duties as may be assigned by the Chief Officer.

**Requirements for appointment:-**

- i. Have served in the a senior position in a relevant field, in the Public/Private service for at least five [5] years;
- ii. Be a holder of Master's degree in a relevant field;
- iii. Computer literate;
- iv. Demonstrate a high degree of professional and technical competence as reflected in work performance and results;
- v. Certificate in Strategic Leadership Development Programme Course or its equivalent from a recognized institution;
- vi. Be a member of a professional body in good standing in their respective fields.

**3. Chief Enforcement officer (Superintendent), J.G 'M'**

An officer at this position will be reporting to the County Director Enforcement charged with the following duties and responsibilities;

- i. Ensuring compliance with County laws and by laws in conjunction with other law enforcement agencies.
- ii. Enforcement of all rules and regulations established by the County Government of Nyeri in respect to traffic control, construction, operation, waste management and ensure compliance with National Government sector standards.

- iii. Overseeing security of County Government buildings and vital installations.
- iv. Coordinating, monitoring and communicating surveillance.
- v. Overseeing riot and crowd control operations
- vi. Overseeing the care and training of County animals such as dogs.
- vii. Handling technical, administrative, human resource, and assets management issues;
- viii. Assigning of work, checking and managing work allocated to staff under his supervision.
- ix. Team building and setting performance targets and standards in consultation with the Chief Officer;
- x. Addressing stakeholders concerns and instituting operational accountability;
- xi. Enhance synergies between the County Departments that require enforcement services and ensure gainful cooperation between the stakeholders.
- xii. Any other duties that be assigned by the Director.

**Requirement for appointments:-**

- i. Have served honorably in a senior position in the position of Chief inspector/captain in the disciplined forces for a minimum period of three (3) years.
- ii. Be a holder of a Diploma in any of the following fields-Criminology, law, police science, Education, Security Management, Public Administration, Strategic Management, Human Resources Management, Peace Building and conflict Management, Physical Education, Media and Public Relations, Sociology, Risk and Disaster Management or an equivalent qualification from institution recognized in Kenya;
- iii. Computer literate;
- iv. Demonstrate a high degree of professional and technical competence as reflected in work performance and results; and
- v. Certificate in Strategic Leadership Development Programme or equivalent Course from a recognized institution.

A Bachelor degree in any of the following fields-Criminology, law, police science, Education, Security Management, Public Administration, Strategic Management, Human Resources

Management, Peace Building and conflict Management, Physical Education, Music, Media and Public Relations, Sociology, Risk and Disaster Management or an equivalent qualification from recognized institution will be an added advantage;

**NOTE**

- (i) Applicants **MUST** attach their C.V 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 (C.I.D)
  - A certificate from a recognized Credit Reference Bureau (C.R.B)
  - Clearance from the Higher Education Loans Board (H.E.L.B)
  - Clearance certificates from Ethics & Anti-Corruption Commission (E.A.C.C)
  - Tax compliance certificate from Kenya Revenue Authority (K.R.A)
- (ii) The Nyeri County Government is an equal opportunity employer.
- (iii) Qualified persons from any part of the country are encouraged to apply.
- (iv) Women who meet the specified requirements are encouraged to apply.
- (v) Persons living with Disability who meet the specified requirements are also encouraged to apply.
- (vi) Remuneration and benefits- as per SRC guidelines.
- (vii) Terms of service- 3 years contract (renewable based on performance).

**HOW TO APPLY**

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

**THE SECRETARY,**

**NYERI COUNTY PUBLIC SERVICE BOARD,**

**KARSON'S PHOTO HOUSE 2<sup>ND</sup> FLOOR KIMATHI STREET  
P.O BOX 90-10100, NYERI.**

Applications should reach the Secretary on or before 27<sup>th</sup> July, 2018 via postal service, courier services or hand delivered.