



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: REDESIGNATION, INTEGRATION AND HARMONIZATION OF JOB GRADES IN THE CIVIL SERVICE STRUCTURE

The County Public Service Board has started the process of re-designation and also harmonizing of the job grades for the employees of the former local authorities with the objective of supporting career advancement for deserving officers.

The exercise commenced with specific cadres, with deserving, eligible and willing employees invited to apply in the designation and job group which they meet the requirements.

The eligible employees are requested to fill the Employment Form which can be downloaded from the County Website, www.nyeri.go.ke

The Board will, among the basic requirements, consider the **cumulative years of service** for consideration to the applied re-designation and/or harmonization.

A temporary waiver will also be given on the following requirements:

- a) Strategic Leadership and Development Course
- b) Senior Management Course

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 **18th September 2018**

The positions are in the Department of Finance and are as follows:

1. PRINCIPAL ACCOUNTANT, JOB GROUP ‘N’

(a) Duties and Responsibilities

A Principal Accountant will be deployed to head a small/ medium sized County Treasury or deputize in a Sub- County Treasury or head a Ward in an Accounting Unit.

As an officer will be responsible for providing advisory services to County Departmental heads and other stakeholders on all financial matters in the County; participating and providing advice as expected of the office in Tender Committee, projects committee, County Executive Committee, County development committee etc.; interpretation and implementation of financial regulations and procedures, Treasury circulars, letters and instructions; ensuring expenditures are within the voted allocations; developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures; preparation of management financial reports which include monthly expenditure, returns, monthly bank reconciliation statements, and revenue/AIA returns, cash flow statements, analysis of deposits etc. and maintenance of up to date and accurate books of accounts; safeguarding Government Assets and records in the County Treasury; and supervision, training, development and deployment of Accounts staff in the County Treasury.

(b) Requirements for the Appointment

For appointment to this grade, the officer must have:-

- (i) Served in the grade of Chief Accountant, Job Group ‘M’ or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) A Bachelor’s degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

OR

Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;

- (iii) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB).
 - (iv) Shown merit and ability as reflected in work performance and results.
- In addition to the above requirements, an officer must have the following key competencies:

- (i) integrity and commitment to produce results;
- (ii) creative and innovative, technical problem solving, transformative and resource management skills;
- (iii) ability to work with minimum supervision;
- (iv) good knowledge in professional field of specialization; and
- (v) good organization and supervisory skills.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

Core Skills

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

2. PRINCIPAL INTERNAL AUDITOR, JOB GROUP 'N'- 1 POST

(a) Duties and Responsibilities

An officer at this level will be responsible for efficient co-ordination and control of operations in the County departments.

Duties and responsibilities at this level entail: - identifying activities subject to audit coverage, evaluating their significance and accessing the degree of risk inherent in terms of the audit costs involved; carrying out investigations on irregularities identified or reported in audit reports; and ensuring Government assets are safeguarded and properly utilized.

(b) Requirements for the Appointment

For appointment to this grade, an officer must have: -

- (i) have served for at least ten (10) years in the field of Finance or a related field, three (3) years of which should have been at the grade of Chief Internal Auditor or in a comparable position in the Public Service and in possession of CPA Part 111 or CIA Part 1V;]

OR

- (ii) have served as Chief Internal Auditor for at least three (3) years and is in possession of Bachelor of Commerce degree (Accounting /Finance) option and holds a post graduate Diploma in Internal Auditing or comparable qualifications from a recognized institution;

OR

- (iii) has served for at least five (5) years in the grade of Chief Internal Auditor and in possession of CPA Part 11 or CIA Part 111;

In addition, the officer must;

- (i) Attended the four (4) weeks Senior Management Course in a recognized institution
- (ii) be a registered member of the Institute of Internal Auditors (IIA) or the Institute of Certified Public Accountants of Kenya (ICPAK), or Information Systems Audit and Control Association of Certified Fraud Examiners (ACFE);
- (iii) have demonstrated administrative capabilities and a high degree of competence in planning, conducting and supervision both financial and management audits as well as running a unit efficiently; and
- (iv) be a person of high integrity and demonstrated outstanding leadership qualities

3. ACCOUNTANT I, JOB GROUP ‘K’- 1 Post.

(a) Duties and Responsibilities

An officer at this level will be required to deal with accounting operations in an Accounting Unit. Work at this level will be subjected to occasional checks rather than close supervision. Specifically, work will involve verification of vouchers and committal documents in accordance with laid down rules and regulations; data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports e.g. imprest and expenditure returns etc. He/she will be responsible for the safe custody of County Government records and assets under him/her, analysis of the below the line accounts and may be deployed as a cashier where duties will entail receiving duly processed payments and receipt vouchers; writing cheques and posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books on daily basis; arranging for withdrawal of cash for office use and ensuring safety of the same at all times; extracting and providing cash liquidity analysis; ensuring security of cheques and cheque books; preparation of expenditure and Authority to Incur Expenditure (AIE) funding returns on quarterly basis at district treasury level; preparation of Appropriation In Aid (AIA) returns on quarterly basis at treasury level; paying personal and merchant claims guided by cash balances in the cash books and treasury regulations; and receipting of all money due and payable to government.

(a) Requirements for Appointment

Direct Appointment

For direct appointment to this grade, a candidate must have a Bachelors degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

OR

Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification.

Promotion

For appointment to this grade, an officer must have: -

- (i) served as Accountant II, Job Group ‘J’ for a minimum period of three (3) years;
- (ii) passed Part II of the Certified Public Accountants (CPA) Examination or a Bachelor’s degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification;
- (iii) Certificate in Computer Applications; and
- (iv) shown merit and ability as reflected in work performance and results.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

Core Skills

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills

4. ACCOUNTANT II, JOB GROUP 'J'- 3 POSTS

a. Duties and Responsibilities

This is the entry and training grade for non-professionals. An officer at this level will be responsible for performing a variety of accounting work of limited scope and under the guidance of a senior officer. Specifically, work will involve preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved. He/she will be responsible for safe custody of records and assets under him /her.

(b) Requirements for Appointment

For appointment to the grade of Accountant II, Job Group 'J' a candidate must have the following qualification: -

A pass in part II of the Certified Public Accountants (CPA) Examination or it's recognized equivalent qualifications.

OR

Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.

Personal Qualities

In addition to the above requirements, an officer must have the following

qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

Core Skills

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skill

5. SENIOR PROCUREMENT AND SUPPLY CHAIN MANAGEMENT ASSISTANT, JOB GROUP 'L'- 1 Post.

(a) Duties and Responsibilities

An officer at this level will be expected to supervise and provide guidance and advice in areas pertaining to Supply Chain Management to officers working under the officer. Specifically, duties will entail assisting in procurement plans, market survey and research; disposal of stores and equipment in accordance to the laid down regulations and procedures; and preparation of periodic and annual Supply Chain Management reports/returns.

(b) Requirements for the Appointment

- (i) For appointment to this grade of Senior Supply Chain Management Assistant 1 or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) a Diploma in Supplies Management on its equivalent qualification from a recognized institution and
- (iii) shown merit and ability as reflected in work performance and results.

In addition to the above requirements an officer must have the following key personal attributes and core competence: -

(i) Personal Qualities

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

(ii) Core Competences

- Team playing skills
- Accuracy
- Care for resources
- Manual dexterity

- Execution of instructions
- Interpersonal skills
- Analytical skills
- Record Management skills

6. PRINCIPAL CLERICAL OFFICER, JOB GROUP ‘K’- 10 POSTS

(a) Duties and Responsibilities

This is the highest grade in the cadre. An officer at this level will supervise a group of Clerical Officers in a specific area of deployment. Specific duties and responsibilities will entail; verifying compiled statistical records for accuracy; coordinating processing of human resource records and accounting transactions; ensuring maintenance of efficient filing processing appointment, promotions discipline cases, transfers and other related duties in human resource management; verifying payment vouchers; computing financial and statistical records based on routine or special sources of information; drafting indents for advertisement; processing pension documents; processing documents for issuance of academic records; inducting new clerical personnel; and mentoring and guiding other Clerical Officers.

(b) Requirements for the Appointment

For appointment to this grade, an officer must: -

- (i) served in the grade of Chief Clerical Officer for a minimum period of three (3);
- (ii) Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (minus) or its equivalent qualification;
- (iii) Supervisory skills Course lasting not less than two (weeks) from a recognized institution;
- (iv) Certificate in any of the following disciplines; Human Resource Management, (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- (v) Passed the proficiency Examination for Clerical Officers;
- (vi) Certificate in computer application skills from a recognized institution; and
- (vii) Shown merit and ability as reflected in work performance and results.

7. CHIEF CLERICAL OFFICER, JOB GROUP ‘J’- 5 POSTS

(a) Duties and Responsibilities

An officer at this level may be deployed in various sections of a county department.

Specific duties and responsibilities will entail ; compiling statistical records; carrying out transactions related to accounts or personnel information; filing receipts; receiving, sorting out, filling and dispatching correspondence; preparing initial documents for issuance of stores; preparing Pay Change Advices(PCAs); preparing initial documents for issuance of stores; and checking general office cleaning and security of buildings and equipment; verifying pension claims; processing documents for issuance of licenses; maintain an efficient filing system and safe keeping of invoices; and drafting agenda for case due for presentation to the County Human Resource Management and Advisory Committee(CHRAC) meetings; processing of documents; managing registers; controlling movements of records and file movements; drafting correspondences; and ensuring safe custody of equipment, documents and records.

(b) Requirements for the Appointment

For appointment to this grade, an officer must: -

- (i) served in the grade of Senior Clerical Officer for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (minus) or its equivalent qualification;
- (iii) Passed the proficiency Examination for Clerical Officers;
- (iv) Certificate in any of the following disciplines; Human Resource Management, (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution; Certificate in computer application skills from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results on the basis of respective Performance Appraisal Report.

8. SENIOR CLERICAL OFFICER, JOB GROUP 'H'- 5 POSTS

(a) Duties and Responsibilities

An officer at this level may be deployed in any departmental unit.

Specific duties and responsibilities will entail ; compiling statistical records; carrying out transactions related to accounts or personnel information; filing receipts and dispatching correspondence; recording folioing and filing applications for registration and licensing documents; preparing initial documents for issuance of stores; preparing Pay Change Advices(PCAs); preparing initial documents for issuance of stores; and checking general office cleaning and security of buildings and equipment; verifying pension claims; processing documents for issuance of licenses; maintaining and updating files; controlling movements of records an efficient filing system and safe keeping of invoices; and drafting agenda for case due for presentation to the Ministerial/County Human Resource Management and Advisory Committee(CHRAC) meetings; processing of documents; managing registers; controlling movements of records and files; and managing registers.

Requirements for the Appointment

For appointment to this grade, an officer must:-

- (i) served in the grade of Clerical Officer 1 for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (minus) or its approved equivalent qualification;
- (iii) Passed the proficiency Examination for Clerical Officers;
- (iv) Certificate in any of the following disciplines; Human Resource Management, (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months form a recognized institution
- (v) Certificate in computer application skills from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results on the basis of respective Performance Appraisal Report.

9. CLERICAL OFFICER 1, JOB GROUP ‘G’- 3 POSTS

(a) Duties and Responsibilities

An officer at this level may be deployed in any unit of a county Department. The officer will be required to carry out simple clerical duties under the supervision and guidance of a senior officer.

Specific duties and responsibilities will entail; compiling statistical records; carrying out transactions related to accounts or personnel information; filing receipts, receiving, sorting out, filling and dispatching correspondence; recording folioing and filing applications for registration and licensing documents; preparing initial documents for issuance of stores; preparing Pay Change Advices (PCAs); and checking general office cleaning

(b) Requirements for the Appointment

For appointment to this grade, an officer must have: -

- (i) served in the grade of Clerical Officer 11 for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education (KCSE) Mean Grade C - (minus) or its approved equivalent qualification;
- (iii) Passed the proficiency Examination for Clerical Officers;
- (iv) Certificate in any of the following disciplines; Human Resource Management, (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution
- (v) Certificate in computer application skills from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results on the basis of respective Performance Appraisal Report.

