



# COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100  
Telephone 061 2030700

## COUNTY PUBLIC SERVICE BOARD

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### **RE: INTERNAL ADVERTISEMENT: DEPARTMENT OF ECONOMIC PLANNING**

Applications are invited from suitably qualified serving officers in the County Government of Nyeri for the positions shown herein in the Department of Economic Planning.

Eligible employees are requested to fill the Employment Form which can be downloaded from the County Website, [www.nyeri.go.ke](http://www.nyeri.go.ke)

Where applicable, the board has granted a temporary waiver on the words per minute in shorthand. Further, the Board will consider the cumulative years in the service.

The completed application form together with the Head of Department Recommendation, Staff Performance Appraisal Report for 2017/2018, 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 **21<sup>st</sup> December 2018**

Full details of the positions are as indicated below:

#### **1. CHIEF ASSISTANT OFFICE ADMINISTRATOR, JOB GROUP M (1 Post)**

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

Served in the grade of Senior Assistant Office Administrator I or Senior Office Administrative Assistant for a maximum period of three (3) years;

Diploma in Secretarial Studies from the Kenya National Examinations Council;

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OR

Business Education Single and Group Certificates (BES & GC) Stages I, II, III from the Kenya National Examinations Council in the following subjects:-

- Shorthand III (120 w.p.m)
- Typewriting III(50 w.p.m)/Computerized Document Processing III;
- Business English III/Communications II
- Office Practice II;
- Commerce II;
- Office Management III/Office Administration and Management III;
- Secretarial Duties II;
- Certificate in secretarial Management Course lasting not less than four weeks from Kenya School of Government or any other training institution.
- Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
- Certificate in computer applications from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

## **2. SENIOR ASSISTANT OFFICE ADMINISTRATOR J.G. 'L' (2 Posts)**

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

Served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant for a maximum period of three (3) years;

Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) Stages I, II, III from the Kenya National Examinations Council in the following subjects:-

- Shorthand III (110 w.p.m)
  - Typewriting III(50 w.p.m)/Computerized Document Processing III;
  - Business English III/Communications II
  - Office Practice II;
  - Commerce II;
  - Office Management III/Office Administration and Management III;
  - Secretarial Duties 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 government training institution;
  - Certificate in computer applications from a recognized institution; and
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- Shown merit and ability as reflected in work performance and results.

### **3. ASSISTANT OFFICE ADMINISTRATOR I J.G. K (1 Post)**

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

Served in the grade of Office Administrative Assistant 1 for a minimum period of three (3) years;

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:-

- Typewriting III(50 w.p.m)/Computerized Document Processing III;
- Business English III/Communications II
- Office Practice II;
- Commerce II;
- Secretarial Duties II;
- Office Management III/Office Administration and Management III;

OR

- Craft Certificate in Secretarial Studies from the Kenya National Examination Council;
- Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution;
- Certificate in computer applications from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

### **4. OFFICE ADMINISTRATIVE ASSISTANT II J.G. 'G' (1 POST)**

For appointment to this grade, a candidate must have:-

Kenya Certificate of Secondary Education mean Grade C- (minus) with at least C (plain) in English or Kiswahili language or its equivalent qualification from a recognized institution;

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:-

Kenya National Examination Certificates in;

- Typewriting II(40 w.p.m)
- Business English I
- Office Practice I
- Commerce
- Craft Certificate in Secretarial Studies from the Kenya National Examinations Council; and
- Certificate in computer applications skills from a recognized institution.

**5. PROCUREMENT ASSISTANT (SUPPLY CHAIN MANAGEMENT ASSISTANT) ‘H’  
(1 Post)**

An officer at this level will be deployed in a supply chain management unit.

**Duties and Responsibilities**

- Issuing and receiving items and documents at the stores
- Assisting in stock taking periodically
- Preparing monthly reports
- Ensuring proper reconciliation
- Any other duties as may be assigned

**For appointment to this grade, a candidate**

- Must be a Kenyan citizen with KCSE C-with C- in mathematics, English or Kiswahili.
- Have a Diploma Certificate in Supply Chain Management from Chartered Institute of Purchasing and Supplies or its equivalent from a recognized institution.
- Shown merit and ability as reflected in work performance and results.
- has experience in IFMIS operations and specifically e-procurement

**Personal qualities**

Ability to get on with diverse workforce

- Must have excellent communication and interpersonal skills.
- Ability to take instructions.
- Good organizational skills.

**6. CHIEF DRIVER J.G ‘H’ (1 Post)**

To have served in the grade of Senior Driver for a minimum period of three (3) years;

- Passed Occupational Trade Test I for Drivers;
- A valid driving licence free from any current endorsement(s) for class(es) of vehicle(s) the officer is required to drive;
- Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- A valid Certificate of Good Conduct from the Kenya Police;

- Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- Demonstrated outstanding professional competence and integrity in work performance and results.