



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90- 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT: SOCIAL WELFARE OFFICER, JOB GROUP 'K' - FIVE (5) POSTS

Applications are invited from suitably qualified serving employees in the County Government of Nyeri for the position of Social Welfare Officer, Job Group 'K'.

Reporting to: The Director for Gender, Youth and Social Services

Duties and Responsibilities:

1. Plan and harmonize related development programs and issues relating to marginalized and vulnerable groups;
2. Collect, summarize, analyze and disseminate information and decisions concerning vulnerable groups to the relevant offices and prepare reports;
3. Monitor the implementation of programs relating to vulnerable groups at Sub-County level and prepare reports;
4. Maintain contact with relevant institutions involved in research and social development on vulnerable groups;
5. Prepare and facilitate Sub-County meetings in connection with vulnerable groups;
6. Collaborate with other institutions, agencies, organizations and NGOs dealing with the welfare and development of vulnerable groups with a view of raising awareness and ensuring implementation of decisions and programs;

7. Participate in all activities related to the welfare and development of vulnerable groups;
8. Ensure that interests of vulnerable groups are mainstreamed in the social development issues;
9. Any other duties as may be assigned by the Director.

Qualifications for appointment

1. Kenya Certificate of Secondary Education (KCSE) mean Grade C+ (Plus) and above or its recognized equivalent qualifications;
2. A Bachelor's degree in any of the following disciplines: Sociology, Social Work or Community Development; or equivalent qualification from a university recognized in Kenya. Qualifications in Psychology, and/or Guidance and Counselling will be an added advantage;
3. Experience as a social welfare officer or social worker or a comparable and relevant position will be an added advantage;
4. Computer, Monitoring and Evaluation, communication and report writing skills;

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

The completed application form together with the Head of Department Recommendation, a 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 **14th May 2019**