



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90- 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: INTERNAL ADVERTISEMENT: SUPPORT STAFF/MORTICIAN IIb JOB GROUP 'E' - TEN (10) POSTS

Applications are invited from suitably qualified serving employees in the County Government of Nyeri for the above stated positions.

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, Staff Performance Appraisal Report for 2018/2019, 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**

Note:

Employees appointed on short term contracts are eligible for consideration.

All applications should reach the Secretary on or before **19th July 2019**

(a) Duties and Responsibilities

- Collecting and receiving bodies through the prescribed procedure
- Keeping up-to-date records of all undertaking in the unit
- Cleaning, embalming and preserving the bodies

- Scrubbing and assisting in post mortem procedures
- Counselling the bereaved
- Documenting and releasing bodies as per the laid down procedures
- Acting as the interface between the unit and the public in relation to activities within the unit
- Any other duty as may be assigned

(b) Requirements for Appointment

- KCSE D(Plain)
- Certificate of Good Conduct
- Demonstrate good interpersonal and communication skills
- Training in embalming and grief counselling will be an added advantage
- relevant work experience in a busy mortuary or a reputable Funeral Home will be an added advantage

Salary: **As per the Salary Remuneration Commission guidelines**

Contract: **Three (3) years contract.**