



# COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100  
Telephone 061 2030700

## COUNTY PUBLIC SERVICE BOARD

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### **RE: ADVERTISEMENT FOR VACANT POSITIONS**

The County Government of Nyeri wishes to recruit competent and qualified persons in the Department of Lands, Physical Planning, Housing and urbanization to fill the following positions:

#### **1. SENIOR PHYSICAL PLANNERS JOB GROUP ‘L’ – 3 POSTS**

Reporting to the County Director, Physical Planning and Housing, the following will be the duties and responsibilities:

##### **a) Duties and responsibilities**

- i) Preparing physical development plans for small and medium sized urban areas under the guidance of the county director
- ii) Collecting, collating and analyzing urban and regional physical planning data
- iii) Preparing action plans for specific projects such as residential housing schemes and shopping centers
- iv) Responsible for advising stakeholders and clients on all technical matters related to the planning and development control within the sub county/county
- v) Providing logistical support to physical planning development approval and liaison committee
- vi) Updating and maintaining physical planning records
- vii) Perform any other duties as may be assigned by the supervisor

## **b) Requirements for Appointment**

- (i) Be a Kenyan citizen
- (ii) Must have worked as a physical planner or its equivalent in a public office or private sector for a minimum period of 3 years;
- (iii) Holder of a Bachelor's degree in any of the following disciplines: Urban and Regional Planning, Urban Planning or Town Planning or any other equivalent qualifications from a university recognized in Kenya;
- (iv) Be a member of Kenya Institute of Planners or Architectural Association of Kenya(Town Planning Chapter) or Town and county planners Association of Kenya (TCPAK)
- (v) Computer proficiency;
- (vi) Have demonstrated merit and shown ability as reflected in work performance and results.
- (vii) Meet the requirements of Chapter Six of the Constitution of Kenya

## **2. PHYSICAL PLANNERS JOB GROUP 'K' – 2 POSTS**

Reporting to the County Director, Physical Planning and Housing, the following will be the duties and responsibilities:

### **a) Duties and Responsibilities**

- i) Responsible for advising stakeholders and clients on all technical matters related to the planning and development control within the sub county /county
- ii) Receiving and vetting development applications
- iii) Participating in Preparing of local physical development plans under the supervision of the county director ;
- iv) Undertaking feasibility studies on physical, social, economic and environmental characteristic
- v) Implementing physical planning and land use plans and policies for national, regional, county ,urban areas and cities;
- vi) Maintaining physical planning records
- vii) Perform any other duties as may be assigned by the supervisor

**b) Requirements for Appointment:-**

- (i) Be a Kenyan citizen;
- (ii) Have a Bachelor's degree in any of the following disciplines:-Urban and Regional Planning, Urban Planning or Town Planning or any other equivalent qualifications from a university recognized in Kenya;
- (iii) Be a graduate member of Kenya Institute of Planners or Architectural Association of Kenya(Town Planning Chapter) or Town & county planners Association of Kenya(TCPAK)
- (iv) Computer proficiency;
- (v) Meet the requirements of Chapter Six of the Constitution of Kenya;

**3. BUILDING INSPECTORS (SUPERINTENDENT BUILDINGS) JOB GROUP 'K' - 4 POSTS**

Reporting to the County Director, Physical Planning and Housing, the following will be the duties and responsibilities:

**a) Duties and Responsibilities:**

- i) Responsible for advising developers and clients on all technical matters related to the Building designs and development control within the county.
- ii) Receiving and vetting applications for building;
- iii) Reading and interpreting Architectural and Engineering drawings, comparing their details with work on site and compiling site weekly reports
- iv) Assisting in planning a building programme for simple or complex buildings
- v) Ensuring that construction work in progress is in accordance with specifications and taking details of provisional items.vi) Supervision of artisans carrying out repairs and alteration of existing buildings
- vi) Preparation of cost estimates and schedule of materials
- vii) Perform any other duties as may be assigned by the supervisor

## **b) Requirements for Appointment**

- (i) Be a Kenyan citizen;
- (ii) Served as a senior inspector (Buildings) or in a comparable and relevant position in the public service or private sector for a minimum three (3) years.
- (iii) Possess a Diploma in Building and Civil Engineering or Construction Technician Certificate Part III, or its equivalent and relevant qualification from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.
- (v) Meet the requirements of Chapter Six of the Constitution of Kenya;

## **4. HOUSING OFFICER I JOB GROUP 'K' – 1 POST**

Reporting to the County Principal Housing officer, the following will be the duties and responsibilities:

### **a) Duties and Responsibilities**

- i) Identification of land for housing development ;
- ii) Disseminating information on appropriate building technologies to stakeholders;
- iii) Planning and implementing housing and human settlements projects
- iv) Collection of social, economic and physical data on existing slums and informal settlements
- v) Maintaining and updating of slums data base
- vi) Updating tenant registers
- vii) Generation of reports during housing project design
- viii) Perform any other duties as may be assigned by the supervisor

### **b) Requirements for Appointment**

- (i) Be a Kenyan citizen;
- (ii) A Bachelor's degree in the following: Architecture, Interior Design, Land scape Architecture, and /or Construction Management, Valuation, Property Management, Real Estate & Land Administration, Building Economics, Urban /Regional Planning, Construction Management, Estate Management from a recognized University.
- (iii) Should demonstrate professional competence, administrative ability and integrity as required in the work performance and results
- (iv) Meet the requirements of Chapter Six of the Constitution of Kenya

## **5. SENIOR ESTATE MANAGEMENT OFFICER, JOB GROUP 'L'- JOB GROUP 'L' 1 POST**

Reporting to the Principal Housing Officer the following will be the duties and responsibilities:

### **a) Duties and Responsibilities**

- i) Responsible on advising stakeholders and clients on all technical matters related to the land valuation and rating, allocations and acquisitions and county property and fixed asset management information within the county;
- ii) Offer technical guidance on preparation of county valuation Act and county valuation for rating Act
- iii) Valuation and assessment of property for stamp duty,
- iv) Facilitate acquisition of county government leases
- v) Apportioning of rents following subdivisions;
- vi) Inspections of land for compensation;
- vii) Assessment and inspection of land for rating purposes;
- viii) Undertaking other routine valuation duties as maybe assigned from time to time
- ix) Perform any other duties as may be assigned by the supervisor

### **b) Requirements for Appointment**

- (i) Be a Kenyan Citizen
- (ii) Bachelor's degree in Land Valuation and Property Management , Land Economics or Building Economics, Property Management and Valuation, Architecture, Regional /Urban Planning, Construction Management from recognized institution.
- (iii) Registration by any of the following bodies: Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Valuers Registration Board,
- (iv) Must have worked as a valuer in a public office or private sector for a minimum of 3 years;
- (v) Have demonstrated merit and shown ability to perform with minimum supervision
- (vi) Meet the requirements of Chapter Six of the Constitution of Kenya

**Salary and benefits:** As per the regulations of Salaries and Remuneration Commission.

**Terms:** Three (3) year contract

### **NOTE**

Applicants **MUST** attach their C.V together with **certified** copies of the following documents:

- Academic and Professional Certificates and other testimonials.
- National Identity Card
- Valid certificate of Good conduct from the Criminal Investigation Department (C.I.D).

The County Government of Nyeri is an equal opportunity employer. Qualified persons from any part of the country are encouraged to apply. Persons Living With Disability and women are encouraged to apply.

### **HOW TO APPLY**

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

**The Secretary  
Nyeri County Public Service Board,  
P. O Box 90 – 10100  
NYERI**

The applications should reach the Secretary on or before 28th January ,2020.