



# COUNTY GOVERNMENT OF NYERI

Po Box 1112-10100  
Telephone: 061-2030700  
Nyeri

## OFFICE OF THE GOVERNOR

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### VACANCIES

The County Government of Nyeri wishes to recruit competent and qualified persons to fill the following positions:

#### **1. County Executive Committee Members (10 posts)**

The posts will be in the following portfolios:

1. Department of Water, Environment, Natural Resources and Sanitation
2. Department of Legal Affairs, County Public Service, Administration and Communication
3. Department of Agriculture, Livestock and Fisheries
4. Department of Finance and Economic Planning
5. Department of Health Services
6. Department of Education, Science and Technology
7. Department of Transport, Public Works and Infrastructure
8. Department of Lands, Physical Planning, Housing and Urbanisation
9. Department of Trade, Tourism and Co-Operative Development
10. Department of Youth, Sports and Social Services

## **Duties and Responsibilities**

Reporting to the Governor, the County Executive Member will be responsible for the following Duties and responsibilities:

- i) Development, implementation and review of policies, Sector Plans and Budgets.
- ii) Overseeing management of Departmental resources, preparation of budget estimates, annual work plans and Programmes.
- iii) Formulation and implementation of effective programs aligned to County visions and sector goals
- iv) Oversight and monitoring of the Performance Management system.
- v) Promotion of National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- vi) Implement county legislation
- vii) Implement within the County, national legislation to the extent that it so requires;
- viii) Prepare proposed Legislation for consideration by County Assembly; and
- ix) Furnish the County Assembly with full and regular County Reports; and perform any other functions conferred on it by the Constitution or legislation.
- x) Any other duties as may be assigned from time to time by the Governor.

## **Requirements for Appointment**

- a) Be a Kenyan Citizen
- b) Be in possession of a first degree in a relevant field from a University recognized in Kenya.
- c) Have relevant knowledge and experience of not less than ten (10) years in a Senior Management position.
- d) Demonstrate understanding of Devolved Governance.
- e) Be a strategic and result oriented individual able to work under pressure to meet strict deadlines.
- f) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
- g) Have knowledge and experience in Programme Based Budgeting, Planning, Financial analysis and policy formulation.
- h) Demonstrate thorough understanding of County development objectives and Kenya Vision 2030.

A Master's degree in a relevant field will be an added advantage.

**Terms of Service:** Contract

**Salary:** As prescribed by SRC

## **2. County Secretary (1 Post)**

### **Duties and Responsibilities**

Reporting to the Governor, The County Secretary shall offer guidance to the County Public Service and be responsible for the following duties:

- i. Be the Head of the Public Service
- ii. Be responsible for arranging the business and keeping the minutes, of the County Executive Committee subject to the directions of the Executive Committee
- iii. Convey and follow up on the decisions of the County Executive Committee to the appropriate persons or authorities.
- iv. Shall arrange the business of the County Executive Committee and keep its minutes
- v. Provide coordination between the Governor's Office and the Executive Secretaries and coordinate joint activities across the County Departments
- vi. Ensure efficient management of the County Government resources
- vii. Perform any other function as may be directed by the County Executive Committee

### **Requirements for Appointment**

- a) Be a Kenyan Citizen
- b) Be a holder of a first degree from a University recognized in Kenya.
- c) Have 10 years' experience in administration and management
- d) Have good interpersonal and communication skills.
- e) Be conversant with the Constitution of Kenya 2010 and all the devolution laws.
- f) Have ability to work in a multi ethnic environment with sensitivity and respect for diversity.
- g) Be conversant with Government policies and regulations
- h) Demonstrate thorough understanding of county development objectives and vision 2030.
- i) Demonstrate understanding and commitment to the National Values and Principles of Public Service.

j) Satisfy the requirements of Chapter six of the Constitution of Kenya 2010

Master's degree from a university recognized in Kenya will be an added advantage.

Possession of CPS (K) will be an added advantage.

Membership to a professional body will be an added advantage.

**Terms of Service:** Contract

**Salary:** As prescribed by SRC

## **NOTES**

- i. Applicants **MUST** attach their CVs together with certified copies of the following documents:
  - Academic and professional certificates and other testimonials
  - National Identity Card
  - Certificate of good conduct from the Criminal Investigation Department (CID)
  - Clearance from a recognized Credit Reference Bureau(CRB)
  - Clearance from the Higher Education Loans Board (HELB)
  - Clearance certificates from Ethics & Anti-Corruption Commission (EACC)
  - Tax compliance certificate from Kenya Revenue Authority (KRA)
- ii. The County Government of Nyeri is an equal opportunity employer. Qualified persons from any part of the country are encouraged to apply.
- iii. Women who meet the specified requirements are encouraged to apply.
- iv. Persons living with disabilities who meet the specified requirements are encouraged to apply.

## **HOW TO APPLY**

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

**OFFICE OF THE GOVERNOR  
NYERI COUNTY  
NYERI TOWN HALL, KENYATTA ROAD**

**P.O BOX 1112-10100**

**NYERI**

Applications should reach the undersigned on or before **21<sup>st</sup> September 2017.**