



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100
Nyeri
Telephone: 061 2030700

COUNTY PUBLIC SERVICE BOARD

VACANCIES

1. PRINCIPAL INFORMATION AND COMMUNICATION OFFICER (1 POST) JOB GROUP 'N'

Reporting to the Chief Officer Legal Affairs, Public Service & Communication and will be responsible for the following:

- i. Coordination of information services.
- ii. Coordinate research on local (county) and national print and electronic media news.
- iii. Coordinating the development and implementation of County Government communication and media strategy.
- iv. Providing editorial, strategic, and operational support to the County brand.
- v. Liaising with media practitioners and the public on issues of mutual concern.
- vi. Planning and creating multi-media communication materials.
- vii. Development and update of communication content for social media networking platforms.
- viii. Assisting in the day-to-day operations in the Directorate.
- ix. Perform other duties that may be assigned from time to time by the Director.

Requirements

- a) Be a Kenyan citizen.
- b) Have a first degree in any of the following: Mass Communication, Public Relations, Social Sciences, Journalism, and Media Studies.
- c) Have working experience of not less than 5 years preferably in Communication and/or Public Relations.

- d) Working experience as a Sub Editor in a media house will be an added advantage.
- e) Satisfy the requirements of Chapter six of the constitution.

Post graduate degree in communication or relevant field will be an added advantage.

Terms of engagement: 3 years' renewable contract based on performance

Salary and benefits: as per SRC guidelines

2. INFORMATION OFFICER (ELECTRONIC/ PRINT MEDIA J.G. 'J' (1 POST)

Duties and Responsibilities

Reporting to the Director Governor's Press in the Governor's Office, the officer will be responsible for the following:

- i) Scheduling and setting up photo shoots.
- ii) Scheduling and capturing photos during Government functions.
- iii) Editing photos into usable clips and multimedia products for web and social media platforms
- iv) Maintaining the equipment.
- v) Compiling image processing and maintaining a photo album and archive.
- vi) Planning, directing, organizing and shooting of videos of County Government events, projects and achievements.
- vii) Adding subtitles to videos on the government website and social media platforms.
- viii) Perform other duties that may be assigned from time to time.

Requirements for Appointment

- a) Be a Kenyan citizen.
- b) Be a holder of at least a Degree or equivalent in Journalism or Mass Communication from a university recognized in Kenya specializing in Photography, film/video production.
- c) Have good oral and written communication skills in both English and Kiswahili.
- d) Have relevant knowledge and experience of not less than three (3) years in the Public Service or Private Sector in the portfolio applied for.
- e) Evidence of portfolio showing diverse topics photographed.
- f) Experience in all major photo editing software packages.
- g) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and integrity.

Terms of engagement: 3 years' renewable contract based on performance
Salary and benefits: as per SRC guidelines

3.LIAISON/PROTOCOL OFFICER (OFFICE OF THE GOVERNOR)-JOB GROUP 'M'- (1 POST)

Reports to the County Secretary and will be responsible for public relations, media liaison, as well as Protocol Services in the County and Governor's Office.

Duties and Responsibilities

- Coordinate all aspects of visits, conferences, tours and social functions initiated within the office.
- Facilitate travel and preparation of Governor's itineraries.
- Coordinate events management, interviews and liaising with the media.
- Draft routine official and social correspondence related to protocol and events.
- Liaison and coordination of local and international visits and events.
- Ensure efficient and effective communication with stakeholders and visitors to the Office of the Governor and/or County Government.
- Ensure proper etiquette for official engagements.
- Implement activities and assignments relating to maintaining and enhancing the image of the County Government.
- Any other duties as may be assigned by County Secretary.

Qualifications

- Be a holder of at least a Bachelor's degree in International Relations, Diplomacy, Public Relations, Mass Communication, Journalism, Corporate communications or any other relevant field from a university recognized in Kenya.
- A Master's degree in the relevant field will be an added advantage.
- Have relevant knowledge and experience of not less than five (5) years in a senior position in the Public Service or Private Sector.
- Ability to work under pressure to meet strict timelines.
- Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and integrity.

Terms of engagement: 3 years' renewable contract based on performance
Salary and benefits: as per SRC guidelines

4. ROADS INSPECTOR – JOB GROUP ‘H’ (4 POSTS)

Reports to the Sub-County Engineer.

Duties and Responsibilities

- i. Supervision and quality control of roads and other civil construction works.
- ii. Assist in the preparation of BOQs for works.
- iii. Measurement of completed works.
- iv. Assist in the maintenance of Bituminous and gravel roads.
- v. Assist in the maintenance of storm water drainage.
- vi. Assist in the installation of storm water drains.
- vii. Assist in the selection and location of suitable materials for road work.
- viii. Prepare programmes in liaison with the Sub-County Engineer.

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- a) KCSE aggregate grade C and above, with at least C- in Mathematics and Physics.
- b) Be a holder of a Diploma in Civil Engineering or its equivalent qualification from a recognized institution.

Terms of engagement: 3 years’ renewable contract based on performance
Salary and benefits: as per SRC guidelines

NOTE

- (i) Applicants **MUST** attach their C.V 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 (C.I.D).
 - A certificate from a recognized Credit Reference Bureau (C.R.B).
 - Clearance from the Higher Education Loans Board (H.E.L.B).

- Clearance certificates from Ethics & Anti-Corruption Commission (E.A.CC).
 - Tax compliance certificate from Kenya Revenue Authority (K.R.A).
- (ii) The Nyeri County Government is an equal opportunity employer.
- (iii) Qualified persons from any part of the country are encouraged to apply.
- (iv) Women who meet the specified requirements are encouraged to apply.
- (v) Persons living with Disability who meet the specified requirements are also encouraged to apply.
- (v) Only shortlisted candidates will be contacted.
- (vi) Those who had applied should re-apply.

HOW TO APPLY

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

**THE SECRETARY,
NYERI COUNTY PUBLIC SERVICE BOARD,
KARSON'S PHOTO HOUSE KIMATHI STREET
P.O BOX 90-10100,
NYERI**

All the applications should reach the Secretary, County Public Service Board, **on or before 26thOctober 2017.**