

COUNTY GOVERNMENT OF NYERI



P.O. BOX 90 - 10100
Telephone 061 2030700
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COUNTY PUBLIC SERVICE BOARD

VACANCIES

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

1. CHIEF OFFICER PUBLIC HEALTH AND SANITATION, J.G 'S'- (CONTRACT1 POST)

Reporting to the County Executive Secretary Health Services, the officer will be the Accounting and Authorized officer for the Department and will also be responsible for the following duties and responsibilities;

- i. General administration and Coordination of the Department.
- ii. Development, implementation and review of policies, sector plans and budgets.
- iii. Overseeing management of Departmental resources, preparation of budget estimates, annual work plans and programmes.
- iv. Implementation and monitoring of the performance management systems.
- v. Building capacity of Departmental staff.
- vi. Organizing and coordination consultative forums with stakeholders.
- vii. Promotion of National Values and Principles of Good Governance.
- viii.** Any other duties as may be assigned.

Requirements and competencies for appointments:

- i. Be a Kenyan Citizen;
 - ii. Be a holder of a relevant Bachelor Degree or its equivalent from a recognized institution.
 - iii. Must have relevant knowledge and experience of not less than seven (7) years in Public Service or Private Sector equivalent;
 - iv. Demonstrate understanding of devolved Governance and Kenya Vision 2030.
 - v. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
- A Master's degree will be an added advantage;

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

Salary and benefits: as per SRC guidelines

COUNTY PUBLIC SERVICE BOARD

1. Chairperson of the Board J.G 'S' (CONTRACT1 POST)

The Chairperson will be responsible for duties and responsibilities which will include and not be limited to the following:

- Chairing Board meetings.
- Ensuring the Board is functioning effectively;
- Establishing agenda for the Board meetings in consultation with the Board Secretary;
- Ensuring the Board's decisions are implemented;
- Overseeing prudent and efficient utilization of Board resources;
- Being the spokesperson for the Board.

Requirements and competences for appointment:

- Be a Kenyan citizen;
- A Bachelor's Degree obtained from a University recognized in the Republic of Kenya;
- Over 10 years' working experience in a senior management position in the Public or Private sector;
- Demonstrated leadership qualities with ability to lead a multi-disciplinary team
- Satisfy the requirements of Chapter six (6) of the Constitution of Kenya
- Conform with the requirements of Article 232 of the Constitution of Kenya 2010.
Past experience as a chairperson of a Board in a corporate or public entity will be an added advantage

Terms of engagement: 6 years' non-renewable contract

Salary and benefits: as per SRC guidelines

GOVERNOR'S PRESS SERVICE

DIRECTOR GOVERNORS PRESS SERVICE JOB GROUP 'R' (CONTRACT 1 POST)

Duties and Responsibilities

- Providing strong and effective leadership and management of the Governor's Press Service;
- Leading and developing standards and regulations in the Governor's Press Unit;
- Planning and covering the Governor's functions and the County Government's activities in electronic and print for dissemination to the media and the public;
- Preparing media supplements, documentaries, press release/media features;
- Building and maintaining a database of news/information on the Governors; and
- Any other duties as may be assigned by the Governor.

Requirements for Appointment

- Be a Kenyan citizen.
- Be a holder of at least a Bachelor's degree in any of the following disciplines: Mass Communication, Journalism, Public Relations, Corporate Communications, Communication Studies, Media Studies/Sciences or any other relevant and equivalent qualifications from a university recognized in Kenya.
- KCSE Grade C+ and above.
- Have knowledge, experience and a distinguished career of not less than 10 years in public communication.
- Have demonstrated high degree of professional competence and managerial capability in public communications work.
- Satisfy the requirements of Chapter Six of the *Constitution of Kenya (2010)* on leadership and integrity.
Possession of a Master's Degree will be an added advantage.

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

Salary and benefits: as per SRC guidelines

RE-ADVERTISEMENT

1. CHIEF OFFICER, ECONOMIC PLANNING JOB GROUP 'S'- 1 POST

Reporting to the County Executive Secretary Finance and Economic Planning, the officer will be the Accounting and Authorized officer for the Department and will also be responsible for the following duties and responsibilities;

- i) General administration and Coordination of the Department.
- ii) Development, implementation and review of policies, sector plans and budgets.
- iii) Overseeing management of Departmental resources, preparation of budget estimates, annual work plans and programmes.
- iv) Implementation and monitoring of the performance management systems.

- v) Building capacity of Departmental staff.
- vi) Organizing and coordination consultative forums with stakeholders.
- vii) Promotion of National Values and Principles of Good Governance.
- viii) Any other duties as may be assigned.

Requirements and competencies for appointments:

- a) Be a Kenyan Citizen;
- b) Be a holder of a relevant Bachelor Degree in Economics, Economics and Mathematics, or Economics and Statistics from a recognized university/institution
- c) Must have relevant knowledge and proven experience in economic planning of not less than seven (7) years in Public or Private Sector.
- d) Proven experience in budget making process and economic planning
- e) Demonstrate understanding of devolved Governance and Kenya Vision 2030.
- f) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.

Post graduate or Master's degree will be an added advantage;

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

Salary and benefits: as per SRC guidelines

NB:

- i. Those candidates who had applied earlier for the position need not apply again.
- ii. Please note the correct title is Chief Officer Economic Planning Job Group 'S' (1 post)

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.**

NB:

The full details of job descriptions, requirements for appointment and information on salaries, allowances and other benefits for all the above post can be accessed in the Nyeri County Website (www.nyeri.go.ke) and in the County Head Quarters, Sub County and County Assembly notice Boards.

All applications should reach the respective offices, **on or before 5.00 P.M of 25th October 2017**, via postal services, courier services or hand delivered.