



# COUNTY GOVERNMENT OF NYERI

P.O. BOX 90- 10100  
Telephone 061 2030700

## COUNTY PUBLIC SERVICE BOARD

### VACANCIES

The County Government of Nyeri wishes to recruit competent and qualified persons to fill

#### **Sub County Administrators (8 posts)**

#### **Duties and Responsibilities**

Reporting to the Chief Officer, the Sub- County Administrator will be responsible of the following duties and responsibilities:

- i. Coordinating, managing and supervising the general administrative functions in the sub-county unit
- ii. Ensuring effective service delivery
- iii. Facilitating and Coordinating citizen participation in the development of policies, plans and service delivery
- iv. Facilitating, mobilizing and ensuring prudent utilization of resources
- v. Overseeing safe custody of Government assets in the area of jurisdiction
- vi. Coordinating and monitoring development activities
- vii. Ensuring compliance with the legal, statutory and regulatory requirements in the area of jurisdiction
- viii. Supervising the provision and maintenance of infrastructure and facilities for public services
- ix. Facilitating and coordinating citizen participation in the development of policies and delivery of services
- x. Promoting and ensuring compliance with national values and principles of good governance
- xi. Any other duties that may be assigned.

## **Requirement for appointment**

- i. Be a Kenyan citizen
- ii. Be a holder of a Bachelor's degree in any of the following disciplines:- Public Administration; Business Administration / Management, Community Development or any other Social Science from a university recognized in Kenya;
- iii. Have relevant knowledge and experience in administration and management of not less than five (5) years in middle level Management.
- iv. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.

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

**Terms of Service:** Contract

**Salary:** As prescribed by SRC

### **3. Ward Administrator (30 posts)**

#### **Duties and Responsibilities**

Reporting to the Sub County Administrator, the Sub- County Administrator, the Ward Administrator will be responsible of the following duties and responsibilities:

- i. Coordinating, managing and supervising the general administrative functions in the sub-county unit
- ii. Ensuring effective service delivery
- iii. Facilitating and Coordinating citizen participation in the development of policies, plans and service delivery
- iv. Facilitating, mobilizing and ensuring prudent utilization of resources
- v. Overseeing safe custody of Government assets in the area of jurisdiction
- vi. Coordinating and monitoring development activities
- vii. Ensuring compliance with the legal, statutory and regulatory requirements in the area of jurisdiction
- viii. Supervising the provision and maintenance of infrastructure and facilities for public services
- ix. Facilitating and coordinating citizen participation in the development of policies and delivery of services
- x. Promoting and ensuring compliance with national values and principles of good governance
- xi. Any other duties that may be assigned.

## Requirement for appointment

- a) Be a holder of a Bachelor's degree in any of the following disciplines:- Public Administration; Business Administration / Management, Community Development or any other Social Science from a university recognized in Kenya;
- b) Have relevant knowledge and experience in administration, management or community development of not less than three (3) years in middle level Management
- c) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
- d) Demonstrated merit and ability as reflected in work performance and results.

Post graduate qualifications in management or public administration 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:

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

**NYERI**

Applications should reach the undersigned on or before **21<sup>st</sup> September 2017** via postal service, courier service or hand delivered.

**CANCELLED**