



COUNTY GOVERNMENT OF NYERI

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

COUNTY PUBLIC SERVICE BOARD

VACANCIES

(RE-ADVERTISEMENT)

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

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

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

Duties and Responsibilities

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

Requirements for appointment

- a) Be a holder of at least a Diploma in International Relations, Diplomacy, Public Relations, Mass Communication, Journalism, Corporate communications or any other relevant field from a recognized institution in Kenya.
- b) Have relevant knowledge and experience of not less than five (5) years in a senior position in the Public Service or Private Sector.
- c) Ability to work under pressure to meet strict timelines.
- d) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and integrity.

A Master's degree in the 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 Diploma or equivalent in Journalism or Mass Communication from a recognized Institution 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

4. ROADS INSPECTOR – JOB GROUP ‘H’ (1 POST)

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.

Requirements for Appointment

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

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 earlier need not 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 22nd January 2018.**