



COUNTY GOVERNMENT OF NYERI
PO BOX 90-10100
NYERI
COUNTY PUBLIC SERVICE BOARD

VACANCIES

(RE-ADVERTISEMENT)

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

COUNTY CHIEF OFFICERS, J.G 'S' (6 Posts)

The posts will be on the following portfolios:

1. Department of Lands , Housing, Physical planning and Urbanisation
2. Department of Youth ,Sport and Social Services
3. Department of Water , Environment , Natural Resources and Sewerage services
4. Department of Health Services
5. Department of Transport , Public Works and Infrastructure and Communication
6. Department of Legal Affairs , County Public Service , Administration

Duties and Responsibilities

Reporting to the respective County Executive Secretary, the Officer will be the Accounting and Authorized Officer for the Department and will also be responsible for the following:

- i) General administration and coordination of the respective County 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) Formulation and implementation of effective programs aligned to County Visions and sector goals
- v) Implementation and monitoring of the Performance Management system.
- vi) Ensuring that Departmental Staff are capacity built for effective service delivery.
- vii) Organizing and coordinating consultative forums with Stakeholders.
- viii) Promotion of National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- ix) Any other duties as may be assigned by the respective County Executive Secretary or the County Public Service Board from time to time.

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 seven (7) years in a Senior Management position in Public Service or Private Sector.
- d) Demonstrate understanding of Devolved Governance.
- e) Be a strategic and result oriented individual and 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 and Financial analysis.
- 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: 3 years Contract (renewable based on performance)

NOTES

- (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. 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 Disability who meet the specified requirements are also encouraged to apply.
- (v) 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.**