COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: INTERNAL ADVERTISEMENT:
SENIOR ECONOMIST II, JOB GROUP 'M'- 2 POSTS
CHIEF LIBRARY ASSISTANT - JOB GROUP 'M' – 1 POST

Applications are invited from suitably qualified serving officers in the County Government of Nyeri for the positions shown herein in the Department of Economic Planning.

Eligible applicants are requested to fill the Employment Form which can be downloaded from the County Website, www.nyeri.go.ke

The completed application form together with the Head of Department Recommendation, Staff Performance Appraisal Report for 2016/2017, letter of appointment/promotion to the current substantive grade and certified copies of academic and professional certificates should be sent or delivered to:

THE SECRETARY,

NYERI COUNTY PUBLIC SERVICE BOARD,

KARSON'S PHOTO HOUSE KIMATHI STREET

P.O BOX 90-10100,

NYERI

All applications should reach the Secretary on or before **14th February 2018**

The positions are as follows:

1. SENIOR ECONOMIST II - JOB GROUP 'M' – 2 NO. POST

(a) Duties and Responsibilities

The officer will be the Senior Economist II and his/her duties and responsibilities will entail;

(i) Preparation, analysis and reporting on MTEF and annual County Budgets;
(ii) Economic Policy formulation, analysis and reporting including the consolidation of the County Integrated Development Plans, Annual Development plans and other planning documents;
(iii) Revenue analysis and reporting; and
(iv) Monitoring of projects and programmes implementation on a periodic basis

In addition, the officer will be responsible for the coordination and supervision of all the staff working under him/her.

(b) Requirement for Appointment

(i) Served in the grade of Economist I or Statistician I for at least three (3) years
(iii) Shown merit and ability as reflected in work performance and result
(iii) A Bachelor Degree in Economics or Economics and Statistics, or Economics and Mathematics from a recognized institution;
(iv) Demonstrated professional ability, initiative and competence in organizing, directing and executing work at this level.

2. CHIEF LIBRARY ASSISTANT - JOB GROUP 'M' – 1 NO. POST

(a) Duties and Responsibilities

The officer will be the Chief Library Assistant and may be deployed in a records department or in an Information Center in the County. Specific duties and responsibilities will include taking custody of information materials such as books, periodicals, Video cassettes, audio-tapes, computer databases, and other relevant documents.

Other duties will include networking of information centers and Libraries to ensure effective and efficient delivery of Library and Information Services. The officer will also be in charge of staff training and development. In addition the officer will be responsible for the coordination and supervision of all staff working under him/her.

(b) Requirement for Appointment

(i) served in the grade of Senior Library Assistant I or in a comparable and relevant position in the Public Service, for at least three (3) Years;

(iii) Shown merit and ability as reflected in work performance and result

(iii) A Diploma in Library or Information Studies or equivalent qualifications from a recognized Institution; and

(iv) Shown merit and ability as reflected in work performance and results