



# COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100  
Telephone 061 2030700

## COUNTY PUBLIC SERVICE BOARD

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### **RE: INTERNAL ADVERTISEMENT: VARIOUS POSTS IN THE DEPARTMENT COUNTY PUBLIC SERVICE**

Applications are invited from suitably qualified serving officers in the County Government of Nyeri for the positions shown herein in the Department of County Public Service

Eligible applicants are requested to fill the Employment Form which can be downloaded from the County Website, [www.nyeri.go.ke](http://www.nyeri.go.ke)

Where applicable, the Board has granted a temporary waiver on the following requirements;

- a) Senior Leadership Development Program Certificate
- b) Management Course
- c) Supervisory skills course

The Board will also consider the **cumulative years in the same Job Group.**

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 **27<sup>th</sup> April 2018**.

**1. PRINCIPAL CLERICAL OFFICER, JOB GROUP 'K' (Post 1)**  
**(a) Duties and Responsibilities**

This is the highest grade in the cadre. An officer at this level will supervise a group of Clerical Officers in a specific area of deployment. Specific duties and responsibilities will entail: Verifying compiled statistical records for accuracy; coordinating processing of human resource records and accounting transactions; ensuring maintenance of efficient filing system; safe custody of invoices, receipts, vouchers and related records; processing appointments, promotions, discipline cases, transfers and other related duties in human resource management; verifying payment vouchers; computing financial or statistical records based on routing or special sources of information; drafting complex routine correspondences; drafting indents for advertisement; processing pension documents; processing documents for issuance of academic records; inducting new clerical personnel; and mentoring and guiding other Clerical Officers.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have: -

- (i) Serviced in the grade of Chief Clerical Officer for a minimum period of three (3) years'
- (ii) Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (minus) or its equivalent qualification;

- (iii) Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- (v) Passed the Proficiency Examination for Clerical Officers;
- (vi) Certificate in computer application skills from a recognized institution.
- (vii) Shown merit and ability as reflected in work performance and results.

## **2. CHIEF ASSISTANT OFFICE ADMINISTRATOR, JOB GROUP 'M' (Post 1)**

### **(a) Duties and Responsibilities**

An Officer at this level will be deployed to work for a Head of Department.

Duties and responsibilities at this level will entail: taking oral dictation; using e-office to research and process data' operating office equipment; attending to visitors/clients; handling telephone call; coordinating schedules of meetings and appointments, ensuring security of office records, equipment and documents including classified material; preparing responses to routine correspondence; managing office protocol and etiquette; managing petty cash; monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; coordinating travel arrangements; handling customer enquiries and complaints; establishing and undertaking any office administrative services duties that may be assigned.

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Assistant office Administrator for a minimum period of three (3) years.
- (ii) Diploma in Secretarial Studies from the Kenya National Examination Council'

**OR**

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:

- (a) Shorthand III (120 w.p.m);
  - (b) Typewriting III (50 w.p.m.)/Computerized Document Processing III;
  - (c) Business English III/Communication II;
  - (d) Commerce II;
  - (e) Office Practice II;
  - (f) Office Management III/Office Administration and Management III;
  - (g) Secretarial Duties'
- (iii) Certificate in Secretarial Management Course lasting not than three (3) weeks from Kenya School of Government or any other recognized institution;
  - (iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution.
  - (v) Shown merit and ability as reflected in work performance and results.