



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: ADVERTISEMENT FOR VACANT POSITIONS

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

1. DIRECTOR, CROPS RESOURCE MANAGEMENT, JOB GROUP “R” – 1 POST

Duties and responsibilities

Reporting to the Chief Officer, Department of Agriculture, Livestock and Fisheries, the Officer will be responsible of the following:

- a) Implementation of the Strategic Plan and objectives of the Directorate;
- b) Handling technical, administrative, human resource, budgetary and assets management issues;
- c) Team building and setting performance targets and standards in consultation with the Chief Officer;
- d) Addressing stakeholders concerns and instituting operational accountability;
- e) Incorporating new initiatives into the Directorate’s schemes of work.
- f) Modernizing and ensuring services are responsive to customer needs;
- g) Ensuring staff capacity building;
- h) Maximizing sustainable development activities in the County;
- i) Enhance synergies between the County Government and its Agencies and promote gainful cooperation between the sector and stakeholders;
- and
- j) Any other duties as may be assigned by the Chief Officer.

Requirements for Appointment

The candidate must:

- a) Be a Kenyan Citizen.
- b) Be a holder of a Bachelor's Degree in any of the following fields: Food Science, Agriculture, Horticulture, Agriculture Economics, Agribusiness or Agriculture Extension and Education from an institution recognized in Kenya
- c) Be a holder of a Master's Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Agribusiness or Agriculture Extension and Education, Project Planning and Management from an institution recognized in Kenya
- d) Have demonstrated knowledge in relevant legislations and policies
- e) Have demonstrated professional competence and managerial capability as reflected in work performance and results
- f) Have served in a senior management position for a period not less than **five (5)** years.
- g) Have a certificate in Strategic Leadership Development Program or its equivalent from an institution recognized in Kenya.

2. DIRECTOR, HEALTH SERVICES, JOB GROUP "R" – 1 POST

Duties and responsibilities

Reporting to the Chief Officer, Department of Health Services the Officer will be responsible of the following:

- a) Be the technical advisor on all matters relating to health within the county government;
- b) Be the technical advisor to the County Executive Committee Member for the Department of Health and the Governor;
- c) Supervise all health services within the county to ensure that their delivery meets the required standards;
- d) Promote public health and the prevention, limitation and suppression of infections, communicable or preventable diseases within the county;
- e) Establishing monitoring and evaluation systems for the Department;
- f) Coordinating health services and projects within the county;
- g) Representing the county government in various health technical forums at county and National level;
- h) Prepare and publish reports and statistical or other information relating to health within the county; and
- i) Any other duties as may be assigned by the Chief Officer.

Requirements for Appointment

The candidate must:

- a) Be a Kenyan Citizen.
- b) Be a holder of a Bachelor's Degree in any of the following fields: Public Health, Medicine, Pharmacy or any other relevant discipline from an institution recognized in Kenya
- c) Be a holder of a Master's Degree in any of the following fields: Public Health, Medicine, Pharmacy, Health Systems Management, Business Management/Administration or any other relevant discipline from an institution recognized in Kenya
- d) Have served in a senior management position for a period not less than **five (5)** years.
- e) Have demonstrated knowledge in relevant legislations and policies in the health sector
- f) Have demonstrated professional competence and managerial capability as reflected in work performance and results
- g) Have a certificate in Strategic Leadership Development Program or its equivalent from an institution recognized in Kenya.

Salary and benefits: As per Salaries and Remuneration Commission.

Terms: Contract

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).

The County Government of Nyeri is an equal opportunity employer. Qualified persons from any part of the country are encouraged to apply.

HOW TO APPLY

Written applications, together with the required documents should be sent or hand delivered to:

**The Secretary
Nyeri County Public Service Board,
P. O Box 90 – 10100
NYERI**

The applications should reach the Secretary on or before 28th August 2018.

**KINDLY NOTE THAT THE ADVERTISEMENT FOR DIRECTOR,
MECHANICAL WORKS AND ENERGY HAS BEEN PUT ON HOLD UNTIL
FURTHER NOTICE**

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DEPARTMENT OF HEALTH SERVICES

1. REGISTERED NURSE III, JOB GROUP 'H' FORTY SEVEN (47) POSTS

Duties and Responsibilities

This is the entry and training grade for this cadre.

Under guidance of a more senior officer the officer will be responsible for the following:

- a) Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- b) Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery;
- c) Providing health education and counselling to patients/clients and community on identified health needs;
- d) Referring patients and clients appropriately;
- e) Facilitating patients' admission and initiating discharge plans;
- f) Maintaining records on patients/clients health condition and care;
- g) Ensuring a tidy and safe clinical environment; and
- h) Collecting and compiling data.
- i) Any other duties as assigned by the supervisor

Requirements for Appointment

The candidate must:

- a) Be a Kenyan Citizen.
- b) Be a holder of a Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from an institution recognized in Kenya;
- c) Have a Registration Certificate issued by the Nursing Council of Kenya;
- d) Have a valid practicing license from Nursing Council of Kenya; and

2. REGISTERED CLINICAL OFFICER III, JOB GROUP 'H' FORTY FIVE (45) POSTS

Duties and Responsibilities

This is the entry and training trade into this cadre.

Under guidance of a more senior officer the officer will be responsible for the following:

- a) Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- b) Implementing Community Health Care activities in liaison with other health workers;
- c) Guiding and counseling patients, clients and staff on health issues;
- d) Sensitizing patients and clients on preventive and promotive health;
- e) Carrying out minor surgical procedures as per training and skill;
- f) Collecting and compiling clinical data;
- g) Referring patients and clients to appropriate health facilities; and
- h) Any other duties as assigned by the supervisor.

Requirements for Appointment

The candidate must:

- a) Be a Kenyan Citizen;
- b) Be a holder of a Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- c) Have a Certificate of Registration from the Clinical Officers' Council.

3. LABORATORY TECHNOLOGIST III, JOB GROUP 'H' TWELVE (12) POSTS

Duties and Responsibilities

Under guidance of a more senior officer the officer will be responsible for the following:

- a) Cleaning and sterilizing laboratory glass ware, surfaces and equipment;
- b) Documenting and receiving samples for analysis;
- c) Preparing laboratory reagents;

- d) Carrying out chemical/microbiological analysis on samples (food, water, waste waters and beverages);
- e) Extracting, isolating and identifying drugs, pesticides and heavy metals from biological and miscellaneous samples;
- f) Disposing laboratory waste; and
- g) Any other duties as assigned by the supervisor

Requirements for Appointment

The candidate must:

- a) Be a Kenyan Citizen;
- b) Be a holder of a Diploma in any of the following fields: Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Earth Sciences or Biotechnology from an institution recognized in Kenya;

4. ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER III, JOB GROUP 'H' - FOUR (4) POSTS.

Duties and Responsibilities

This is the entry and training grade for this cadre.

Under guidance of a more senior officer the officer will be responsible for the following:

- a) Receiving and documenting patients at hospital reception;
- b) Registering and booking appointment for patients to clinics and consultants;
- c) Storing and retrieving medical records documents;
- d) Preparing clinics;
- e) Updating bed bureau;
- f) Editing of patient case records;
- g) Gathering data from different sources;
- h) Capturing data from service points;
- i) Maintaining record safety and confidentiality;
- j) Storing and retrieving medical records;
- k) Balancing daily bed returns;

- l) Creating and maintaining master index;
- m) Updating patient master index;
- n) Directing patients to relevant clinics;
- o) Scheduling of patients to the consultants and specialist clinics;
- p) Assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine;
- q) Preparing Health records and reports; and
- r) Any other duties as may be assigned by the supervisor.

Requirements for Appointment

The candidate must:

- a) Be a Kenyan Citizen;
- b) Be a holder of a Diploma in Health Records and Information Technology from an institution recognized in Kenya.

5. COMMUNITY ORAL HEALTH OFFICER III, JOB GROUP 'H' TWO (2) POSTS

Duties and Responsibilities

This is the entry and training grade for this cadre.

Under guidance of a more senior officer the officer will be responsible for the following:

- a) Participating in oral health demonstrations, exhibitions and giving lectures to communities and schools;
- b) Collecting data for fluoride testing in water samples, analyzing and interpreting results and advising the relevant authorities accordingly;
- c) Diagnosis and treatment of common dental conditions, temporary and permanent dental restorations, reducing simple fractures of jaws, extractions; and
- d) Any other duties as assigned by the supervisor

Requirements for Appointment

The candidate must:

- a) Be a Kenyan Citizen;

- b) Have a Kenya Certificate of Secondary Education (KCSE) Mean grade C (Plain) with C (Plain) in English/Kiswahili and Biology/Biological Sciences and C- (Minus) in either Chemistry, Physics/Physical Sciences, Mathematics or General Science.
- c) Be a holder of a Diploma in Community Oral Health from Kenya Medical Training College or its equivalent from a recognized institution.

7. NUTRITION AND DIETETICS OFFICER, JOB GROUP 'K' THREE (3) POSTS

Duties and Responsibilities

This is the entry and training grade for this cadre.

Under guidance of a more senior officer the officer will be responsible for the following:

- a) Preparing and implementing therapeutic diets for outpatients and inpatients;
- b) Providing guidance on therapeutic diets for existing and emerging diseases for hospital use and home based care and other institutions;
- c) Treating and counselling patients using specialized dietetic nutritionally modified products implementing the nutrition and dietetic process including screening;
- d) Assessing, formulating and implementing nutrition interventions and evaluating out comes;
- e) Providing nutrition support in patient management in health care facilities;
- f) Developing and disseminating nutrition behavior change communication, information, education and communication materials;
- g) Implementing nutrition health programmes;
- h) Collecting and compiling nutrition and dietetic data; and
- i) Any other duties as assigned by the supervisor.

Requirements for Appointment

The candidate must:

- a) Be a Kenyan Citizen;
- b) Be a holder of a Bachelor's degree in any of the following disciplines; Food Nutrition and Dietetics, Dietetic/Clinical Nutrition, Food Science

- and Nutrition or Home Economics from an institution recognized in Kenya;
- c) Be registered by the Council of the Institute of Nutritionists and Dieticians (CINT).

8. MEDICAL SOCIAL WORKER III, JOB GROUP 'H' THREE (3) POSTS

Duties and Responsibilities

This is the entry and training grade for this cadre.

Under guidance of a more senior officer the officer will be responsible for the following:

- a) Be a member of a health team addressing the psychosocial effects as related to patients' diagnosis, prognosis and future resettlement;
- b) Counseling of patients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy etc.; and
- c) Any other duties as assigned by the Supervisor

Requirements for Appointment

The candidate must:

- a) Be a Kenyan Citizen;
- b) Have a Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent; and
- c) Be a holder of a Diploma in any of the following disciplines: Nursing, Social Work, Sociology, Psychology, Anthropology, Mental health or its equivalent from an institution recognized in Kenya.

9. RADIOGRAPHER III, JOB GROUP 'H' SEVEN (7) POSTS

Duties and Responsibilities

This is the entry and training grade for this cadre.

Under guidance of a more senior officer the officer will be responsible for the following:

- a) Providing radiographic services to the patients;
- b) Processing, verifying and maintaining information relating to patients;
- c) Ordering and maintaining records of radiographic and photographic supplies; and
- d) Any other duties as assigned by the supervisor.

Requirements for Appointment

The candidate must:

- a) Be a Kenyan Citizen;
- b) Have a Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics; and
- c) Be a holder of a Diploma in any of the following disciplines: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution.

10. PLASTER TECHNICIAN III, JOB GROUP 'G' THREE (3) POSTS

Duties and Responsibilities

This is the entry and training grade for this cadre.

Under the guidance of a more senior officer the officer will be responsible for the following:

- a) Application and removal of plaster and traction;
- b) Recording of procedure carried out on patients;
- c) Counselling patients; ordering plaster and other supplies;
- d) Assisting in planning and organizing orthopedic care; and
- e) Any other duties as assigned by the supervisor.

Requirements for Appointment

The candidate must:

- a) Be a Kenyan Citizen;
- b) Be in possession of a Kenya Certification of Secondary Education with at least mean grade D+ or its equivalent qualification; and
- c) Have successfully completed at least two (2) years pre-service training at the Kenya Medical Training College or any other recognized Training Institution and have been awarded the Plaster Technician's Certificate.

11. PHARMACEUTICAL TECHNOLOGISTS III, JOB GROUP 'H' TWO (2) POSTS

Duties and Responsibilities

This is the entry and training grade for this cadre.

Under the guidance of a more senior officer the officer will be responsible for the following:

- a) Dispensing and compounding medicine;
- b) Verifying and maintaining information relating to drugs issued to patients;
- c) Ordering and recording drugs and other supplies;
- d) Guiding and counselling trainees;
- e) Supervision of other staff working under him.
- f) Any other duties that may be assigned by the Supervisor

Requirements for Appointment

The candidate must:

- a) Be a Kenyan Citizen;
- b) Be in possession of at least Kenya Certificate of Secondary Education (KCSE) C+, or its equivalent, with credit pass in the relevant subjects;
- c) Have successfully completed three (3) years pre-service training at a Medical Training Centre or at any other recognized training institution and have been awarded a Diploma in Pharmaceutical Technology or possess an equivalent recognized qualification; and
- (i) Be registered with Pharmacy and Poisons Board

12. PRINCIPAL ACCOUNTANT, JOB GROUP 'N' ONE (1) POST

Duties and Responsibilities

Reporting to the Chief Officer, Department of Health Services the Officer will be responsible for the following:

- a) Providing advisory services to the Department of Health and other stakeholders on all financial matters;
- b) Participating and providing advice in the Tender Committee, Projects Committee, Departmental Executive Committee, Departmental development committee etc.;
- c) Interpretation and implementation of financial regulations and procedures, circulars, letters and instructions;
- d) Ensuring expenditures are within the voted allocations;
- e) Developing supplementary financial regulations and procedures to enhance internal controls;
- f) Preparation of management financial reports;
- g) Maintenance of up to date and accurate books of accounts;
- h) Safeguarding County Government assets and records in the Department;

- i) Supervision, training, development and deployment of accounts staff in the Department;
- j) Assisting in day to day running of the finance docket;
- k) Preparation of revenue and expenditure returns in the Department;
- l) Any other duties as assigned by the Chief Officer.

Requirements for Appointment

The candidate must:

- a) Be a Kenyan Citizen;
- b) Be a holder of a Bachelor Degree in Commerce or Business Administration/Management (Accounting or Finance option) from a university recognized in Kenya;
- c) Be a Certified Public Accountant CPA (K);
- d) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB);
- e) Have demonstrated professional competence and managerial capability as reflected in work performance and results;
- f) Have relevant experience for a period not less than three (3) years

13. CHIEF ACCOUNTANT, JOB GROUP 'M' ONE (1) POST

Duties and Responsibilities

Reporting to the Principal Accountant, the Officer will be deployed to head one or more units of the Department and be responsible for the following:

- a) Planning, directing, coordinating, supervising areas of control, training and development of staff under him/her,
- b) Setting targets for the unit and may occasionally be required to undertake ad hoc assignments relating to accounting services.
- c) Ensure safe custody of Government assets and records under him/her
- d) Preparation of management of reports that fall under his/her unit.
- e) Providing guidance to officers under him/her to achieve the desired results.
- f) Any other duties as assigned by the Principal Accountant

Requirements for Appointment

The candidate must:

- a) Be a Kenyan Citizen;
- b) Be a holder of a Bachelor's Degree in Commerce or Business Administration/Management (Accounting or Finance option);
- c) Have passed Part II or III of the Certified Public Accountants (CPA) Examination

- d) Shown merit and ability as reflected in work performance and results.
- e) Have relevant experience for a period not less than three (3) years

14. SENIOR ACCOUNTANT, JOB GROUP 'L' ONE (1) POST

Duties and Responsibilities

Reporting to the Chief Accountant, the Officer will be responsible for the following:

- a) Preparation of timely and accurate management reports that fall under his/her section(s);
- b) Planning, directing, coordinating and supervising areas of control;
- c) Training and development of staff under him/her;
- d) Setting targets for the unit/section(s);
- e) Occasionally be required to undertake ad hoc assignments relating to accounting services;
- f) Certifying and verifying returns, documents, vouchers, etc.;
- g) Monitoring collection of revenue including inspection;
- h) Be responsible for County Government assets and records;
- i) Custody of Accountable Documents under his/her section(s);
- j) Any other duties as assigned by the Chief Accountant.

Requirements for Appointment

The candidate must:

- a) Be a Kenyan Citizen;
- b) Be a holder of a Bachelor Degree in Commerce, Business Administration/Management (Accounting or Finance option), from a university recognized in Kenya
- c) Have passed Part II of the Certified Public Accountants (CPA) Examination
- d) Have relevant experience for a period not less than two (2) years
- e) Shown merit and ability as reflected in work performance and results.

15. ACCOUNTANT I, JOB GROUP 'K' TWO (2) POSTS

Duties and Responsibilities

Reporting to the Senior Accountant, the Officer will be responsible for the following:

- a) Dealing with accounting operations in the unit
- b) Verification of vouchers and committal documents in accordance with laid down rules and regulations;

- c) Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports e.g. imprest and expenditure returns etc.
- d) Be responsible for the safe custody of County Government records and assets under him/her,
- e) Analyzing of the below the line accounts
- f) May be deployed as a cashier to receive payments and process payment vouchers;
- g) Balancing and ruling of the cash books on daily basis;
- h) Making payments and ensuring safety of office petty cash at all times;
- i) Preparation of Authority to Incur Expenditure (AIE), funding returns on quarterly basis at unit level;
- j) Preparation of Appropriation In Aid (AIA), returns on quarterly basis at unit level;
- k) Receipting of all money due and payable to the county government; and
- l) Any other duties as assigned by the Senior Accountant.

Requirements for Appointment

The candidate must:

- a) Be a Kenyan Citizen;
- b) Be a holder of a Bachelor Degree in Commerce, Business Administration/Management (Accounting or Finance option), from a university recognized in Kenya
- c) Have passed Part II of the Certified Public Accountants (CPA) Examination
- d) Have relevant experience for a period not less than two (2) years

Salary and benefits: As per Salaries and Remuneration Commission.

Terms: Contract

NOTE

- ii. Applicants **MUST** attach their C.V together with **certified** copies of the following documents:
 - Academic and Professional Certificates and other testimonials.
 - National Identity Card
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 - Tax compliance certificate from Kenya Revenue Authority (K.R.A).

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Nyeri County Public Service Board,
P. O Box 90 – 10100
NYERI**

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