



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: INTERNAL ADVERTISEMENT FOR VACANCIES

Applications are invited from suitably qualified serving officers in the County Government of Nyeri for the positions shown herein in the Office of the County Secretary:

- a) Human Resource Management and Development Officer I, Job Group 'K'- 1 Post
- b) Senior Office Administrator, Job Group 'L'- 1 Post

Eligible employees 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 2017/2018, 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 **21st December 2018**

Full details of the positions are as indicated below:

1. HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER I, JOB GROUP 'K' (1 POST)

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail

- i) Verifying information relating to recruitment, appointments, transfers and human resource management information systems in the office of the County Secretary.
- ii) Implementing human resource decisions within existing rules, regulations and procedures.
- iii) Collecting and collating data for assessing training needs.
- iv) Preparing training projections
- v) Handling personnel matters in the office of the County Secretary.
- vi) Liaising with the Human Resource Directorate on County human resource matters.
- vii) Handling personnel complaints addressed to the office of the County Secretary.
- viii) Assist in office administration.

(b) Requirements for Appointment

For appointment to this grade a candidate must have:

- i) Served in Office Administrative/Human Resource function for at least 5 years in the public service.
- ii) Diploma in Human Resource Management and Bachelor degree in Business Administration, Education or Social Science.

OR

Bachelor degree in Human Resource Management/Human Resource Development.

- iii) Shown merit and ability as reflected in work performance and results.

2. SENIOR OFFICE ADMINISTRATOR, JOB GROUP 'L' - 1 Post

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail; taking oral dictation; managing e-office; word and data processing; operating office equipment; attending to visitors/clients; handling telephone calls; coordinating schedules of meetings and appointments; ensuring security of office records, equipment and documents including classified materials; ensuring security, integrity and confidentiality of data; preparing responses to routine correspondence; establishing and monitoring procedures for record keeping of correspondence and file movements; maintaining an

up to date filing system in the office; managing office protocol and etiquette; managing petty cash, supervising office cleanliness; and undertaking any other office administrative services duties that may be assigned.

(b) Requirements for Appointment

For appointment to this grade a candidate must have:

- i) Served in the grade of Office Administrator I/Assistant Office Administrator I for a minimum period of three (3) years.
- ii) Diploma in Secretarial Studies from Kenya National Examinations 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 (minimum 110 wpm)
- b) Typewriting III (50 wpm)/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 II

OR

Bachelors Degree in Secretarial Studies or in Social Sciences.

- iii) Certificate in Public Relations and Customer Care Course lasting not less than three (2) weeks from Kenya School of Government or any other recognized institution;
- iv) Certificate in Computer Applications from a recognized institution; and
- v) Shown merit and ability as reflected in work performance and results.

