



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: INTERNAL ADVERTISEMENT: DEPARTMENT OF EDUCATION, TECHNOLOGY, YOUTH AND SPORTS

Applications are invited from suitably qualified serving officers in the County Government of Nyeri for the positions shown herein in the Department of Education, Technology, Youth and Sports

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

The Board will consider the cumulative years in the service.

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 **11th January 2019**.

Full details of the positions are as indicated below:

1. PRINCIPAL YOUTH TRAINING OFFICER, JOB GROUP 'N' (3No. POSTS)

(a) Duties and Responsibilities

The officer at this level will be deployed to head a Youth Polytechnic. Duties and responsibilities at this level will involve coordinating overall management, administration and development of a Youth Polytechnic; overseeing the implementation of technical training programmes in accordance with coordinating the setting, moderation and administering of examinations; participating in formulating policies for the Youth Polytechnics; spearheading establishment of education plans and course panels in relevant technical areas; coordinating development and review of curriculum and

instructing in the areas of specialization.

In addition, the officer will be responsible for ensuring optimum utilization of resources in the Youth Polytechnic; overseeing preparation of recurrent and development expenditures; ensuring quality academic standards are maintained; coordinating research and consultancy activities in relevant technical areas; monitoring trainees industrial attachments; and coordinating the management, training and development of staff in the youth polytechnic.

(b) Requirements for Appointment

For appointment to this grade, an officer must:-

- (i) Have served in the grade of Chief Youth Polytechnic Instructor for minimum at least Three Years (3) ;
- (ii) Diploma in any of the following disciplines; Computer studies/Science; Information and Communication Technology; Electronics Engineering ; Telecommunications Engineering; Electrical Engineering; Mechanical Engineering; Automotive Engineering; Instrumentation and Control Engineering; Industrial/Construction Plant Engineering; Civil Engineering; Building and Construction ;Refrigeration and Air Conditioning ; Agriculture; Leather Technology /Footwear; Animal Science; Hair Dressing and Beauty Therapy ; Institutional Management and Entrepreneurship or its equivalent qualification from an institution recognised in Kenya;
- (iii) Management Course lasting not less than four weeks form recognized institution;
- (iv) Certificate in Computer Applications from a recognized institution; and
- (iv) Demonstrated a thorough understanding of the current Youth Polytechnic training trends and be in possession of effective administrative and professional competence in the management of Youth Polytechnics.

2. CHIEF CLERICAL OFFICER, JOB GROUP 'K' (1No. POST)

(a) Duties and Responsibilities

The officer at this level will handle complex clerical tasks of diverse nature, and may be deployed to be Incharge of Clerical Officers within a section or deployed as a caretaker.

Specific duties and responsibilities will involve coordination of clerical work in a section; maintenance of general cleanliness and security of buildings and equipment; planning of office accommodation and layout; processing of documents for issue of licenses or certificate under relevant acts.

In addition, the officer will induct new Clerical Offices and supervise and guide staff working him/her.

(b) Requirements for Appointment

For appointment to this grade, an officer must:-

- (i) Have served in the grade of Senior Clerical Officer at least Three Years (3) ;
- (ii) Possess a certificate in any of the following disciplines: Human Resource Management , Business Administration, Kenya Account Technician certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from an institution recognised in Kenya ;
- (iii) Be in a possession of an ICT Certificate and be proficient in Word Processing, Excel, Power Point and Internet ; and
- (iv) Have shown merit and ability as reflected in work performance and results

3. SENIOR ASSISTANT OFFICE ADMINISTRATOR/SENIOR OFFICE ADMINISTRATOR JOB GROUP 'L'/'M' (1 NO. 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; maintaining office diary, appointments and travel itineraries; attending to visitors/clients; handling telephone calls; co-ordinating schedules of meetings, ensuring security of office records, equipment and documents including classified materials; maintaining an up to date filing system in the office; establishing and monitoring procedures for record keeping of correspondence; managing office protocol and etiquette; supervising office cleanliness; managing petty cash; ensuring security, integrity and confidentiality of data; and undertaking any other office administrative services duties that may be assigned.

(b) Requirement for Appointment

For appointment to this grade, an officer must have;

- (i) Served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the 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 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 II

- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution;
- (iv) Certificate in Supervisory Skills course lasting not less than Two weeks from a recognized institution;
- (v) Certificate in Computer Application from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.
