



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90- 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: INTERNAL ADVERTISEMENT FOR REVENUE CLERKS, JOB GROUP 'F'- 40 POSTS

Applications are invited from suitably qualified serving officers in the County Government of Nyeri for the position of revenue clerks.

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 Officer's letter of appointment/promotion to the current substantive grade and a copy of identification card 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 **22nd January 2019**

Duties and Responsibilities

The officer will be required to carry out simple clerical duties of collecting and accounting for revenue within the county.

Requirements for the Appointment

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade D (Plain)
- (ii) Certificate of good conduct
- (iii) Computer literate.

(iv) Certificate in a relevant field will be an added advantage.

Remuneration and benefits

Salary: As per the Salaries and Remuneration Commission guidelines.