



# COUNTY GOVERNMENT OF NYERI

P.O. BOX 90- 10100  
Telephone 061 2030700

## COUNTY PUBLIC SERVICE BOARD

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### **RE: INTERNAL ADVERTISEMENT FOR TRADE DEVELOPMENT OFFICER II, J/G “J” - TWO (2) POST**

Applications are invited from suitably qualified serving employees in the County Government of Nyeri for the above stated positions.

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

The completed application form together with the Head of Department Recommendation, Staff Performance Appraisal Report for 2018/2019, 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 **11<sup>th</sup> June 2019**

**Note:**

Employees appointed on short term contracts are eligible for consideration.

## **Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will be on the job training and will work under the guidance of a senior officer. Specific duties and responsibilities include:

- (i) Collecting and compiling economic and trade related data;
- (ii) Disseminating business information to the business community;
- (iii) Compiling data on recovery of loans owed to the joint Loans Board (JLB) and Enterprise Development Fund (EDF).
- (iv) facilitating international trade promotion activities through trade fairs and exhibitions; and
- (v) Management of day to day operations of the county Market and attend to Traders Complaint
- (vi) Implementing trade related development projects.
- (vii) Any other duty that may be assigned by the supervisors

### **For appointment to this grade, a candidate must ;**

- Have a Bachelor's degree in any of the following disciplines: Commerce, Accounting, Marketing, Business Administration, and Business Information and Technology, Business Management, Entrepreneurship, Economics or International Trade/Business/Relations or equivalent qualification from a university recognized in Kenya.

**Salary:** As per Salaries and Remuneration Commission (SRC)