



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90- 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT

PRINCIPAL ADMINISTRATION OFFICER, JOB GROUP 'N'- 16 POSTS

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

Eligible employees are requested to complete 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 2018/2019, a 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,
2ND FLOOR
KARSON'S PHOTO HOUSE KIMATHI STREET
P.O BOX 90-10100,
NYERI**

All applications should reach the Secretary on or before **30th May 2019**

PRINCIPAL ADMINISTRATION OFFICER, JOB GROUP 'N'- 16 POSTS

An officer at this level may be deployed at a Departmental office or in the Field Office.

a) Duties and responsibilities at the Departmental office will entail: -

- i. Initiating and implementing Administrative policies, strategies, procedures and programme;
- ii. Managing and supervising the general administrative functions;
- iii. Facilitating maintenance of infrastructure and facilities;
- iv. Overseeing transport management;
- v. Planning and coordinating office accommodation;
- vi. Overseeing development and updating of office equipment and furniture inventory; and
- vii. Managing premises, assets and insurance policies.
- viii. Coordinating and liaising with other directorates and departments;
- ix. Ensuring compliance with legal, statutory and regulatory requirements;
- x. Ensuring compliance with national values and principles of good governance;
- xi. Any other duty that may be assigned by the supervisor

b) Duties and responsibilities in the Field Office will entail: -

- i. Overseeing effective service delivering in the area of jurisdiction;
- ii. Developing programmes and projects to empower the community;
- iii. Coordinating and facilitating citizen participation in the development of policies, plans and delivery of services;
- iv. Facilitating inter-governmental relations and conflict resolutions;
- v. Overseeing safe custody of county government assets in the area of jurisdiction;
- vi. Coordinating and liaising with other directorates and departments in the area of jurisdiction;
- vii. Ensuring compliance with legal, statutory and regulatory requirements;
- viii. Ensuring compliance with national values and principles of good governance;

- ix. Coordinating citizen participation in governance in the area of jurisdiction;
- x. Enhancing administrative capacity for effective functions and governance at the local level;
- xi. Identifying and overseeing implementation of development projects;
- xii. Disseminating information to the Public
- xiii. Providing linkage between the office and the community.
- xiv. Any other duties as may be assigned by the supervisor

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. Bachelor's degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science; **plus** a Certificate in Management Course lasting not less than four (4) weeks or equivalent qualification from a recognized institution
- ii. served in the grade of Chief Administration Officer or in a relevant administrative field for a minimum period of **three (3) years**;

OR

- i. Diploma in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science; **plus** a Supervisory Management course or equivalent qualification from a recognized institution
- ii. served in the grade of Chief Administration Officer or in a relevant administrative field for a minimum period of **five (5) years**;

All applicants must have:

- i. Certificate in computer applications from a recognized institution; and
- ii. Demonstrated merit and ability as reflected in work performance and results.

