



**COUNTY GOVERNMENT OF NYERI**

P.O. BOX 90– 10100  
Telephone 061 2030700

**COUNTY PUBLIC SERVICE BOARD**

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**RE: INTERNAL RE-ADVERTISEMENT FOR VARIOUS POSTS**

Applications are invited from suitably qualified serving employees in the County Government of Nyeri to serve at the County Public Service Board Secretariat.

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 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  
CELLPHONE: 0745342000 / 0733977003**

All applications should reach the Secretary on or before **21<sup>st</sup> June 2019**

**Applicants who applied in the initial advertisement need not re-apply.**

**1. Legal Researcher 'K' (1 post)**

**a) Duties and Responsibilities**

- Assist in reviewing and documenting information relevant to a case, including generating pre-trial preparation documents;
- Preparing legal documents under the direction of the head of legal services at the Secretariat;
- Assist in preparation of project proposals;

- Assist in scrutinizing various contracts and agreements to be entered into by the Board;
- Assist in conducting research;
- Preparing legal briefs and legal opinions under the direction of the head of legal services;
- Assist in maintaining and updating information on new developments in law;
- Assist in ensuring compliance by the Board;
- Perform any other duties as may be assigned by the supervisor.

**b) Requirements for appointment**

- A Bachelor's Degree in Law from a university recognized in Kenya
- Experience in legal research will be an added advantage
- Certificate of good conduct
- Proficiency in computer applications

**2. Human Resource Management and Development Officer II, Job Group 'K'- 2 Posts**

**a) Duties and Responsibilities**

- Assist in generic HR Matters at the Secretariat
- Handling complex clerical tasks of an analytical nature;
- Implementing certain decisions within the existing rules and regulations
- Assisting in the following up on implementation of Board decisions;
- Assisting in the updating of the Board implementation matrix;
- Following up on disciplinary control in the county public service departments.
- Liaising and reporting on induction of newly recruited officers by the respective departments.
- Any other duty as may be assigned by the supervisor

**b) Requirements for Appointment**

- Bachelor's degree in any of the following fields: Human Resource Management, Business Administration or any other relevant qualification from a University recognized in Kenya
- Proficiency in computer applications.

**For promotion to this grade, a candidate must have: -**

- Bachelor's degree in any of the following: Human Resource Management, Business Administration or any other relevant qualification from a University recognized in Kenya.
- Served in the grade of Human Resource Management and Development Officer II for a minimum period of One (1) year;

- Proficiency in computer applications.
- Shown merit and ability as reflected in work performance and results.
- Certificate of good conduct

### **3. Records Management Officer II, Job Group ‘J’ – (1 Post)**

#### **a) Duties and Responsibilities**

- Controlling and opening of files
- Maintaining and updating file index;
- Pending correspondences and bring-ups
- Ensuring security of information/files in the registry
- Maintaining and updating up-to-date file movement records;
- Maintaining related registers
- Preparing disposal schedules and disposing dead files in accordance with the government regulations
- Retrieval and re-filing of files and documents
- Ascertaining the general cleanliness and order of the registry.
- Any other duty that maybe assigned by the supervisors

#### **b) Requirements for Appointment**

- Bachelor’s degree in Information Science/Records Management or any of the Social Sciences from a University Recognized in Kenya.
- Experience in a related field in the public service may be an added advantage.
- Proficiency in computer applications.
- Certificate of good conduct

#### **For promotion to this grade, an officer must have:**

- Served in the grade of Records Management Officer III or in a comparable and relevant position in the public service for a minimum period of three (3) years:
- Certificate in any of the following: Records Management, Information Management, Information / Library Science or any equivalent qualifications from an institutions recognized in Kenya.
- Shown merit and ability as reflected in work performance and results
- Proficiency in computer applications.
- Certificate of good conduct



