



# COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100  
Telephone 061 2030700

## COUNTY PUBLIC SERVICE BOARD

### **ADVERTISEMENT OF VACANT POSITION:**

The County Government of Nyeri wishes to recruit competent and qualified persons to fill the above stated positions.

#### **A. DEPARTMENT OF GENDER, YOUTH AND SOCIAL SERVICES**

#### **1. COUNTY CHIEF OFFICER, DEPARTMENT OF GENDER, YOUTH AND SOCIAL SERVICES, JOB GROUP ‘S’- 1 POST**

##### **Duties and Responsibilities**

The Chief Officer will be the Accounting Officer and Authorized Officer for the respective Department. The officer, reporting to the respective County Executive Secretary will be responsible for the following:

- i) General administration and coordination of the respective County Department.
- ii) Development, implementation and review of policies, sector plans and budget.
- iii) Overseeing management of Departmental resources, preparation of budget estimates, annual work plans and programmes.
- iv) Implementation and monitoring of Performance Management Systems.
- v) Building capacity of departmental staff.
- vi) Organizing and coordinating consultative forums with stakeholders

- vii) Promotion of National Values and Principles of Good Governance as outlined in article 10 and 232 of the Constitution of Kenya.
- viii) Any other duties as may be assigned by the Governor, Deputy Governor or the County Executive Secretary from time to time.

### **Requirements for Appointment**

- i) Be a Kenyan Citizen
- ii) Be in possession of at least first degree in the relevant field from a University recognized in Kenya.
- iii) Have relevant knowledge and experience of not less than seven (7) in a senior management position in public Service or Private Sector.
- iv) Demonstrate understanding of Devolved Governance and Vision 2030.
- v) A strategic and result oriented individual.
- vi) Satisfy the requirements of Chapter six of the constitution of Kenya 2010 on Leadership and Integrity.
- vii) Be computer literate.
- viii) Knowledge and experience in programme based budgeting, Planning and Financial analysis.
- ix) A Master's degree in the relevant field will be an added advantage.

## **2. FIRE-ENGINE OPERATORS, JOB GROUP 'F'**

### **Duties and Responsibilities**

Reporting to the Chief Officer, the Officer will be responsible for the following duties:

- i. Making routine daily checks and inspection of the fire engine to ensure it is in sound mechanical condition
- ii. Ensuring general routine maintenance of the fire engine and equipment in line with the manufacturer's manual / specifications
- iii. Reporting any malfunctioning of the vehicle/fire engine systems
- iv. Driving/operating the fire engine as authorised
  - v. Ensuring security and safety of the fire engine on and off the road
- vi. Maintenance of work tickets for vehicle/fire engine assigned
- vii. Responding to fire and emergency calls in order to prevent and/or minimize loss of life, property or injury

- viii. Safely and efficiently driving the fire engine to the scene of fire in response to an emergency
- ix. Operating the fire engine pumps and other fire/rescue apparatus safely and efficiently
- x. Perform any other function of a fire fighter
- xi. Any other duties as may be assigned by the supervisor

### **Requirements for Appointment**

The candidate must:

- i. Be a Kenyan citizen
- ii. Be a holder of a Kenya Certificate of Secondary Education / O-level education; (minimum grade D)
- iii. Possess a First Aid Certificate lasting not less than seven(7) days
- iv. Possess a certificate in defensive driving
- v. Possess a valid motor vehicle driving license class BCE;
- vi. Have a minimum three (3) years proven experience in fire engine/firefighting equipment operation;
- vii. Basic mechanical knowledge of vehicles
- viii. Demonstrate experience in managing disasters
- ix. Be physically and medically fit as certified by a Government Doctor;
- x. Be a holder of a firefighting/rescue service certificate from an institution recognized in Kenya
- xi. Possess a valid certificate of good conduct
- xii. Possession of a Grade III and above certificate in vehicle mechanics/maintenance will be an added advantage;
- xiii. Former members of the disciplined forces and the NYS who have undergone firefighting training or ex-fire fighters/fire engine operators will have an added advantage

Copies of the above certificates **MUST** be attached to the application form.

## **B) DEPARTMENT OF WATER, ENVIRONMENT, SANITATION AND NATURAL RESOURCES**

### **1. FORESTER, JOB GROUP 'K'**

Reporting to the Director – Environment and Natural Resources.

#### **Duties and Responsibilities**

Coordinate devolved forestry activities in the county including:

- i) Conservation, rehabilitation and monitoring of ecological health of county forests.
- ii) All forest field operations /forest extension services.
- iii) Development and maintenance of forest infrastructure.
- iv) Liaison with KFS and KEFRI on forestry regulations.
- v) Tree planting and tree growing in the county including establishment of tree nurseries
- vi) Maintenance of data on county tree and forest cover.
- vii) Organisation of sensitization and awareness creation meetings, as well as development of training materials for forest related activities in the county.
- viii) Supporting communities to establish nature-based enterprises.
- ix) Development of policies and regulations to guide county forestry.
- x) Establishment of management plans for county forest lands and resources.
- xi) Planning and directing forest mapping, survey and related studies, preparing reports and recommendations
- xii) Handling emerging forestry issues including climate change, green energy, carbon traders and eco-tourism
- xiii) Any other duties as may be assigned

#### **Requirements for appointment**

The candidate must:

- i) Be a Kenyan citizen
- ii) Be a holder of a Bachelor's Degree in Forestry, Environmental Studies, Ecological Studies or Agricultural Extension or any other qualification from a university recognized in Kenya
- iii) Demonstrate computer proficiency.
- iv) Be a member of and in good standing with Forest Society of Kenya.
- v) Possess a certificate of good conduct
- vi) Possess a tax compliance certificate
- vii) Demonstrated passion for environmental conservation will be an added advantage

## **2. ENVIRONMENTAL FIELD OFFICER, JOB GROUP ‘K’**

Reporting to the Director – Environment and Natural Resources.

### **Duties and Responsibilities**

- i) Coordinating and proactively managing environmental activities and projects at the sub county level.
- ii) Representing the Department in all sub county forums in relation to the environmental management.
- iii) Organizing sensitization and awareness creation meetings for environment and natural resources management.
- iv) Carrying out site visits to assess progress of programmes, dealing with complaints and raising environmental concerns as deemed necessary.
- v) Supervise stock taking of national resources at the sub county level as well as identification of significant, sensitive and degraded sites for rehabilitation.
- vi) Assisting in decision making and advising on the best practices in environmental management
- vii) Liaising and partnering with various stakeholders on environmental management within the sub county.
- viii) Taking appropriate enforcement action in cases of non-compliance or breach of licence/permit conditions as issued by the Directorate
- ix) Assisting in screening and reviewing EIA and EA reports within the sub county
- x) Any other duties as may be assigned by the Director

### **Requirements for appointment**

The candidate must:

- i) Be a Kenyan citizen
- ii) Be a holder of a Bachelor’s Degree in Environmental Studies, Natural Resources Management or a related field from a university recognized in Kenya.
- iii) Demonstrate computer proficiency.
- iv) Be a member of and in good standing with EIK or any other relevant professional body.
- v) Possess a certificate of good conduct
- vi) Possess a tax compliance certificate

Experience in GIS will be an added advantage

### **3. ENVIRONMENTAL PLANNING OFFICER, JOB GROUP ‘K’**

Reporting to the Director – Environment and Natural Resources.

#### **Duties and Responsibilities**

- i) Coordinating preparation of status reports on the environment and environmental action plans at the county level.
- ii) Undertaking policy research and analysis to support integration of environment in natural resources concerns into development plans within the county.
- iii) Preparing and publishing operational manuals, codes or guidelines relating to environmental management
- iv) Assisting in screening and reviewing EIA and EA reports at county level.
- v) Coordinating preparation of proposals for environmental management activities.
- vi) Planning and directing mapping, survey and related studies on the environment, preparing reports and recommendations
- vii) Monitoring compliance with national and county environmental plans.
- viii) Coordinating implementation of relevant agreements in the field of environmental management at county level
- ix) Handle emerging environmental issues
- x) Any other duties as may be assigned.

#### **Requirements for appointment**

The candidate must:

- i) Be a Kenyan citizen
- ii) Be a holder of a Bachelor’s degree in Environmental Studies, Natural Resources Management or a related field from a recognized institution.
- iii) Knowledge in computer studies.
- iv) Be a member of and in good standing with EIK
- v) Experience in GIS will be an added advantage.
- vi) Possess a certificate of good conduct
- vii) Possess a tax compliance certificate

Possession of a NEMA expert license will be an added advantage

Demonstrated resource mobilization skills will be an added advantage

## **C) DEPARTMENT OF FINANCE**

### **1. DRIVER GRADE III, JG 'D'**

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

- i) Carrying out routine checks to ensure proper functioning of the assigned vehicle;
- ii) Detecting and reporting any malfunctioning of vehicle systems;
- iii) Maintenance of work tickets for vehicles assigned to the driver;
- iv) Driving the vehicles as authorized;
- v) Carrying out minor mechanical adjustments/repairs;
- vi) Security and safety of the vehicle on and off the road;
- vii) Safety of the passengers and/or goods therein; and
- viii) Ensuring cleanliness and roadworthiness of the assigned vehicle.
- ix) Any other duties as maybe assigned by the supervisor.

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

- i) Must be a Kenyan Citizen;
- ii) Have a Kenya Certificate of Secondary Education mean grade D (Plain) or its approved equivalent from a recognized institution;
- iii) Have a valid BCE driving license;
- iv) Have undergone a First Aid course lasting not less than seven(7) days;
- v) Be a holder of a suitability test certificate for Drivers Grade III;
- vi) Be a holder of an Occupational Trade Tests III/II/I certificate for Drivers;
- vii) Be in possession of a Certificate in Defensive Driving;
- viii) Be in possession of a current Refresher course certificate for drivers lasting not less than seven (7) days;
- ix) Have at least five (5) years previous satisfactory driving experience after obtaining the driving license.
- x) Possession of a Valid Certificate of Good Conduct;
- xi) Basic Mechanical knowledge of vehicles.
- xii) Experience in the disciplined forces or in the public service will be an added advantage

Copies of the above certificates **MUST** be attached to the application form.

## **2. MOTOR CYCLE RIDER REVENUE CLERKS, JOB GROUP 'D'**

### **Duties and Responsibilities**

- i) Undertake clerical duties
- ii) Collecting revenue in the designated areas in the county
- iii) Undertake routine check of the assigned motor cycle
- iv) Maintain the work ticket for the motor cycle
- v) Detect and report any malfunction of the motor cycle
- vi) Any other duty as may be assigned by the supervisor

### **Requirements for the Appointment**

**(i) Be a Kenyan Citizen**

- (ii) Kenya Certificate of Secondary Education (KCSE) Mean Grade D
- (iii) Be in possession of valid Driving/Riding license
- (iv) Experience of riding not less than two(2) years
- (v) Certificate of good conduct

### **Salary:**

As per the Salary and Remuneration Commission guidelines

### **Benefits:**

- 31% service gratuity upon completion of the contract
- Medical cover for self, spouse and children below 21 years.

### **Contract:**

Three (3) years contract

### **How to Apply**

Duly filled Employment Form together with the required documents should be sent or hand delivered to:

**THE SECRETARY,  
NYERI COUNTY PUBLIC SERVICE BOARD,  
KARSON'S PHOTO HOUSE KIMATHI STREET  
P.O BOX 90-10100,  
NYERI**

**Email: [cpsb@nyeri.go.ke](mailto:cpsb@nyeri.go.ke)  
CELLPHONE: 0745342000 / 0733977003**



The applications should be received on or before **20<sup>th</sup> September 2019**.

**NB**

1. Please note the deadline indicated on the Daily Nation Newspaper of **August 30<sup>th</sup>, 2019** erroneously indicated the submission deadline for applications to be **6<sup>th</sup> September 2019**. The actual deadline for submission is **20<sup>th</sup> September 2019**.
2. That all communications/correspondences will be through the Board's **official cell phone contacts and/or emails**.