



# COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100

Telephone 061 2030700

## COUNTY PUBLIC SERVICE BOARD

### **RE: ADVERTISEMENT FOR VACANT POSITIONS**

The County Government of Nyeri wishes to recruit competent and qualified persons to fill the following positions:

#### **OFFICE OF THE COUNTY SECRETARY**

- **Director Alcoholics Drinks Control Management, Job Group ‘R’- 1 Post**

#### **Duties and responsibilities**

The Director will be reporting to the Chief Officer, Governor’s Office and will be responsible for the following:

- i) Ex-Official Member and Secretary to the County Alcoholics Drinks Regulation Committee.
- ii) Administration of the alcoholics Drinks Control and Management Fund.
- iii) Supporting and facilitating County and Sub- County Alcoholic Drinks Regulation Committee in carrying out their functions.
- iv) Facilitate and ensure Public Education on Alcoholics Drinks Control in the County directly and in collaboration with other public or private bodies and institutions.
- v) Facilitating citizen participation in matters related to Alcoholic Drinks Control in accordance with established laws.
- vi) Facilitating and promoting in collaboration with other county and National Government institutions and establishment of treatment and rehabilitation facilities and programmes.

- vii) Carrying out research directly or in collaboration with other institutions and serve as the repository of data and statistics related to Alcoholics Drinks Control.
- viii) Developing in collaboration with other relevant County and National Government departments strategies and plans for implementation of the County Alcoholics Drinks and Management Act.
- ix) Advising the Executive Member on the exercise on County Policy and laws to be adopted in regard to the production, manufacture, sale and consumption of alcoholic drinks.
- x) In collaboration with other relevant county departments, prepare and submit reports as per requirements of applicable laws.
- xi) Monitoring and evaluating the implementation of this County Alcoholic, Drinks and Management Act.
- xii) Any other duties as may be assigned by the supervisor.

### **Requirement for Appointment**

- i. Be a Kenyan Citizen.
- ii. Be a holder of a Bachelors degree in Management, Administration or any other Social Science in a relevant field from a University recognized in Kenya.
- iii. Have relevant experience of not less than five (5) years in Public/ Private/ Senior Administration and Management.
- iv. A post graduate qualification in a relevant field and proven experience in a regulatory framework will be an added advantage.

## **DEPARTMENT OF TRANSPORT, PUBLIC WORKS, INFRASTRUCTURE AND ENERGY**

### **• Superintending Engineer (Roads) Job Group ‘M’ – 1 Post**

#### **Duties and responsibilities:**

- i) Designing and supervising construction of civil/ road works.
- ii) Preparing tender documents and cost estimates for civil/ road works.
- iii) Preparing contract document for civil/ road works.
- iv) Undertaking measurement of work done on site.
- v) Preparing interim and final accounts for civil/ road works.
- vi) Analyzing and evaluating claims arising from contract on civil/ road works.
- vii) Preparing work plans and reports on civil/ road work.
- viii) Supervising staff in the roads and transport directorate.

- ix) Perform any other duties as may be assigned by the supervisor.

**Requirement for appointment**

- i. Must be a Kenyan citizen
- ii. Possess a minimum experience of six (6) years in road engineering or in a relevant field in Public service or in the private sector
- iii. Be a Bachelor's Degree in Civil Engineering or its equivalent from a recognized institution in Kenya.
- iv. Be registered by the Engineers Registration Board of Kenya (ERB)
- v. Possess current valid annual Practicing licence from the Engineers Registration Board of Kenya.
- vi. Possess corporate membership with the institution of Engineers of Kenya (IEK)

**Terms of service**

- Three (3) years contract.

**Salary and benefits**

- Salary will be as per the regulations by Salaries and Remuneration Commission.

**The following clearance certificates should be attached to the application:**

- A Higher Education Loans Board Clearance Certificate;
- A Valid Certificate of Good Conduct;
- A Credit Reference Bureau Clearance Certificate from a recognized body;
- A Kenya Revenue Authority Clearance Certificate;
- A Clearance Form from Ethics & Anti-corruption commission of Kenya

**How to Apply**

**Hard copy** of 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  
CELLPHONE: 0745342000 / 0733977003**

All applications (hard delivered or through post office) should be received on or before **7<sup>th</sup> April 2020** at **5.00pm**

**Note:**

1. Any communication from the County Public Service Board **SHALL** be through the above provided address and cellphone.
2. The County Public Service Board **does not charge** for any of the recruitment exercises, including shortlisting and appointment. **Any request for payment or favor should be reported to the police for appropriate action.**
3. The County Government of Nyeri is an equal opportunity employer
4. People living with disability are encouraged to apply
5. Only the short-listed candidates will be contacted by the Board.