



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT OF VACANT POSITIONS

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

County Chief Officers, J.G 'S'

The posts will be on the following portfolios:

1. Gender, Youth and Social Services (1 post)
2. Environment, Natural Resources and sanitation (1 post)

Duties and Responsibilities.

Reporting to the respective County Executive Committee Member, the Officer will be the Accounting and Authorized Officer for the Department and will also be responsible for the following:

- i. General administration and coordination of the respective County Department.
- ii. Developing, implementing and reviewing of policies, Sector Plans and Budgets.
- iii. Overseeing management of Departmental resources, preparation of budget estimates, annual work plans and Programmes.
- iv. Implementing and monitoring the Performance Management System.
- v. Building capacity of Departmental staff.
- vi. Organizing and coordinating consultative forums with Stakeholders.
- vii. Promoting National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- viii. Performing any other duties as may be assigned by the Governor, Deputy Governor, respective County Executive Committee Member or the County Public Service Board from time to time.

Requirements for Appointment.

- a) Be a Kenyan Citizen.
- b) Be in possession of at least a first degree in a relevant field from a University recognized in Kenya.
- c) Have relevant knowledge and experience of not less than five (5) years in a Senior Management position in Public Service or Private Sector.
- d) Demonstrate understanding of Devolved Governance and Kenya Vision 2030.
- e) Be a strategic and result oriented individual.
- f) Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
- g) Be computer literate.
- h) Have knowledge and experience in Programme Based Budgeting, Planning and Financial analysis.

A Master's degree in a relevant field will be an added advantage.

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 / Police clearance
- A Credit Reference Bureau Clearance Certificate from a recognized body;
- A Kenya Revenue Authority Clearance Certificate;

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 **22nd July 2020**

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 or to the County Public Service Board. You can use our cellphone numbers: 0745342000 / 0733977003**
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.