



COUNTY GOVERNMENT OF NYERI
BOX 90– 10100

Telephone 0745342000

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:

Administrative Services

**1. Assistant Director, Administration Services / Deputy Sub-County Administrator,
Job Group “P”- 4 Posts**

The holders will report to the Director Administrative Services.

Duties and Responsibilities

- (i) Overseeing service delivery in the area of jurisdiction
- (ii) Developing programs and projects to empower the community.
- (iii) Coordinating and facilitating citizen participation in the development of policy 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 jurisdictions.
- (vi) Coordinating and liaising with other directorates and departments in the area of jurisdiction.
- (vii) Ensuring compliance with legal statutory and regulatory requirements in the area of jurisdiction.
- (viii) Liaising with the relevant stakeholders to organize public fora on development and review of policies, strategies and guidelines.
- (ix) Ensuring compliance with national values and principles of good governance and enhancing administrative capacity effective functions and governance at the local level.
- (x) Identifying development projects.
- (xi) Disseminating information to the public.
- (xii) Providing linkage between the office and the community.
- (xiii) Submitting of periodic reports to the immediate supervisor
- (xiv) Performing any other duty that may be assigned by the supervisor

Requirements for appointment

- (i) Must be a Kenyan Citizen
- (ii) Minimum nine (9) years' professional experience in administration in the public or private sector, five (5) of which should be in senior management.
- (iii) Bachelor's Degree in Administration, Business Administration, Community Development or any other Social Science from a recognized institution in Kenya,
- (iv) Master's degree will be an added advantage
- (v) Compliance with the requirements of Chapter Six of the Constitution of Kenya.

2. Senior Administration Officer / Senior Ward Administrators), Job Group "L"-10 Posts

The holders will report to the respective assistant Director, administrative services (sub-county administrators),

Duties and responsibilities.

- (i) Establishing networks and linkages with the relevant stakeholders
- (ii) Handling public concerns and issues.
- (iii) Monitoring and evaluation of community projects.
- (iv) Facilitating mobilization of resources at the local level.
- (v) Facilitating citizen participation in the development activities.
- (vi) Overseeing occupation Health and Safety issues, and promoting ethics and principles of good governance.
- (vii) Analyzing and compiling data on development activities.
- (viii) Liaising with relevant stakeholders in organizing citizen public participation forums
- (ix) Facilitating intra and inter- governmental relations and conflict resolutions.
- (x) Initiating development activities at local levels.
- (xi) Identifying development projects.
- (xii) Disseminating information to the public.
- (xiii) Providing linkage between the office and the community.
- (xiv) Submitting of periodic reports to the immediate supervisor
- (xv) Performing any other duty that may be assigned by the supervisor

Requirements for appointment

- (i) Must be a Kenyan Citizen
- (ii) Have minimum three (3) years' experience in administration in the public or private sector.
- (iii) Bachelor's Degree in Administration, Business Administration, Community Development or any other Social Science from a recognized institution in Kenya,
- (iv) Compliance with the requirements of Chapter Six of the Constitution of Kenya.

INSPECTORATE DIRECTORATE

1. Principal Inspectorate Officer, Job Group 'N'- 1 Post

Holder will report to the Director, Administrative Services or to any other designated office in charge of Inspectorate

(a) Duties and Responsibilities

- (i) Undertaking day-to-day administrative and operational responsibility in his or her area of jurisdiction;
- (ii) Responsible for developing security and enforcement programs within his or her area of assignment;
- (iii) Identifying areas that require enforcement activities within his area of jurisdiction;
- (iv) Receiving, scrutinizing and signing of charge sheets from investigation officers;
- (v) Supervision and training of junior officers;
- (vi) Executing orders and warrants lawfully issued to county law breakers;
- (vii) Preparing and conducting frequent inspection programs on regulated activities to ensure compliance;
- (viii) Overall Shift Supervisor;
- (ix) Ensuring compliance to Values and Principles of the Public Service in area of jurisdiction;
- (x) Preparing and forwarding reports on all inspectorate matters at the Sub- county;
- (xi) Ensuring enforcement personnel welfare is catered for at the county.
- (xii) Any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

- (i) Must be a Citizen Kenyan
- (ii) Served in a comparable and relevant position in the Public Service or Private Sector for a minimum period of nine (9) years;
- (iii) Bachelor's Degree in any of the following disciplines:- Security Management, Criminology and Fraud Management, Criminology and Security Studies, Criminal Justice; Police Science, Military Science, Forensic Investigations and Penology or its equivalent from a recognized institution **OR** approved enforcement officers course or police training course or Administration police course from a recognized government institution in Kenya.
- (iv) Physical and medical fitness plus a Medical certificate from a Government hospital.
- (v) Certificate in First Aid lasting not less than two (2) weeks from a recognized institution will be an added advantage;
- (vi) Computer literacy
- (vii) Certificate in First Aid lasting not less than two (2) weeks from a recognized institution will be an added advantage;
- (viii) Master's degree in a relevant degree will be an added advantage
- (ix) Compliance with the requirements of Chapter Six of the Constitution of Kenya

2. Chief Inspectorate Officer, Job Group 'M'- 1 Post

The holder will report to the Principal Inspectorate Officer

(a) Duties and Responsibilities

- (i) Undertaking day-to-day administrative and operational responsibility in his or her area of jurisdiction;
- (ii) Ensuring imposed and prescribed penalties are paid as per the law;
- (iii) Managing Shift register;
- (iv) Developing security and enforcement programs within his or her area of assignment;
- (v) Screening people entering county offices, public places and providing VIP protection;
- (vi) Ensuring compliance to Values and Principles of the Public Service in area of jurisdiction;
- (vii) Initiating sanctions and rewards for officers;
- (viii) Responsible for orderly conduct and discipline of junior officers; and
- (ix) Executing orders and warrants lawfully issued to county law breakers.
- (x) Any other duty as may be assigned by the supervisor.

(b) Requirements for Appointment

- (i) Must be Kenyan Citizen
- (ii) Served in a comparable and relevant position in the Public Service or Private Sector for a minimum period of six (6) years;
- (iii) Bachelor's Degree in any of the following disciplines: -Security Management, Criminology and Fraud Management, Criminology and Security Studies, Criminal Justice; Police Science, Military Science, Forensic Investigations and Penology or its equivalent from a recognized institution **OR** approved enforcement officers course or police training course or Administration police course from a recognized government institution in Kenya.
- (iv) Physical and medical fitness plus a Medical certificate from a Government hospital.
- (v) Certificate in First Aid lasting not less than two (2) weeks from a recognized institution will be an added advantage;
- (vi) Computer literacy
- (vii) Compliance with the requirements of Chapter Six of the Constitution of Kenya

3. Inspectorate Officer I, Job Group 'K'- 8 Posts

The holders will report to the Chief Inspectorate Officer.

(a) Duties and Responsibilities

- (i) Ensuring compliance with county laws in conjunction with other law enforcement agencies;
- (ii) Conducting preliminary investigations and recording statements
- (iii) Liaising with relevant Government agencies to arrest people breaking the enforced laws;
- (iv) Giving evidence in court, marking and preserving exhibits;
- (v) Hoisting of flags;
- (vi) Performing customer care desk duties such as receiving and directing visitors to the relevant offices;
- (vii) Responding to distress calls from the public;
- (viii) Guarding and securing County Government buildings and vital installations;
- (ix) Screening people entering county offices, public places and providing VIP protection;
- (x) Executing all orders and warrants lawfully issued to county law breakers
- (xi) Maintaining order and sanity in markets, bus parks and other business premises;
- (xii) Conducting frequent inspections on regulated activities to ensure compliance;
- (xiii) Ensuring orderly parking and traffic management in county town centers;
- (xiv) Apprehending, undertaking investigations and assisting in prosecution of county law breakers;
- (xv) Collection of information and reporting on security matters;
- (xvi) Drawing and Supervision of work schedules and duty rosters
- (xvii) Supervision and training of junior officers;
- (xviii) Developing security, enforcement and inspection programs within his or her area of assignment;
- (xix) Any other duty that may be assigned by the supervisor.

b) Requirements for appointment

- i) Must be a Kenyan Citizen
- ii) Served in a comparable and relevant position in the Public Service or Private Sector for a minimum period of three (3) years;
- iii) Diploma **OR** Bachelor's Degree in any of the following disciplines: -Security Management, Criminology and Fraud Management, Criminology and Security Studies, Criminal Justice; Police Science, Military Science, Forensic Investigations and Penology or its equivalent from a recognized institution **OR** approved enforcement officers course or police training course or Administration police course from a recognized government institution in Kenya.

- iv) Physical and medical fitness plus a Medical certificate from a Government hospital.
- v) Computer literacy
- vi) Compliance with requirements of Chapter Six of the Constitution of Kenya

DEPARTMENT OF GENDER, YOUTH AND SOCIAL SERVICES

• Fire-Engine Operators, Job Group 'F' – 4 Posts

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 duty 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 valid motor vehicle driving license class BCE;
- iv. Have a minimum two (2) years proven experience in fire engine/firefighting equipment operation;
- v. Be physically and medically fit as certified by a Government Doctor;
- vi. Be a holder of a firefighting/rescue service certificate from an institution recognized in Kenya
- vii. Demonstrate experience in managing disasters

- viii. A First Aid Certificate will be an added advantage
- ix. Possession of a Grade III and above certificate in vehicle mechanics/maintenance will be an added advantage;
- x. 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

Terms of service

- Three (3) years contract.

Salary and benefits

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

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,
MINISTRY OF PUBLIC WORKS
FORMER DIVISIONAL SUPPLIES OFFICES
P.O BOX 90-10100,
NYERI
CELLPHONE: 0745342000 / 0733977003**

All applications (hard delivered or through post office) should be received on or before **25th September 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 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. Candidates who applied in the previous advert are encouraged to re-apply
6. All applicants (apart from applicants for the position of fire engine operator) will be required to attach the following compliances in their 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;

Shortlisted candidates for the position of Fire Engine Operators will be required to avail the compliances.

7. Only the short-listed candidates will be contacted by the Board.