



# COUNTY GOVERNMENT OF NYERI

P.O. BOX 90- 10100  
Telephone 061 2030700

## COUNTY PUBLIC SERVICE BOARD

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

Applications are invited from suitably qualified serving employees in the County Government of Nyeri to serve in the following units:

- County Public Service Board Secretariat
- County Secretary's office
- Department of Transport, Public Works, Infrastructure and Energy

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 2019/2020, 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,  
MINISTRY OF PUBLIC WORKS,  
FORMER DIVISIONAL SUPPLIES OFFICE  
P.O BOX 90-10100,  
NYERI  
CELLPHONE: 0745342000 / 0733977003**

All applications should reach the Secretary on or before **2<sup>nd</sup> October 2020**

### **Note:**

Employees appointed on short term contracts or interns are eligible for consideration.

## **COUNTY PUBLIC SERVICE BOARD**

### **1. PRINCIPAL HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER, JOB GROUP 'N' (1 POST) - CPSB/1/9/2020**

Holder will report to the Director, Human Resource Management (CPSB)

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

- i) Assisting in preparation of technical Board papers for all matters to be tabled to the Board;
- ii) Assist in drafting of communications of Board Decisions;
- iii) Assist in monitoring and following up on implementation of the Board decisions and preparing reports;
- iv) Verification of applications/CVs/Information on respective applicants and tabling reports;
- v) Preparation of interviews
- vi) Providing feedback to successful candidates
- vii) Undertaking research and preparation of draft guidelines/policies etc
- viii) Undertaking Secretariat staff appraisal for the staff in the units reporting to his/her;
- ix) Overseeing action on incoming mails;
- x) Liaising with Directorate of Human Resource on HR issues
- xi) Attending to queries / complaints on HR issues
- xii) Performing any other duty as maybe assigned by the supervisor

#### **b) Requirements for appointment**

- i) Have served in the grade of Chief Human Resource Management and Development Officer or in any other relevant field for a minimum period of three(3)years;
- ii) Possess a Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development or Human Resource Planning

Candidates with Bachelor's degree in any of the following:- Business Administration, Education, Sociology, Political Science/ Government, Anthropology or any other relevant Social Science from a recognized institution must have a Higher National Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations Labor Relations or its equivalent from a recognized institutions;

- iii) Certificate in Senior Management Course lasting not less than four (4)weeks from an institution recognized in Kenya;
- iv) Membership to Institute of Human Resource Management (IHRM)

- v) Comply with requirements of Chapter Six of the Constitution of Kenya.

## **2. INFORMATION COMMUNICATION TECHNOLOGY OFFICER I, JOB GROUP K (1 POST)- CPSB/2/9/2020**

Holder will report to the Principal, Human Resource Management and Development Officer.

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

- i) Developing and updating the County Public Service application systems, including the E-Recruitment portal, Wealth Declaration and others
- ii) Installing and maintaining computer systems
- iii) configuration of Local Area Network and Wide Area Network
- iv) Carrying out systems analysis, design and programme specifications in liaison with users;
- v) Carrying out repairs and maintenance of equipment and associated peripherals; drawing up hardware specifications for ICT equipment;
- vi) Verifying, validating and certifying ICT equipment;
- vii) Overseeing the process of configuration of new ICT equipment.
- viii) Maintaining a database of the E-Systems
- ix) Archiving of the E- data
- x) Performing any other duty as may be assigned by the supervisor

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

- i) Must be a Kenyan Citizen
- ii) Bachelor of Science in Information Technology / Computer Science from a University recognized in Kenya.
- iii) Comply with requirements of Chapter Six of the Constitution of Kenya.

## **3. SUPPORT STAFF II, JG 'C' (1 POST) - CPSB/3/9/2020**

Holder will report to the Administration Officer

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

- i) Undertaking cleaning duties at the offices and compound;
- ii) Performing messengerial duties;
- iii) Preparing refreshment; and
- iv) Performing any other duty that maybe assigned by the supervisors

### **b) Requirements of appointments**

- i) Be in possession of at least the Kenya Certificate of Secondary Education (KCSE), mean grade D or its approved equivalent;
- ii) A School Leaving Certificate; and
- iii) Comply with requirements of Chapter Six of the Constitution of Kenya.

## **COUNTY SECRETARY'S OFFICE**

### **1. ECONOMIST II / STATISTICIAN II (PERFORMANCE ANALYST) JOB GROUP 'K' (2 POSTS)- CPSB/4/9/2020**

This will be the entry and training grade for Performance Analysts cadre. An officer at this level will be deployed in the Performance Management Unit under the Office of the Governor.

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

- i) Gather, collate and analyze information and report on service delivery performance of county departments, directorates and County entities
- ii) Monitoring policies and project implementation within the County government with a view to making appropriate recommendations for improvement and enhance effectiveness and efficiency in utilization of resources
- iii) Preparation and consolidation of performance progress reports for the County departments
- iv) Provide detailed data analysis (current and historical) and reporting across all service delivery areas to ensure there is an ongoing and holistic view of performance
- v) Provide support during development of performance contracts and staff performance appraisals for County departments
- vi) Monitoring working environment in the public sector and the conditions of county government departments and entities with a view to making appropriate recommendations for improvement
- vii) Identification of performance issues to ensure the county government achieves performance targets
- viii) Preparation of briefs and reports
- ix) Performing any other duty as may be assigned by the supervisor

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

- i) Bachelor degree in any one of following fields, Actuarial Science, Mathematics, Economics, Applied Statistics, Computer Science or any other relevant degree from a recognized institution
- ii) Knowledge of data mining, warehousing, processing and reporting.
- iii) Proficiency with Microsoft Excel
- iv) Data base architecture and design skills
- v) Excellency in time management and organizational skills
- vi) Ability to communicate complex technical issues and ideas in simple non-technical terms

- vii) Relevant work experience in a busy office will be an added advantage
- viii) Comply with requirements of Chapter Six of the Constitution of Kenya.

## **2. GRAPHIC DESIGNER (II), JOB GROUP 'K' ( 1 POST) - CPSB/5/9/2020**

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

The Officer will be reporting to the Director of Governor's Press and will be responsible for the following;

- i) Use digital illustration, photo editing software, and layout software to create designs
- ii) Create visual elements such as logos, original images, and illustrations that help deliver a desired message
- iii) Design layouts and select colors, images, and typefaces to use
- iv) Incorporate changes recommended by clients or Director into final designs
- v) Review designs for errors before printing or publishing them
- vi) Design web pages, brochures, logos, signs, books, magazine covers, annual reports, advertisements, and other communication materials
- vii) Perform any other duty as may be assigned from time to time.

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

- i) Be a Kenyan Citizen
- ii) Bachelor's degree in any of the following; Computer Science/Information Communication Technology or Electronics/Electrical Engineering, Mass Communication/Journalism or any other approved equivalent qualifications from a recognized institution.
- iii) Possess advanced computer application skills
- iv) Comply with requirements of Chapter Six of the Constitution of Kenya.

## **3. PUBLIC COMMUNICATIONS OFFICER III, JOB GROUP 'H' (2 POSTS)- CPSB/6/9/2020**

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

This will be the entry and training grade for Public Communication Officers. An officer at this level will be deployed in the Governor's Press Unit under the Office of the Governor to assist in the public communication function.

Specific duties and responsibilities will include:

- (i) Information gathering on topical issues within the County Government of Nyeri

- (ii) Editing and dispatching the information for dissemination to the public and media under the guidance of a senior officer
- (iii) They will be tasked with
  - photography
  - videography
  - video editing
  - graphics design
  - sound operation
  - media monitoring
  - social media
  - script writing
- (iv) Performing any other duty as may be assigned by the supervisor.

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

For appointment to this grade, a candidate must:

- i) Have a Diploma in any of the following disciplines: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations or any other approved equivalent qualifications from a recognized institution
- ii) Be proficient in computer applications
- iii) Comply with requirements of Chapter Six of the Constitution of Kenya.
- iv) Relevant work experience in a busy office will be an added advantage

#### **4. SUPPORT STAFF, JOB GROUP 'C' (3 POSTS)- CPSB/7/9/2020**

This will be the entry and training grade for Support Staff cadre. An officer at this level will be placed under the Office of the Governor and will be supervised by a Senior Officer.

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

- (i) General messengerial duties
- (ii) Office cleaning
- (iii) Maintenance of the office compound
- (iv) Performing any other duty as maybe assigned by the supervisor

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

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade D (Plain)

- (ii) Comply with requirements of Chapter Six of the Constitution of Kenya.
- (iii) Demonstrate good interpersonal and communication skills
- (iv) Relevant work experience in a busy office will be an added advantage

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

**• INFORMATION COMMUNICATION TECHNOLOGY OFFICER I,  
JOB GROUP K (1 POST)- CPSB/8/9/2020**

**a) Duties and Responsibilities**

- i) Developing and updating the County Public Service application systems, including the E-Recruitment portal, Wealth Declaration and others
- ii) Installing and maintaining computer systems
- iii) configuration of Local Area Network and Wide Area Network
- iv) Carrying out systems analysis, design and programme specifications in liaison with users;
- v) Carrying out repairs and maintenance of equipment and associated peripherals; drawing up hardware specifications for ICT equipment;
- vi) Verifying, validating and certifying ICT equipment;
- vii) Overseeing the process of configuration of new ICT equipment.
- viii) Maintaining a database of the E-Systems
- ix) Archiving of the E- data
- x) Performing any other duty as may be assigned by the supervisor

**b) Requirements for Appointment**

- i) Must be a Kenyan Citizen
- ii) Bachelor of Science in Information Technology / Computer Science from a University recognized in Kenya.
- iii) Comply with requirements of Chapter Six of the Constitution of Kenya.

**Salary: As per the Salary and Remuneration Commission**

**Contract: Three (3) years contract.**