



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: INTERNAL RE- ADVERTISEMENT

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

1. Department of Water and Irrigation

- Director of Climate Change, Information, and Knowledge Management
Job Group “R”- One (1) Post.

2. County Secretary’s office

- Support Staff, Job Group “C” – Three (3 Posts)

Eligible employees are requested to fill the Employment Form which can be downloaded from the County Website, 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,
P.O BOX 90-10100,
NYERI
CELLPHONE: 0745342000 / 0733977003**

All applications should reach the Secretary on or before **27th November 2020 at 5.00 pm.**

1. DIRECTOR OF CLIMATE CHANGE, INFORMATION, AND KNOWLEDGE MANAGEMENT – ONE (1) POST JOB GROUP “R”

Duties and Responsibilities:

- Developing and disseminating county climate change communication, outreach, and public education strategy
- Liaising with the relevant sectors and other climate change stakeholders;
- Custodian of the county climate change information and knowledge management system;
- Tracking climate change actions, trends, impacts, and implications at the national and county level;
- Capacity building and awareness creation for institutions and stakeholders on climate change;
- Compilation and documentation of the County Climate Change Secretariat’s reports; and
- Preparation of county communications and other international and national reporting requirements.

Requirements for Appointment

- Post-graduation experience of not less than six (6) years in either private or public sector at a senior management position.
- A Bachelor’s degree in any of the following disciplines: Environmental Science, Environmental Law, Environmental Planning and Management, Meteorology, Natural Resource Sciences; Economics or any other related fields from a university recognized in Kenya;
- A Masters Degree in any of the following disciplines: Environmental Science, Environmental Law, Environmental Planning and Management, Meteorology, Natural Resource Sciences or any other related fields from a university recognized in Kenya;
- A thorough understanding of national, regional, and international emerging policy and knowledge management issues on Environmental Sustainability and Climate Change.
- Computer literate; knowledge in GIS will be an added advantage
- Good public relations and resource mobilization skills
- Demonstrate a high degree of professional and technical competence as reflected in work performance and results;
- Be a member of a professional body in good standing in their respective fields.
- Compliance with Chapter Six of the Constitution of Kenya.

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

This will be the entry and training grade for the 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.

Duties and Responsibilities

- General messengerial duties
- Office cleaning
- Maintenance of the office compound
- Performing any other duty as may be assigned by the supervisor

Requirements for the Appointment

- Kenya Certificate of Secondary Education (KCSE) Mean Grade D (Plain)
- Comply with requirements of Chapter Six of the Constitution of Kenya.
- Demonstrate good interpersonal and communication skills
- Relevant work experience in a busy office will be an added

Salary: As per the Salary & Remuneration Commission

Contract: Three (3) years contract.