



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90 – 10100
Telephone 0745 342 000

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:

INTERNAL ADVERTISEMENT

DEPARTMENT OF COUNTY PUBLIC SERVICE AND SOLID WASTE MANAGEMENT

1. DIRECTOR - SOLID WASTE MANAGEMENT, JOB GROUP 'R' (1 Post)

a. Duties and Responsibilities

- i) Planning and budgeting for the department resources
- ii) Overseeing the development of strategic/work plans, performance targets and contracts in the department
- iii) Monitoring the implementation of public health projects and programmes
- iv) Developing strategies, procedures, processes and action plans for effective management of sanitation services
- v) Preparing research proposals on public health needs;
- vi) Preparing proposals for resource mobilization
- vii) Identifying relevant partners and agencies in support of solid waste management programmes and projects

- viii) Monitoring and evaluating the implementation of statutory provisions and other relevant legislations on public health
- ix) Implementing public health policies, guidelines, standards and procedures and programmes
- x) Monitoring the implementation of public health projects and programmes
- xi) Promoting the best environmental health practices in the county
- xii) Collation and dissemination of environmental health information
- xiii) Managing environmental health information and demonstrational centres
- xiv) Coordinating mobilization of the public to participate in environmental health activities
- xv) Performing any other duties as may be assigned by the supervisor.

b. Requirements for Appointment

- i) Bachelor's degree in either Environmental Health or Public Health or equivalent Qualification from a recognized institution
- ii) Master's Degree in any of the following: Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution in Kenya
- iii) Must have served for at least seven (7) years in a relevant area in the public service, three (3) of which must be in middle level management.
- iv) Registered with Public Health Officers Technician Council (PHOTC) and in good standing.
- v) Compliance with Chapter Six of the Constitution of Kenya.

**DEPARTMENT OF TRADE, TOURISM AND COOPERATIVE
DEVELOPMENT**

TOURISM OFFICER I, JOB GROUP 'K'- (1 Post)

a) Duties and responsibilities

An officer at this level will work under the supervision and guidance of Senior Tourism Officer.

a) Duties and responsibilities

- i) Identifying and documenting tourism products;
- ii) Identifying Small and Medium Tourism Enterprises (SMTE's) and community- based tourism projects.
- iii) Liaising with tourism stakeholders on issues related to tourism.
- iv) Inspecting and preparing reports on tourism facilities and service providers.
- v) Collecting and compiling information on tourism facilities and services for the development of tourism guide books.
- vi) Undertaking domestic tourism promotion.
- vii) Collecting and maintaining data on tourism statistics.
- viii) Maintaining a register on tourism facilities and services.
- ix) Identifying suitable locations for mounting tourist signage.
- x) Performing any other duties as may be assigned by the supervisor.

b) Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i) Bachelors' Degree in any of the following disciplines: Tourism Management, Hospitality and Tourism Management, Eco-tourism Management, International Tourism, and any other related field.
- ii) At least three (3) years relevant experience in public service or private sector
Or Served as Tourism Officer II for one (1) year
- iii) Compliance with Chapter Six of the Constitution of Kenya.

DEPARTMENT OF GENDER, YOUTH AND SOCIAL SERVICES

1. DIRECTOR, SOCIAL SERVICES JOB GROUP 'R'-(1 Post)

a) Duties and Responsibilities

- i) Providing technical and administrative guidelines to the relevant stakeholders on implementing County supported programs/projects
- ii) Contributing to the formulation and preparation of project proposals, work plans and strategy documents in the department
- iii) Planning and implementing programs related to social affairs in the County
- iv) Coordinating assistance provided by consultants, review products and participate in their performance evaluation
- v) Conducting research to support programme/project activities in the directorate
- vi) Ensuring the intergration of a gender equality, cultural diversity and human rights-based approach in programs/activities design, implementation and reporting
- vii) Coordinating, ordering, acquisition, inventorying and dispositioning of the directorate resources
- viii) Providing research on social services development
- ix) Collaborating with other institutions, agencies, organizations and NGOs dealing with the welfare and development of vulnerable groups with a view of raising awareness and ensuring implementation of decisions and programs
- x) Participating in monitoring, reporting and evaluation of programs/projects in the directorate
- xi) Act as strategic and policy advisor to the chief officer in the department
- xii) Performing any other duties as may be assigned by the supervisor.

b) Requirements for Appointment

- i) Bachelor's Degree in Sociology, Social Work, psychology or Community Development; or equivalent qualification from a university recognized in Kenya
- ii) Master's Degree in any of the following: Sociology, Social Work, Psychology or Community Development; or equivalent qualification from a university recognized in Kenya
- iii) Must have served for at least seven (7) years in a relevant area in the public service, three (3) of which must be in middle level management.
- iv) Member of the Kenya Institute of Social work (KISWCD)
- v) Compliance with Chapter Six of the Constitution of Kenya.

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 OFFICES
(LOCATED AT FORMER DIVISIONAL SUPPLIES DIVISION)
P.O. BOX 90-10100
NYERI
CELL PHONE: 0745342000/0733977003

All applications (hand delivered or through post office) should be received on or before **24th August 2021 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 therefore 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.