



COUNTY GOVERNMENT OF NYERI

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

COUNTY PUBLIC SERVICE BOARD

RE: INTERNAL ADVERTISEMENT

The County Government of Nyeri wishes to recruit competent and qualified persons to fill the following position in the Department of Gender, Youth and Social Services:

1. LIBRARIAN, JOB GROUP 'J' (1 Post)

a) Duties and Responsibilities

- i) Monitoring new trends and opportunities in the market as regard to library services.
- ii) Managing Library information systems.
- iii) Acting as a policy advisor to the Chief Officer on matters library.
- iv) Updating library catalogues.
- v) Photocopying and circulating published articles.
- vi) Shelving new and returned books and other information materials.
- vii) Filing information materials/publications, retrieving information from the library for use by clients.
- viii) Digitizing and organizing papers including the preparation of indexes and abstracts.
- ix) Carrying out library research requisitions for County Government committees and staff.

- x) Networking with relevant institutions and stakeholders on information sharing and dissemination, maintaining and updating documentation databases.
- xi) Collecting documenting and archiving/preserving information resources.
- xii) Performing any other duties as may be assigned by the supervisor.

b) Requirements for Appointment

- Bachelor's degree in Library and Information Science from a university recognized in 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

Hand 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 **2nd September 2021 5.00pm.**

Note:

1. Those serving on short term contracts are eligible for consideration.
2. Any communication from the County Public Service Board **SHALL** be through the above provided address and cellphone.
3. 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.
4. The County Government of Nyeri is an equal opportunity employer
5. People living with disability are encouraged to apply
6. Only the short-listed candidates will be contacted by the Board.