



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100

Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT OF VACANT POSITIONS

The County Government of Nyeri wishes to recruit competent and qualified persons to fill the following positions:

1. County Secretary's Office

- a) Chief Officer, Governor's Office, Job Group 'S'- 1 post (Advert No. 1/2022)
- b) Chief Officer, Department of Lands, Housing, Physical Planning and Urban Development, Job Group 'S'- 1 post. (Advert No. 2/2022)

Duties and Responsibilities

Reporting to the respective County Executive Committee Member, the Officers will be the Accounting and Authorized Officer for the Department and will also be responsible for the following;

- i) General administration and coordination of the respective County Department.
- ii) Developing, implementing and reviewing of policies, Sector Plans and Budgets.

- iii) Overseeing management of Departmental resources, preparation of budget estimates, annual work plans and Programmes.
- iv) Formulating and implementing effective programs aligned to County visions and sector goals
- v) Implementing and monitoring of the Performance Management system.
- vi) Ensuring that Departmental staff are capacity built for effective service delivery.
- vii) Organizing and coordinating consultative forums with Stakeholders
- viii) Promoting National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya.
- ix) Ensuring effective service delivery through implementation of laid out policies and regulations
- x) Performing any other duties as may be assigned from time to time.

Requirements for Appointment

- i) Be a Kenyan Citizen
- ii) Be in possession of a first degree in a relevant field from a University recognized in Kenya.
- iii) Have relevant knowledge and experience of not less than seven (7) years in a Senior Management position in Public Service or Private Sector.
- iv) Demonstrate understanding of Devolved Governance.
- v) Be a strategic and result oriented individual and able to work under pressure to meet strict deadlines.
- vi) Have knowledge and experience in Programme Based Budgeting, Planning and Financial analysis.
- vii) Demonstrate thorough understanding of County development objectives and Kenya Vision 2030.

A Master's degree in a relevant field will be an added advantage.

- c) **Director, Information, Communication and Technology, Job Group “R”- 1 post (Advert No. 3/2022)**

Duties and responsibilities

- i) Providing leadership, vision and management of ICT
- ii) Preparing strategic and operational plans for the ICT directorate
- iii) Overseeing the implementation and maintenance of technology infrastructure in line with county development plans
- iv) Ensuring ICT systems comply with regulations and legal requirements
- v) Overseeing development, design and implementation of new system and maintenance of old systems.
- vi) Maintaining the integrity and continual operation of ICT network including wireless networks.
- vii) Ensuring the smooth running of computer systems and ensuring that users get maximum benefits from them;
- viii) Ensuring effective Management of the County ICT and GIS systems and
- ix) Scheduling upgrades and security backups of hardware and software systems.
- x) Identifying new ICT Solutions, maintain and supporting ICT Services and ensuring security of the County’s data and ICT Systems;
- xi) Performing any other duty that may be assigned by the supervisors

Requirement for Appointment

- i) Be a Kenyan Citizen
- ii) Bachelor’s degree in computer science, Information Technology or a related field in ICT from a recognized university in Kenya.
- iii) Master’s degree in Computer Science or any other ICT related discipline from a recognized institution in Kenya.
- iv) A minimum of Seven (7) years’ experience in relevant work and at least three (3) years in a managerial position in the Public Service or in the Private Sector;

- v) demonstrated a high level of competence and outstanding management qualities in computerized information systems;
- vi) Demonstrate a thorough understanding of county/National goals, policies and development objectives and the ability to translate them into ICT development programs/projects.

2. Department of Agriculture, Livestock and Fisheries

a) Veterinary Officer, Job Group 'L'- 5 Posts (Advert No. 4/2022)

Duties and Responsibilities

An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities will entail:-

- i) Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- ii) Participating in the training of stakeholders in vector control programmes;
- iii) Treating sick animals;
- iv) Advising on good veterinary practices;
- v) Collecting data and preparing reports on animal health, products and markets;
- vi) Providing advice on animal breeding and welfare, undertaking Post-Mortem examination and other diagnostic tests.
- vii) Performing any other duty that may be assigned by the supervisor

Requirements for appointment

For appointment to this grade, a candidate must:-

- i) Have a Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution in Kenya.
- ii) Be a member of a registered professional association representing the interests of veterinary surgeons.

- iii) Be registered by the Kenya Veterinary Board and be retained in the register.
- iv) Be licensed by the KVB with a valid practising license.

b) Livestock Production Officer, Job Group “K”- 5 posts (Advert No. 5/2022)

Duties and Responsibilities

This is the entry and training grade into the Livestock Production Officers' cadre. An officer at this level will be deployed at sub county or ward level and will work under the guidance and supervision of a senior Officer.

Duties and responsibilities will include

- i) Providing technical advice in animal production, livestock marketing, range management, apiculture, and ranching and to promote economic livestock farming.
- ii) Assisting in organizing extension activities including field days, field demonstrations, farmer field schools and farm visits.
- iii) Performing any other duty that may be assigned by the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must

- i) Be a Kenyan Citizen
- ii) Have obtained a Bachelor of Science degree in any of the following disciplines: Animal Science/Animal Production, Agriculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management/ Natural Resource Management, Livestock/Agricultural Economics and Dairy Technology, Agricultural Education and Extension, Animal Health and Management from a recognized Institution in Kenya.

c) Assistant Livestock Production Officer III, Job Group “H”- 10 Posts (Advert No. 6/2022)

Duties and Responsibilities

This is the entry and training grade for diploma holders. Officers at this level will be deployed at the ward or sub county level. Specific duties and responsibilities will include, assisting in organizing and executing livestock extension duties at this level. They can also be deployed as subject matter specialists in fields such as poultry, sheep & goats, apiculture and dairy production. The activities at this level will entail assisting in designing livestock enterprise plans, and assisting in training sub-Locational and Locational staff and farmers.

Requirements for Appointment

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

- (i) Be a Kenyan Citizen
- (ii) Diploma in any of the following fields: Animal Husbandry, Dairy Science and Technology, Food Science and Technology, Agriculture and Home Economics, Apiculture, Animal Health and Production, and Range Management/Farm Management from a recognised Institution in Kenya.

3. Department of Transport, Public Works, Infrastructure and Energy

- a) **Principal Superintending Engineer (Roads), Job Group “Q”- 1 Post (Advert No. 7/2022)**

Duties and Responsibilities

An officer at this level may be deployed as a head of unit at Headquarters or as a county works officer or a County Road engineer. The duties and responsibility involve

- i) In charge of design team dealing with design detailing,
- ii) Preparing of the specifications, bill of quantities, supervision and maintenance of all civil works which include the sewerage disposal scheme, surface water disposal, roads, parking areas, paved areas for the County Government Roads, buildings and structures.
- iii) Distributing of workload and supervision of execution;
- iv) Checking and monitoring work produced by the consulting engineers;
- v) Coordinating of planning and execution of the projects under other departments.
- vi) Checking and certify payment certificate and other contract documents in liaison with the architects, roads Engineers and other government agencies.
- vii) Advising on all problems involving, civil engineering.
- viii) Performing any other duty that may be assigned by the supervisors

Requirements for Appointment

For appointment to this grade, an officer must;

- i) Served in the grade of chief superintending Engineer (Road) or comparable and relevant position in the public service for at least three (3) years or seven (7) years' experience in a comparable position in the private sector;
- ii) Bachelor degree in civil engineering from a recognized institution in Kenya;
- iii) Been registered with the Engineers Registration Board of Kenya (ERB);
- iv) Current valid annual practicing licence from the Engineer's Registration Board of Kenya
- v) Corporate membership with the institution of Engineers of Kenya (IEK)

- vi) Strategic leadership development course or related course lasting not less than six (6) weeks from a recognized institution will be an added advantage;
- vii) Demonstrated a high degree of professional competence and administrative capability required for effective planning, direction, control and coordination of structural development programmes.

b) Principal Superintending Architect, Job Group “Q”- 1 post (Advert No. 8/2022)

Duties and Responsibilities

An officer at this level may be deployed as a head of a section at County headquarters or as a sub-County works officer or as a County architect. Duties and responsibilities at the County level will entail:

- i) Monitoring of expenditure on a county building development programme and delays on project:
- ii) Preparing of the annual budget, development estimates for the department and checking of sketches/ schemes designs done by commissioned consultants and make recommendations for payments.
- iii) In charge of data collection and collation in the County.
- iv) Handling correspondence, reports and papers on policy matters;
- v) Monitoring and coordination of departmental resources and activities.
- vi) Performing any other duty that may be assigned by the supervisor.

As the Sub- County works officer, the officer will be in charge of

- i) All architectural, engineering and quantity surveying services in the sub-county.
- ii) Specific duties and responsibilities will include
- iii) Design and supervision of construction and maintenance of County buildings, civil and other public works.
- iv) In addition, the officer will be responsible for research activities, administration and supervision of all staff working under him/her.

Requirements for Appointment

For appointment to this cadre, an officer must have

- i) Served in the grade of chief superintending architect or in a comparable and relevant position in the public service for at least three (3) years or seven (7) years in a comparable position in the private sector;
- ii) A bachelor's degree in architecture from a recognized institution in Kenya;
- iii) Been registered by the board of registration of architects and quantity surveyors
- iv) Corporate membership with the architectural association of Kenya (AAK) attended a project development and management course lasting not less than four (4) weeks from a recognized institution
- v) Project development and management course lasting not less than four (4) weeks from a recognized institution will be an added advantage
- vi) Management course lasting not less than six (6) weeks from a recognized institution will be an added advantage;
- vii) Strategic leadership development course or related course lasting not less than six (6) weeks from a recognized institution will be an added advantage;
- viii) Demonstrated general administrative ability required for direction, control and implementation of structural programmes including supervision of professional and technical staff; and shown merit and ability as reflected in work performance and results

**c) Principal Superintending Engineer (Mechanical), Job Group "Q"- 1 post
(Advert No. 9/2022)**

Duties and responsibilities

An officer at this level will be deployed to perform duties in one of the following function areas;

- i) consultancy services;
- ii) equipment utilization;
- iii) equipment maintenance;

iv) planning and development:-

Consultancy services

In this functional area, duties and responsibilities will entail: control, direction and supervision of all activities related to consultancy services which shall include checking and advising on standards for vehicles, plant and equipment; disposal of vehicles, plant, equipment and other mechanical stores; standardization of procurement procedures as per the procurement Act; co-ordination of the departments technical consultancy services with other public and private sectors; overseeing staff welfare and discipline.

Equipment Maintenance

In this functional area, duties and responsibilities will entail: control, direction and supervision of Equipment Maintenance activities in the County and the workshops which shall include co-ordination and supervision of the preparation expenditure forecasts on maintenance activities; monitoring expenditure in the County against the department's votes; co-ordination of the preparation of equipment maintenance progress reports; co-ordination of vehicles, plant and equipment inventory in all the sub-counties.

Requirements for Appointment

For appointment to this grade an officer must have:

- i) Served in the grade of chief superintending engineer (mechanical) or a comparable and relevant position in the public service for at least three (3) years or seven (7) years in a comparable position in the private sector;
- ii) A bachelor degree in mechanical engineering from a recognized institution in Kenya.
- iii) Been registered by the engineers registration board of Kenya
- iv) Current valid annual practicing licence from the Engineers registration board of Kenya
- v) Corporate membership with the institution of engineer of Kenya (IEK);

- vi) Strategic leadership development course or related course lasting not less than six (6) weeks from a recognized institution will be an added advantage;
- vii) Demonstrated general administrative ability required for effective planning, direction, control and coordination of mechanical engineering programmes.

d) Chief Superintending Engineer (Structural), Job Group “P”- 1 post (Advert No. 10/2022)

Duties and Responsibilities

An officer at this level may be deployed as ahead of a unit at County headquarters or as a sub- county works officer or a County structural engineer. The duties and responsibilities at the Sub-County level will include work in the specialized fields of engineering in one of the following:

Building and allied structures

Duties will involve

- i) Designing, detailing and site supervision of structures in various materials and forms of construction;
- ii) Liaising with architects and other agencies on project development;
- iii) checking and monitoring projects designed by consulting engineers and control of engineers and structural assistants working in the specific project.

Civil

Duties will involve:

- i) supervising of structural, civil and Drainage works prepared by the Department and consulting engineers;
- ii) Enforcing specifications, compliance with engineers’ drawings, conditions of contract, quality control, approval and measurement of completed works, progress reports and guidance of Roads engineers on all technical aspects of the work.

Construction

Duties will involve:

- i) Supervising structural and civil works prepared by the Department and consulting engineers;
- ii) Enforcing specifications, compliance with engineers' drawings, conditions of contract, quality control, approval and measurement of completed works, progress reports and guidance of county structural engineers on all technical aspects of the work.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i) Served in the grade of Senior Superintending Engineer (Structural) or comparable and relevant position in the Public Service for at least three (3) years or six (6) years in a comparable position in the private sector;
- ii) A Bachelor's Degree in Civil Engineering from a recognized institution in Kenya;
- iii) Been registered with the Engineering Registration Board of Kenya (ERB);
- iv) A current valid annual practicing license from the Engineers Registration Board of Kenya.
- v) Corporate membership with the Institution of Engineers of Kenya (IEK)
- vi) Strategic leadership Development Course or related course lasting not less than six (6) weeks from a recognized institution will be an added advantage;
- vii) Demonstrated general administrative ability required for direction, control and implementation of structural programmes including supervision of professional and technical staff; and shown merit and ability as reflected in work performance and results.

- e) **Superintending Engineer (Electrical), Job Group “M”- 1 Post (Advert No. 11/2022)**

Duties and Responsibilities

- i) Designing of electrical/ electronic engineering services in government buildings and construction works;
- ii) Repairing and maintaining of electrical/electronic installations in airports, waterworks, offices, workshops, conference complexes and other government facilities;
- iii) Undertaking projects; preparation of specifications for new equipment; and processing of tenders for electrical/electronic installation work.
- iv) Performing any other duties that may be assigned by the supervisor

Requirement for Application

For appointment to this grade, an officer must have:-

- i) Served in the grade of assistant Engineer I (Electrical) or a comparable and relevant position in the public service for at least three (3) years or six (6) years in a comparable position in the private sector;
- ii) Bachelor Degree in Electrical/Electronic Engineering from a recognized institution in Kenya;
- iii) Been registered by Engineers Registration Board of Kenya;
- iv) Current valid annual practicing licence from the Engineers Registration Board of Kenya
- v) Corporate membership with the institution of Engineers of Kenya (IEK);
- vi) Project development and management course lasting not less than four (4) weeks from a recognized institution will be an added advantage;

f) Assistant Quantity Survey II, Job Group “K”- 1 post (Advert No. 13/2022)

Duties and responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. The work entails squaring dimensions and abstract in for the preparation of bill of quantities; monthly valuation on site, site re-measurements, and preparation of variation orders.

Requirements for appointments

For appointment to this grade, a candidate must have;

- A Bachelor’s Degree in Building Economics/ Quantity Surveying from a recognized institution in Kenya and
- Been registered as a Graduate member of Either the Architectural Association of Kenya or Institution of Quantity Surveyors of Kenya.

g) Assistant Architect, Job Group “L”- 1 post (Advert No. 14/2022)

Duties and Responsibilities

This is the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer. Work involves

- i) Interpreting the Architects’ sketches and preparation of finished drawings;
- ii) Reading and interpreting Engineering drawings in relation to the architects’ sketch and incorporating these details in the finished drawings.
- iii) Performing any other duty that may be assigned by the supervisor

Requirements for Appointment

For appointment to this grade, a candidate must have

- i) A Bachelor’s Degree in Architecture from a recognized institution in Kenya; and
- ii) Graduate membership with the Architectural Association of Kenya

h) Inspector Mechanical, Job Group “H”- 1 Post (Advert No. 15/2022)

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the close supervision and guidance of a senior officer. Duties and responsibilities will entail

- i) Preparing drawings and designs for manufacture and fabrication of tools, equipment and machine/plant/Motor vehicle components;
- ii) Repairing and preparing maintenance schedules for vehicles and plant machinery.
- iii) Performing any other duty that may be assigned by the supervisor

Requirement for Appointment

For appointment to this grade, a candidate must:-

- i) Be in possession of a Diploma in mechanical Engineering from a recognized institution in Kenya;
- ii) Be registered by Engineers Registration Board of Kenya as a Graduate Engineer

i) Inspector (Electrical), Job Group “H”- 3 Post (Advert No. 16/2022)

Duties and responsibilities

This is the entry and training grade into this cadre. An officer at this level will be on the job group training and will work under the supervision of an experienced officer. Specific duties will involve

- i) Inspecting and maintaining of electrical installations in public buildings and government quarters;
- ii) Testing and maintenance of electrical controls related to fire detection equipment, cookers, water heaters and general domestic appliances; inspection and
- iii) Maintaining electrical controls in power generating plants and machinery.
- iv) Performing any other duty that may be assigned by the supervisor

Requirements for Appointment

For appointment to this grade, a candidate must have;

- A diploma in engineering or electrical technician certificate part III from a recognized institution IN Kenya.

j) Artisan Mechanical, Job Group “E”- 2 Posts (Advert No. 12/2022)

Duties and responsibilities

This will be entry grade for this cadre. An officer at this level will be on job training and will be assigned simple duties in

- i) Repairing and maintaining works under close supervision of a more experienced officer in line with the area of specialization (Automotive/ plant mechanic)
- ii) Performing any other duty that may be assigned by the supervisor

Requirement for Appointment

For appointment to this grade, a candidate must have a Government Trade Test Certificate Grade III in the relevant trade area (Automotive/ plant mechanic)

4. Department of Trade, Tourism, Culture and Cooperative Development

- **Director, Trade Development, Job Group “R”- 1 post (Advert No. 17/2022)**

Duties and Responsibilities

- i) Ensuring management and administration of trade and business development services and provision of innovative business support services.
- ii) Promoting trade and investment in the county and facilitate business and entrepreneurship development.

- iii) Supporting the growth and development of wholesale and retail trade and markets and their management in collaboration with other relevant departments and agencies.
- iv) Chief adviser on issues relating to trade and trade development in the county;
- v) Facilitating and coordinating the Development of legislation, policies and regulations related to trade and monitor their impacts as well see their implementation.
- vi) Coordinating inspection of business premises to ensure compliance with weights and measures Act Cap505 including enforcement of the legal provisions in collaboration with other relevant stakeholders.
- vii) Offering leadership in conducting research on trade and related issues for the county;
- viii) Coordinating the development of an integrated trade data information system
- ix) Developing training proposals on trade development;
- x) Marketing the county as an investment destination;
- xi) Monitoring and evaluating trade development projects and programmes;
- xii) Promoting the Development of SME's engaged in trade and medium industries(MSMIs)
- xiii) Collecting, analysing and disseminating business information and management of county business information canters;
- xiv) Promoting of export business and domesticating inter-county regional and international trade at county level;
- xv) Organizing outreach activities and networking with trade related agencies;
- xvi) Day to day operation of county loans scheme.
- xvii) Coordinating preparation of divisional work plans, setting performance targets and budget estimates for the directorate and guiding and supervising staff; and
- xviii) Performing any other duties and responsibilities as shall be delegated to him/her from time to time.

Requirements for Appointment

For appointment to this position, the officer must meet the following:

- i) Be a Kenyan Citizen
- ii) Bachelor's degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics, International Trade/Business/Relations, Entrepreneurship, Accounting, Finance from a recognized institution in Kenya;
- iii) Master's degree in any of the following disciplines: commerce, marketing, Business administration, Business Management, Entrepreneurship, Economics, International trade/business/relations, Entrepreneurship, Accounting, Finance from a recognized institution in e Kenya;
- iv) A minimum of Seven (7) years' experience in relevant work and at least three (3) years in a managerial position in the Public Service or in the Private Sector;
- v) Demonstrate pragmatism in understanding local markets dynamics including their management, community engagement, and conflict resolution and offer practical solutions during crises.
- vi) Demonstrate a thorough understanding of county/National goals, policies and development objectives and the ability to translate them into trade development programs/projects.

5. Department of Gender, Youth and Social Services

- **Director, Social Services, Job Group "R"- 1 post (Advert No. 18/2022)**

Duties and Responsibilities

- i) Planning and implementing programs related to social affairs in the County.
- ii) Planning and implementing program related to gender and social development affairs
- iii) Maintaining records and lists of all gender, marginalized groups and social development related activities within the county;

- iv) Providing technical and administrative guidelines to the relevant stakeholders on implementing County supported programmes/ projects;
- v) Contributing to the formulation and preparation of project proposals, work plans and strategy documents in the department.
- vi) Conducting research to support programme/project activities in the directorate.
- vii) Ensuring the integration of a gender equality, cultural diversity and human — rights based approach in program/activities design, implementation and reporting
- viii) Acting as strategic and policy advisor on social related matters to the chief officer in the department.
- ix) Coordinating ordering, acquisition, inventorying and disposition of the directorate resources.
- x) Providing research on social services development.
- xi) 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
- xii) Participating in monitoring, reporting and evaluation of the programs/projects in the directorate.
- xiii) Performing any other duty that may be assigned by the supervisor.

Requirement for Appointment

- i) Be a Kenyan Citizen
- ii) Bachelor's degree in Sociology, Social Work, psychology or Community Development; or equivalent qualification from a university recognized in Kenya;
- iii) Master's Degree in any of the following: Sociology, Social Work, psychology or Community Development from a university recognized in Kenya;
- iv) A minimum of Seven (7) years' experience in relevant work and at least three (3) years in a managerial position in the Public Service or in the Private Sector;

- v) Demonstrate a thorough understanding of county/National goals, policies and development objectives and the ability to translate them into social development programs/projects.
- vi) Members of the Kenya Institute of Social Work **KISWCD**

6. Department of Health Services

a) Medical Officer, Job Group “M”- 7 posts (Advert No. 19/2022)

Duties and Responsibilities

An officer at this level will work under guidance of a senior officer.

- i) Diagnosing, caring and treating diseases;
- ii) Performing medical and surgical procedures;
- iii) Preparing and responding to emergencies and disasters;
- iv) Participating in management of medicines, medical instruments and equipment;
- v) Providing health education;
- vi) Maintaining medical records, health Information and data;
- vii) Counselling patients and their relatives on diagnoses and bereavement;
- viii) Teaching and coaching medical students, nursing students and clinical officer interns;
- ix) Preparing requisite documents for registration.
- x) Performing any other duty that may be assigned by the supervisor.

Requirement for Appointment

For appointment to this grade a candidate must have:

- i) Bachelor of Medicine and Bachelor of Surgery (M.B; Ch.B.) degree from recognized by Medical Practitioners and Dentists Board;
- ii) Successfully complete one (1) year Internship from a recognized institution;
- iii) Registration license from the Medical Practitioners and Dentists Board; and

b) Pharmacist, Job Group “M”- 1 post (Advert No. 20/2022)

Duties and Responsibilities

An officer at this level will work under supervision of a senior Pharmacist.

- i) Screening prescriptions for legal validity, drug contraindications, drug interactions, appropriateness of dose, frequency and duration of dosing and patient convenience;
- ii) Preparing and dispensing medicines according to Good Dispensing Practices and counseling patients on use of medicines;
- iii) Making extemporaneous preparations;
- iv) Participating in ward rounds;
- v) Identifying medicinal gaps and challenges;
- vi) Maintaining a daily activity log book for recording all activities undertaken; recommending Over the Counter (OTC) medicines to patients/clients with simple medical conditions and making necessary referrals;
- vii) Making entries into the relevant inventory management records and registers.
- viii) Performing any other duty that may be assigned by the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must have;

- i) Bachelor of Pharmacy Degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board;
- ii) Successfully completed one (1) year Internship from a recognized institution;
- iii) Registration Certificate by the Pharmacy and Poisons Board

7. Department of Lands, Housing, Physical Planning and Urban Development

a) Principal Superintending Engineer, Job Group “Q”- 1 post (Advert No. 21/2022)

Duties and Responsibilities

- i) Coordination of design, supervision of construction and maintenance of public buildings, civil and other public works.
- ii) Responsible for research activities, administration and supervision of all staff working under him/her.
- iii) Approval and supervision of all structural and civil works in the County
- iv) Performing any other duty that may be assigned by the supervisor.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i) Served in the grade of Chief Superintending Engineer (civil/structural) or a comparable and relevant position in the Public Service or any other relevant institution for at least three (3) years or seven (7) years' experience in a comparable position in the private sector;
- ii) A Bachelor's Degree in Civil Engineering from a recognized institution in Kenya;

- iii) Been registered by the Engineers Registration Board of Kenya:
- iv) Current valid annual Practicing License from the Engineers Registration Board of Kenya;
- v) Corporate Membership with the Institution of Engineers of Kenya (IEK);
- vi) Project Development and Management course lasting not less than four (4) weeks from a recognized Institution will be an added advantage;
- vii) Senior Management Course or related course lasting not less than four (4) weeks from a recognized Institution will be an added advantage;
- viii) Demonstrated general administrative ability required for direction, control and implementation of civil and structure services programmes.

b) Principal Housing Officer, Job Group “N”- 1 Post (Advert No. 22/2022)

Duties and Responsibilities

- i) Identifying and documenting of housing projects;
- ii) Establishing appropriate building technology centers;
- iii) Preparing proposals for housing projects;
- iv) Liaising with stakeholders for review of building legislation and housing standards;
- v) Preparing manuals for use when training organized groups on housing construction using appropriate building technologies;
- vi) Carrying out pre-investment studies and financial analysis of shelter and related community facilities;
- vii) Planning, implementation, monitoring and evaluation of housing programmes;
- viii) Disseminating of research findings for use by stakeholders Identification, documentation and appraisal of housing infrastructure projects;
- ix) Overseeing design construction monitoring and evaluation of infrastructure projects, sensitization of beneficiaries for effective participation in housing infrastructure initiatives;

- x) Carrying out pre-investment studies and financial analysis of physical infrastructure projects;
- xi) Supervision of projects during construction and carrying out research on pertinent issues in housing infrastructure development. Carry out feasibility studies on low-cost shelter and related community facilities;
- xii) Identification of project intervention needs and develop strategies for grassroots mobilization;
- xiii) Facilitation of community resource mobilization;
- xiv) Planning and contract administration of slum upgrading projects and programmes; and valuation of upgraded units and facilities.
- xv) Ensuring proper cost planning of Civil Servants housing projects; establishing cost targets;
- xvi) Analyzing and advising on alternative forms of construction;
- xvii) Preparing of project cost estimates;
- xviii) Advising on the cost implications of proposed variations;
- xix) Administration of building contracts;
- xx) Mediation of tenants/purchasers disputes;
- xxi) Liaising with the legal unit for advice on legal matters;
- xxii) Facilitating the acquisition of leases and titles for civil servants.
- xxiii) Performing any other duty that may be assigned by the supervisor.

Requirements for Appointment

For appointment to this grade and officer must have

- i) served in the grade of Chief Housing Officer or in a comparable and relevant position in the housing and human settlements sector for at least three (3) years or six (6) years' experience in a comparable position in the private sector;
- ii) Bachelor's degree in any of the following: Property Management, Real Estate and Land Administration, Urban/Regional planning, Estate Management, Valuation, Architecture. Building economics, land economics, sociology, community development from a recognized University in Kenya;

- iii) Registration by any of the following bodies: Board of Registration of Architects and Quantity Surveyors, , Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, Environmental Management Authority Board and any other relevant and recognized professional body.
- iv) Senior Management course or related course lasting not less than four (4) weeks from a recognized institution will be an added advantage;
- v) A post graduate Diploma in Housing related field from a recognized Institution will be an added advantage.

c) Cartography Assistant I, Job Group “K”- 2 posts (Advert No. 23/2022)

Duties and Responsibilities:

- i) Drawing survey & Deed Plans
- ii) Preparing topographical base maps for development control
- iii) Maintaining and manipulating various GIS data sets.
- iv) Acquiring both primary and secondary spatial data sets.
- v) Data modelling and spatial analysis to inform decision making.
- vi) Carrying out high quality cartographic visualizations, desktop and server user interface design.
- vii) Preparing the annual GIS work plan.
- viii) Performing any other duty that may be assigned by the supervisor.

Requirement for Appointment.

For appointment to this grade, an officer must have: -

- i) Served in the grade of Cartography Assistant II or one comparable and relevant position in the public service or relevant Institution for a minimum period of three (3) years;
- ii) Diploma in cartography from a recognized institution in Kenya;
- iii) Certificate in /GIS applications.
- iv) Member of Institution of Surveyors of Kenya.

RE-ADVERTISEMENT

1. Office of the County Attorney

- Senior Legal Officer, Job Group 'N' -2 Posts (Advert No. 24/2022)

Duties and Responsibilities

- i) Coordinating and facilitating research on legal issue to inform the advice provided by the legal department
- ii) Co-ordinating and organizing appointments and meetings including meeting rooms.
- iii) Coordinating and facilitating research on legal issue to inform the advice provided by the legal department.
- iv) Ensuring implementation and realization of strategic plans and objectives in respect of the legal function.
- v) Assisting in implementation and realization of strategic plans and objectives in respect of the legal function
- vi) Assisting in keeping and managing documentations on approved projects for the County Government to track and monitor progress of the said projects and prepare reports
- vii) Assisting in complex litigation on behalf of the County Government
- viii) Diligently executing the functions and exercise the authority provided for in the County Attorney's Act
- ix) Supporting the County Attorney in discharge of duties as assigned in respective technical unit
- x) Attending court and/or monitoring external counsel case management
- xi) Maintaining accurate filing and recording system and track file movement for efficient record management and record keeping
- xii) Generating office reports
- xiii) Supporting the designated county departments and agencies on legal matters

- xiv) Drafting contracts, lease agreements and memorandum of understanding between the county government and its collaborators.
- xv) Drafting legislative proposals
- xvi) Articulating county attorney's position in meetings, seminars, negotiations and conventions.
- xvii) Initiating and undertaking research on complex and emerging issues
- xviii) Preparing legal opinions and briefs on behalf of the County government
- xix) Attending all monthly departmental and county meetings to ensure efficiency of the County functions
- xx) Performing any other duties as may be assigned by the supervisor.

Requirements for Appointment

- i) Bachelor of Laws Degree from a recognized Institution in Kenya.
- ii) Kenya School of Law Post Graduate Diploma
- iii) At least 3 Years post admission experience
- iv) Advocate of the High Court of Kenya
- v) Valid Practicing Certificate
- vi) Experience in legislative drafting and litigation shall be an added advantage

2. Department of Finance and Economic Planning

a) Chairperson- County Audit Committee - one (1) post (Advert No. 25/2022)

Duties and responsibilities

- i) Setting the agenda for each meeting with the committee members
- ii) Providing oversight on risk management, controls and governance processes and audit affairs of the county government and make appropriate recommendations to the County Executive Committee regarding internal control and audit matters; and
- iii) Following up on the implementation of the recommendations of internal and external auditors.

- iv) Arranging for a periodic review of the effectiveness of the audit committee alongside its mandate
- v) Demonstrating independence and impartiality in decision making which accord with the legal constitutional and policy requirement
- vi) Providing clarification to members on the audit committee's responsibilities
- vii) Performing any other duty that may be assigned by the Board

Requirements for appointment

- i) Be a Kenyan citizen
- ii) Possesses at least an undergraduate degree from a recognized university in the field in which she or he has been practicing
- iii) One shall not be a past or present employee of the entity, and shall not have served as an employee or agent of a business organization which has carried out any business with Nyeri County in the last two years.
- iv) Have at least 10 years of experience in a senior management position, where their scope of work covered the entire organization, they were working with.
- v) Be a member of a professional body such as: IIA, ICPAK, ICPSK; IAK;APSEA;ACFE;LSK and any other relevant professional body.
- vi) Be and independent proactive leader with confidence and high integrity
- vii) Demonstrate knowledge and understanding of the object, principles and functions of the Government of Nyeri County.
- viii) Demonstrate competence in leadership and business management
- ix) Possess good understanding of government operations, financial reporting and auditing
- x) Possess excellent working knowledge of audit committees' functions and risks management framework
- xi) Possess strong interpersonal skills and avail time to develop and monitor the committee agenda
- xii) Not a holder of a political office

b) County Audit Committee Members- one (1) post - (Advert No. 26/2022)

Duties and responsibilities

- i) Providing oversight on risk management, controls and governance processes and audit affairs of the County Government Committee regarding internal control and audit matters; and
- ii) Following up on the implementation of the recommendations of internal and external auditors.
- iii) Performing any other duty that may be assigned by the board.

Requirements for appointment

- i) Be a Kenyan citizen
- ii) Be a member of a professional body such as: IIA, ICPAK; CPSK, IAK; APSEA; ACFE; LSK and any other relevant professional body.
- iii) Possess at least an undergraduate degree from a recognized university in the field in which she or he has been practicing
- iv) One shall not be a past or present employee of the entity, and shall not have served as an employee or agent of a business organization which has carried out any business with Nyeri County in the last two years
- v) Have at least 5 years of experience in a senior management position, where their scope of work covered three entire organization they were working with.
- vi) Demonstrate a knowledge and understand of the object, principles and functions of the government of Nyeri County
- vii) Demonstrate competence in leadership and business management
- viii) Possess a good understating of government operations, financial reporting and auditing.
- ix) Not a holder of a political office.

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

Duly filled Employment Form together with the required documents should be sent or hand delivered to:

**THE SECRETARY,
COUNTY PUBLIC SERVICE BOARD OFFICES
P.O BOX 90-10100,
NYERI
CELLPHONE: 0745342000**

All applications (hand delivered or through post office) should be received on or before **20th January 2022 at 5.00pm**

Note:

1. Shortlisted candidates will be required to comply with Chapter Six of the Constitution during the interviews. They will be required to provide valid compliances which includes;
 - Good Conduct
 - Higher Education Loans Board
 - Tax Compliance
 - Ethics and Anti-Corruption
 - Credit Reference Bureau.

2. Interns who have served or are currently serving in the County Government of Nyeri and fulfils the requisite requirements for appointment are encouraged to apply.
3. Any communication from the County Public Service Board **SHALL** be through the above address and cellphone.
4. 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**