



COUNTY GOVERNMENT OF NYERI

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

COUNTY PUBLIC SERVICE BOARD

RE: ADVERTISEMENT FOR VACANT POSITIONS

INTERNAL ADVERTISEMENT

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

1. County Secretary's Office
 - Administration Officer II Job Group 'J' -1 Post- (Advert No. 27/2022)
2. Department Of Trade, Tourism and Cooperative Development
 - Tourism Officer II Job Group J -1 Post (Advert No. 28/2022)
3. Department Of Health Services
 - Accountant I, Job Group "K"- 1 post (Advert No. 29/2022)
4. Department of Lands, Housing, Physical Planning and Urban Development
 - Artisan I (Mason and Plumber), Job Group "G"- 4 Posts (Advert No. 30/2022)
 - Records Management Officer, Job Group "J"- 2 posts (Advert No. 31/2022)
 - Support Staff II, Job Group "C"- 2 posts (Advert No. 32/2022)
 - Driver III, Job Group "D"- 2 posts (Advert No. 33/2022)
5. Department Of Transport, Public Works, Infrastructure and Energy
 - Office Administrative Assistant III, Job Group "G"- 1 post (Advert No. 34/2022)
 - Driver III, Job Group "D"- 2 posts (Advert No. 35/2022)

Terms of Service

Three (3) years contract. The Accountant for the Department of Health will however be on a one-year contract.

NB: Those serving on permanent terms will however be engaged on their substantive permanent terms, except for the Accountant post which is contractual in nature)

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

All applications should reach the Secretary on or before **14th January 2022**

Note:

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

DETAILED JOB DESCRIPTIONS

1. County Secretary's Office

- Administration Officer II Job Group 'J' -1 Post- (Advert No. 27/2022)

Duties and Responsibilities

- i) Planning of office accommodation and layout;
- ii) Facilitating transport and travelling
- iii) Maintaining and updating furniture and office equipment inventory;
- iv) Ensuring payment of bills
- v) Facilitating movement of assets
- vi) Carrying out general maintenance of buildings and furniture and
- vii) Facilitating logistics for meetings, conferences and other special events
- viii) Collecting and collating data on developmental activities
- ix) Providing input in the monitoring and evaluating of community projects;
- x) Providing input in organizing public participation awareness at the local level
- xi) Disseminating information to the public
- xii) Performing any other duty that may be assigned by the supervisor.

Requirements for Appointment

- i) Bachelor's degree in any of the following disciplines: - Public Administration; Business Administration/ management, Community Development or any other Social Sciences from a Recognized Institution;
- ii) Certificate in computer applications from a recognized institution;

2. Department Of Trade, Tourism and Cooperative Development

- **Tourism Officer II Job Group J -1 Post (Advert No. 28/2022)**

Duties and Responsibilities

- i) Providing guidelines for tourism product development
- 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) Undertaking research and tourism intelligence surveys
- v) Analyzing reports on tourism facilities and service providers
- vi) Preparing briefs for tourism promotion and marketing
- vii) Undertaking domestic tourism promotion;
- viii) Maintaining a register on tourism facilities and services;
- ix) Verifying identified locations for mounting tourist signage.
- x) Performing any other duty that may be assigned by the supervisor

Requirement for Appointment

For appointment to this grade a candidate must have:

- Bachelors' Degree in any of the following disciplines: Tourism Management, Hospitality and Tourism Management, Eco-tourism Management, International Tourism.

3. Department Of Health Services

- Accountant I, Job Group “K”- 1 post (Advert No. 29/2022)

Duties and Responsibilities

- i) Verifying vouchers and committal documents in accordance with laid down rules and regulations;
- ii) Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers
- iii) Preparing simple management reports e.g. Imprest and expenditure returns etc.
- iv) Responsible for the safe custody of Government records and assets under him/her, analysis of the below the line accounts and may be deployed as a cashier where duties will entail receiving duly processed payments and receipt vouchers;
- v) Writing cheques and posting payments and receipt vouchers in the cash books;
- vi) Balancing and ruling of the cash books on daily basis;
- vii) Arranging for withdrawal of cash for office use and ensuring safety of the same at all times;
- viii) Extracting and providing cash liquidity analysis; ensuring security of cheques and cheque books;
- ix) Paying personal and merchant claims guided by cash balances in the cash books and treasury regulations;
- x) Receipting of all money due and payable to government.
- xi) Responsible for the sound management of the donor funds in conformity with the Generally Accepted Accounting Practices (GAAPs), CDC policies and applicable County Financial procedures as well as USG donor rules and regulations.
- xii) Supporting health facilities on all accounting aspects while working closely with the CDC/Kieni West HIV/AIDS grants and program teams in carrying out financial management, ensuring compliance, budget monitoring, site monitoring, assets management and preparation of timely and quality financial reports on a regular basis.
- xiii) Performing any other duty that may be assigned by the supervisor

Requirements for Appointment

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

- i) Bachelor’s degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination OR Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification.
- ii) Working experience in similar donor funded projects is an added advantage.

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

- a) **Artisan I (Mason and Plumber), Job Group “G”- 4 Posts (Advert No. 30/2022)**

Duties and Responsibilities

Improvement works, more complex repairs and maintenance works and routine checks in line with their area of specialization (Masonry and Plumbing.)

Requirements for Appointment

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

- i. Served in the grade of Artisan II or in a comparable and relevant position in the Public Service or any other relevant institution for at least three (3) years; and
- ii. Shown merit and ability in work performance and results

- b) **Records Management Officer, Job Group “J”- 2 posts (Advert No. 31/2022)**

Duties and Responsibilities

- i) Ensuring security of files and documents
- ii) Maintaining an updated inventory of land records in the registry
- iii) Ensuring proper handling of documents, pending correspondences and bring ups
- iv) Receiving and dispatching letters and maintaining related registers
- v) Preparing disposal schedules and disposing dead files in accordance with relevant Government regulations.
- vi) Performing any other duty that may be assigned by the supervisor

For appointment to this grade an officer must have;

- (i) Served in the grade of records management officer III or in comparable and relevant position in the public service or any other relevant institution for a minimum of three (3) years.
- (ii) A diploma in any of the following: Records /Information management, information (Library science or any other equivalent qualifications from a recognized Institution,
- iii) Shown merit and ability as reflected in work performance and results

c) Support Staff II, Job Group “C”- 2 posts (Advert No. 32/2022)

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

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
- iii) Certificate of Good Conduct

d) Driver III, Job Group “D”- 2 posts (Advert No. 33/2022)

Duties and Responsibilities

This is the entry grade into the driver’s cadre. duties and responsibilities at ` this level will involve

- i) Driving a motor vehicle as authorized;
- ii) Carrying out routine checks on the vehicles cooling, oil, electrical and brake systems, tyre pressure, etc.;
- iii) Detecting and reporting malfunctioning of vehicle systems;
- iv) Maintaining of or tickets for vehicles assigned:
- v) Ensuring security and safety for the vehicle on and off the road:
- vi) Safety for the passenger and/ or goods therein: and
- vii) Maintaining cleanliness of the vehicle.
- viii) Performing any other duty that may be assigned by the supervisor

Requirement for appointment

For appointment of this cadre, a candidate must have:

- i) Kenya certificate of secondary education mean grade D plain or its equivalent qualification from a recognized institution
- ii) A valid driving licence free from any current endorsements for cases of vehicle an officer is required to drive
- iii) Attended a first aid certificate course lasting not less than one week at st john ambulance or Kenya institute of highway and building technology or any other recognized institutions
- iv) Passed suitability test for driver grade III
- v) A valid certificate of good conduct from the Kenya police; and
- vi) At least two(2)years driving experience

e) **Department Of Transport, Public Works, Infrastructure and Energy**

a) **Office Administrative Assistant III, Job Group “G”- 1 post (Advert No. 34/2022)**

Duties and Responsibilities

This is the entry and training grade for cadre, Duties and responsibilities at this level will entail;

- i) Taking oral dictation;
- ii) Word and data processing from manuscripts ;
- iii) Operating office equipment;
- iv) Ensuring security of office equipment , documents and records;
- v) Attending to visitors/clients ;
- vi) Handling telephone calls and appointments;
- vii) Undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment

For the appointment to this grade, a candidate must have;-

- i) Kenya Certificate of Secondary Education mean grade C-(minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- ii) Business Education Single And Group Certificates (BES & GC) from the Kenya National Examination Council in the following subjects;-
 - (a) Typewriting II (minimum 40 w.p.m)/ Computerized Document Processing II;
 - (b) Business English I/Communications I
 - (c) Office Practice I;
 - (d) Commerce I;

OR

Craft Certificate in Secretarial Studies from the Kenya National Examinations Council;
and

Certificate in computer applications skills from a recognized Institution

b) Driver III, Job Group “D”- 2 posts (Advert No. 35/2022)

Duties and Responsibilities

This is the entry grade into the driver’s cadre. duties and responsibilities at this level will involve

- i) Driving a motor vehicle as authorized;
- ii) Carrying out routine checks on the vehicles cooling, oil, electrical and brake systems, tyre pressure, etc.;
- iii) Detecting and reporting malfunctioning of vehicle systems;
- iv) Maintaining of or tickets for vehicles assigned:
- v) Ensuring security and safety for the vehicle on and off the road:
- vi) Safety for the passenger and/ or goods therein: and
- vii) Maintaining cleanliness of the vehicle.
- viii) Performing any other duty that may be assigned by the supervisor

Requirement for appointment

For appointment of this cadre, a candidate must have:

- i) Kenya certificate of secondary education mean grade D plain or its equivalent qualification from a recognized institution
- ii) A valid driving licence free from any current endorsements for cases of vehicle an officer is required to drive
- iii) Attended a first aid certificate course lasting not less than one week at st john ambulance or Kenya institute of highway and building technology or any other recognized institutions
- iv) Passed suitability test for driver grade III
- v) A valid certificate of good conduct from the Kenya police; and
- vi) At least two(2)years driving experience