



# COUNTY GOVERNMENT OF NYERI

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

## COUNTY PUBLIC SERVICE BOARD

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### 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:

#### **A. County Secretary's Office**

1. Senior Assistant Office Administrator, Job Group 'L' 1 Post- (Advert No. 36/2022)
2. Human Resource Management Officer I, Job Group 'K'- 1 Post (Advert No. 37/2022)
3. Office Administrative Assistant III Job Group 'G'-1 Post (Advert No. 38/2022)

#### **B. Department Of Finance and Economic Planning**

1. Deputy Director, Accounting Services, Job Group 'Q'- 1 Post (Advert No. 39/2022)
2. Assistant Director Accounting Services, Job Group 'P' – 2 Posts (Advert No. 40/2022)
3. Senior Accountant, Job Group 'L' – 1 Post (Advert No. 41/2022)
4. Accountant I, Job Group 'K' – 1 Post (Advert No. 42/2022)
5. Accountant II Job Group 'J' - 4 Posts (Advert No. 43/2022)
6. Economist II / Statistician II Job Group 'K'- 2 Posts (Advert No. 44/2022)

### **Terms of Service**

Three (3) years contract. Those serving on permanent terms will however be engaged on their substantive permanent terms)

Eligible employees are requested to fill the Employment Form which can be downloaded from the County Website, [www.nyeri.go.ke](http://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 **4<sup>th</sup> February 2022**

### **Note:**

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

## DETAILED JOB DESCRIPTIONS

### A. County Secretary's Office

#### 1. Senior Assistant Office Administrator, Job Group 'L' 1 Post- (Advert No. 36/2022)

##### (a) Duties and Responsibilities

- i) Taking oral dictation;
- ii) Managing e-office; word and data processing;
- iii) Operating office equipment;
- iv) Attending to visitors/clients;
- v) Handling telephone calls;
- vi) Coordinating schedules of meetings and appointments;
- vii) Ensuring security of office records, equipment and documents including classified materials;
- viii) Ensuring security, integrity and confidentiality of data;
- ix) Preparing responses to routine correspondence;
- x) Establishing and monitoring procedures for record keeping of correspondence and file movements;
- xi) Maintaining an up-to-date filing system in the office;
- xii) Managing office protocol and etiquette;
- xiii) Managing petty cash;
- xiv) Supervising office cleanliness;
- xv) Undertaking any other office administrative services duties that may be assigned by the supervisor.

##### (b) Requirements for Appointment

For appointment to this grade a candidate must have:

- i) Having served a minimum of seven (7) years in a related field in the public service Diploma in Secretarial Studies from Kenya National Examinations Council.

OR

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:

- a) Shorthand III (minimum 110 wpm)
- b) Typewriting III (50 wpm)/Computerized Document Processing III

- c) Business English III/ Communication II
- d) Commerce II
- e) Office Practice II
- f) Office Management III/Office Administration and Management III
- g) Secretarial Duties II

**OR**

Bachelor's Degree in Secretarial Studies or in Social Sciences.

- ii) Certificate in Public Relations and Customer Care Course lasting not less than three (2) weeks from Kenya School of Government or any other recognized institution;
- iii) Shown merit and ability as reflected in work performance and results.

**2. Human Resource Management Officer I, Job Group 'K'- 1 Post (Advert No. 37/2022)**

**(a) Duties and Responsibilities**

- i) Verifying information relating to recruitment, appointments, transfers and human resource management information systems in the office of the County Secretary.
- ii) Implementing human resource decisions within existing rules, regulations and procedures.
- iii) Collecting and collating data for assessing training needs.
- iv) Preparing training projections for the office of the county secretary.
- v) Handling personnel matters in the office of the County Secretary.
- vi) Liaising with the Human Resource Directorate on County human resource matters.
- vii) Handling personnel complaints addressed to the office of the County Secretary.
- viii) Assisting in office administration.
- ix) Performing any other duty that may be assigned by the supervisor.

**(b) Requirements for Appointment**

For appointment to this grade a candidate must:

- i) Have served in the field of human resource management for a minimum period of three (3) years;
- ii) Bachelors' degree in any of the following fields- Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration or Education from a recognized institution in Kenya.

- iii) Must be a registered member with the HR Professional body
- iv) Shown merit and ability as reflected in work performance and results

### **3. Office Administrative Assistant III Job Group 'G'-1 Post (Advert No. 38/2022)**

#### **(a) Duties and Responsibilities**

- i) Taking oral dictation;
- ii) Word and data processing;
- 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 by the supervisor

#### **(b) Requirements for Appointment**

- 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 Examinations Council in the following subjects:
  - a) Typewriting II (minimum 40 w.p.m)/Computerized Document Processing II;
  - b) Business English I/ Communication I;
  - c) Office Practice I;
  - d) Commerce I;

**OR**

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

- iii) Computer proficiency and;
- iv) Shown merit and ability as reflected in work performance and results

## B. FINANCE AND ECONOMIC PLANNING

### 1. Deputy Director, Accounting Services, Job Group 'Q' - one (1) post- (Advert No. 39/2022)

Reporting to the Director, Accounting Services, the officer will be responsible of the following:

#### (a) Duties and Responsibilities

- i) Preparing management and statutory financial reports including monthly expenditure, bank reconciliations, cash flow statements, analysis of deposits etc.;
- ii) Maintaining of accurate accounting records.
- iii) Providing advisory services to the Accounting Officers and other stakeholders on all financial and accounting matters, especially planning, auditing and training
- iv) Ensuring proper Interpretation and implementation of financial regulations and procedures, treasury circulars, letters and instructions;
- v) Overseeing implementation of supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- vi) Maintaining inventory on all bank accounts in the County and their approved signatories including departments;
- vii) Authorizing payments and a signatory to County Bank accounts held with the Central Bank of Kenya and other bank accounts as may be authorized by the CEC Finance and Economic Planning;
- viii) Ensuring all statutory reports are prepared as per the required law;
- ix) Safe guarding County Assets and records and ensure Asset Registers are maintained by the departments.
- x) Supervising, training and development of accounts staff.
- xi) Setting targets for the accounts staff and evaluating achievements
- xii) Carrying out such other roles as may be assigned by the Chief Officer/ Director.
- xiii) Compiling reports on non-compliance by Accounting units with standards and other financial regulations for action by departmental head.
- xiv) Attending Parliamentary Accounts Committee hearings and maintaining and implementing status matrix reports on the Public Accounts Committee (PAC) recommendations for the County; and compiling Treasury Memorandum
- xv) Assisting the Director in overseeing the processing of funding and Controller of Budget request arrangements to departments in the County and ensuring compliance with Treasury regulations and procedures
- xvi) Performing any other duty that may be assigned by the supervisor.

**(b) Requirements for appointment:**

- i) Must have served in the field of accounts/finance in the public sector for a minimum period of twelve years;
- ii) Passed Part III of Certified Public Accountants (CPA) Examination;
- iii) Bachelor degree in any of the following disciplines: Accounting, Finance, Business, Commerce or its equivalent from a recognized University in Kenya;
- iv) Master's degree in any of the following: Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution in Kenya;
- v) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK);
- vi) Certificate in Strategic Leadership Development Course lasting not less than four (4) weeks will be an added advantage.
- vii) Minimum experience of five (5) years working with Government accounting system (IFMIS)
- viii) Shown merit and ability as reflected in work performance and results.

**2. Assistant Director, Accounting Services, Job Group 'P' – 2 Posts (Advert No. 40/2022)**

**(a) Duties and Responsibilities**

Assistant Directors will be responsible to the Deputy Director for the following functions allocated to him/her:

**PAYMENTS UNIT**

- i) Overseeing and directing the activities of documents and payment vouchers, the examination section, financial and non-financial reporting unit, IFMIS payment unit, asset management and treasury registry unit.
- ii) Supervising maintenance and regular updating of the Cashbooks and Bank Reconciliation.
- iii) Supervising and ensuring regular reconciliation of PAYE Ledgers and timely filling of the returns.
- iv) Supervising IFMIS auto reconciliation.
- v) Handling general correspondences on payments within the directorate.
- vi) Overseeing and implementing fund arrangements/requests to departments in the County and ensuring compliance with Treasury and Controller of Budget regulations, requirements and procedures
- vii) Overseeing the analyzing of payment requests as per the guidelines
- viii) Managing standing and temporary imprests within the County.
- ix) Authorizing payments and signing of cheques subject to set limits

- x) Ensuring acknowledgements of payments from the Statutory bodies
- xi) Supervising issues of Withholding VAT for Supplier
- xii) Handling of Salaries issues and ensuring all Banks receive the relevant documents to fast-track payments on the same.
- xiii) Liaising with the banks on suppliers' payments and providing documents required.
- xiv) Performing any other duty that may be assigned by the supervisor

## **FINANCIAL REPORTING UNIT**

- i) Ensuring timely preparation of annual and quarterly financial reports.
- ii) Ensuring the Fixed Asset Register is regularly updated.
- iii) Responsible for the follow up on the Senate and County Assembly Public Accounts and Investment Committee recommendations
- iv) Following up on Internal Auditor and Auditor General Recommendations.
- v) Assisting in the development of supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations.
- vi) Maintaining a check-list of returns and reports received from departments to ensure compliance with law and Treasury circulars.
- vii) Providing advisory services to the accounting officers and other stake holders on all financial and accounting matters in the county.
- viii) Monitoring implementation of accounting standards and systems for compliance; including integrated financial management information system (IFMIS) operations
- ix) Ensuring the accuracy of data in the IFMIS system.
- x) Preparing Annual and Quarterly Reports as required by the Controller of Budget
- xi) Responding to issues arising from the Financial Reports as requested by the County Assembly Finance Committee and the County Executive Audit Committee.

### **(b) Requirements for appointment**

- i) Must have served in the grade of Principal Accountant, Job Group 'N' for a minimum period of three (3) years.
- ii) Passed Part III of Certified Public Accountants (CPA) Examination
- iii) Bachelor degree in any of the following disciplines: Accounting, Finance, Business, Commerce or its equivalent from a recognized University in Kenya.
- iv) Master's degree in any of the following fields:



- Commerce, Accounting, Business Administration, Finance, or their equivalent qualification from a recognized institution will be an added advantage
- v) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK)
  - vi) A certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution will be an added advantage
  - vii) Shown merit and ability as reflected in work performance and results
  - viii) Minimum experience of five (5) years working with Government accounting system (IFMIS)

### **3. Senior Accountant, Job Group 'L' – 1 Post (Advert No. 41/2022)**

#### **(a) Duties and Responsibilities**

- i) Authorizing payments subject to limit set.
- ii) Certifying and verifying returns, documents, vouchers
- iii) Responsible for Government assets, records and custody of Accountable Documents under his/her sections(s).
- iv) Maintaining Asset register.
- v) Reconciling Bank Accounts, Statutory Deductions, Pension and Health Facilities fund.
- vi) Reconciling PAYE and filling of monthly Returns
- vii) Invoicing and validation of payments in IFMIS
- viii) Auto reconciliation in IFMIS
- ix) Analyzing payments requests as per the Controller of Budget guidelines
- x) Updating and maintenance of cashbooks
- xi) Maintaining of withholding VAT Returns.
- xii) Assisting in the preparation of financial reports
- xiii) Performing any other duty that may be assigned by the supervisor.

#### **(b) Requirements for Appointment**

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

- i) Served in the grade of Accountant I, Job Group 'K' for a minimum period of three (3) years; and
- ii) Passed Part III of the Certified Public Accountants (CPA) Examination or a Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting Option) from a recognized institution;

- iii) Computer proficiency;
- iv) Minimum experience of three (3) years working with Government accounting system (IFMIS);
- v) Shown merit and ability as reflected in work performance and results.

#### **4. Accountant I, Job Group 'K' – 1 Post (Advert No. 42/2022)**

##### **(a) 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) Maintaining safe custody of Government records and assets under him/her,
- v) Analyzing the line accounts
- vi) May be deployed as a cashier where duties will entail receiving duly processed payments and receipt vouchers and posting payments and receipt vouchers in the cash books;
- vii) Balancing and ruling of the cash books on daily basis,
- viii) Arranging for withdrawal of cash for office use and ensuring safety of the same at all times,
- ix) Extracting and providing cash liquidity analysis
- x) Ensuring security of cheques and cheque books where applicable; preparation of expenditure and Authority to Incur Expenditure (AIE) funding returns on quarterly basis at County Treasury level,
- xi) Preparing monthly PAYE Returns and Reconciliation
- xii) Assisting in the preparation of financial reports
- xiii) Performing any other duty that may be assigned by the supervisor.

##### **(b) Requirements for Appointment**

- i) Must have served as Accountant II, Job Group 'J' for a minimum period of three (3) years;
- ii) Passed Part II of the Certified Public Accountants (CPA) Examination or a Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution;
- iii) Minimum experience of three (3) years working with Government accounting system (IFMIS);
- iv) Computer proficiency; and

- v) Shown merit and ability as reflected in work performance and results.

## **5. Accountant II Job Group 'J' - 4 Posts (Advert No. 43/2022)**

### **a) Duties and Responsibilities**

- i) Preparing and verifying vouchers in accordance with the laid down rules and regulations involving primary data entry.
- ii) Routine accounting work such as balancing of cashbooks, imprest ledgers.
- iii) Responsible for safe custody of records and assets under him/her.
- iv) Bank Reconciliation.
- v) Maintaining of Departmental Vote book
- vi) Maintaining Receipts Ledgers in IFMIS.
- vii) Updating of the retention Cashbook and bank Reconciliation.
- viii) Updating of the assets register.
- ix) Carrying out invoicing and validation in IFMIS
- x) Maintaining Income and Expenditure of Donor Funded Special Purposes Account.
- xi) Performing any other duty that may be assigned by the supervisor

### **b) Requirements for Appointment**

- i) Minimum experience of two (2) years in accounting in the public sector
- ii) Experience with the Government accounting system (IFMIS)
- iii) A pass in part II of the Certified Public Accountants (CPA) Examination or Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution

## **6. Economist II / Statistician II Job Group 'K' - 2 Posts (Advert No. 44/2022)**

### **a) Duties and Responsibilities**

- i) Formulating economic and statistical policies i.e. Economic Policy formulation, analysis and reporting including the consolidation of the County Integrated Development Plans, Annual Development plans and other planning documents;
- ii) Formulating development strategies;
- iii) Identifying, preparing and evaluating development projects and programmes and monitoring of their implementation;

- iv) Conducting feasibility studies, determining project viability and setting project priorities;
- v) Collecting, collating and analyzing data relating to production and marketing of agricultural/ industrial products;
- vi) Compiling reports on specific assignments;
- vii) Drawing up survey questions and setting up control procedures for receiving returns and taking the necessary actions; and
- viii) Initiating, implementation and appraisal of national, rural or urban development strategies and projects.
- ix) Performing any other duty that may be assigned by the supervisor

**b) Requirements for appointment to this grade, a candidate:**

- i) Must have bachelor's Degree in Economics or Economics and Statistics, or Economics and Mathematics from a recognized institution in Kenya;
- ii) Proficiency in computer applications.