



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:

- i) **Chief Officer Department of Trade, Cooperative, Culture, and Tourism Job Group 'S', 1 post**
- ii) **Chief Officer Department of Solid Waste Management Job Group 'S', 1 post**

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) Day-to-day administration and coordination of the respective county department as provided under section 46;
- ii) Providing strategic policy direction for effective service delivery within the department;
- iii) Implementing policies and programs within the department;
- iv) Developing and implementing strategic plans and sector development goals including performance management;
- v) Formulating and implementing effective programs to attain Vision 2030; and
- vi) Promoting and ensuring compliance with National Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- vii) Overseeing the management of finances, preparation of budget estimates, annual work plans and programs;

- viii) Maintaining effective collaboration and partnerships with other organs of the County, other Counties, and as well as the Private Sector;
- ix) Performing any other duties as may be assigned by the relevant Executive Committee Member 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 ten (10) years of relevant professional experience; and at least five (5) years' experience in a leadership position at a Senior Management level in a Public Service or Private Sector Organization;
- iv) Have knowledge and experience in Programme Based Budgeting, Planning, and financial analysis.
- v) Demonstrate a thorough understanding and commitment to the Values and Principles as outlined in Articles 10 and 232 of the Constitution of Kenya and an understanding of Vision 2030.
- vi) Satisfy the requirements of Chapter Six of the Constitution of Kenya.

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

Remuneration: As per Salaries and Remuneration Commission (SRC)

Terms of Employment: Contract.

A Hard copy of the duly filled Employment Form together with copies of academic, professional, and testimonials should be sent or hand delivered to:

THE SECRETARY
NYERI COUNTY PUBLIC SERVICE BOARD OFFICES
P.O. BOX 90-10100
NYERI
CELL PHONE: 0745342000

All applications should be received on or before **11th October 2023 at 5.00 p.m.**

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 with disabilities are encouraged to apply.
5. Only the short-listed candidates will be contacted by the Board.