



COUNTY GOVERNMENT OF NYERI

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

COUNTY PUBLIC SERVICE BOARD

EXTERNAL ADVERTISEMENT

RE: ADVERTISEMENT FOR VACANT POSITIONS

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

DEPARTMENT OF GENDER, YOUTH, SPORTS AND SOCIAL SERVICES

1. FIRE-ENGINE OPERATORS, JOB GROUP 'F' – 4 POSTS

Duties and Responsibilities

Reporting to the Chief Officer, the Officer will be responsible for the following duties:

- Making routine daily checks and inspections of the fire engines to ensure it is in sound mechanical condition.
- Ensuring general routine maintenance of the fire engine and equipment in line with the manufacturer's manual/specifications
- Reporting any malfunctioning of the vehicle/fire engine systems
- Driving/operating the fire engine as authorized.
- Ensuring the security and safety of the fire engine on and off the road
- Maintenance of work tickets for vehicle/fire engine assigned
- Responding to fire and emergency calls to prevent and/or minimize loss of life, property, or injury
- Safely and efficiently driving the fire engine to the scene of fire in response to an emergency
- Operating the fire engine pumps and other fire/rescue apparatus safely and efficiently
- Performing any other duty as may be assigned by the supervisor.

Requirements for Appointment

The candidate must:

- Be a Kenyan citizen
- Be a holder of a Kenya Certificate of Secondary Education / O-level education (Minimum grade D)
- Possess a valid motor vehicle driving license class BCE;
- Have a minimum of two (2) years of proven experience in fire engine/firefighting equipment operation;
- Be physically and medically fit as certified by a Government Doctor;
- Be a holder of a firefighting/rescue service certificate from an institution recognized in Kenya
- Demonstrate experience in managing disasters.
- Possess a first aid certificate lasting more than one week from St. John Ambulance or Institute of Highway and Building Technology (KIHBT) or any other equivalent from a recognized institution.
- Possess of a Grade III certificate and above in vehicle mechanics/maintenance will be an added advantage;
- Former members of the disciplined forces and the NYS who have undergone firefighting training or ex-fire fighters/fire engine operators will have an added advantage.

2. FIRE-MEN, JOB GROUP ‘F’ – 5 POSTS.

Duties and Responsibilities

Reporting to the Chief Officer, the Officer will be responsible for the following duties:

- Operating appliances and communication equipment
- Performing specialized functions of responding to emergencies to prevent and/or minimize injuries, deaths, and loss of property.
- Safeguarding their own and other people’s safety at all times in their operations.
- Playing a central role in rescue operations during emergencies.
- Inspecting and maintaining appliances and equipment in a good state of repair following the County Policy and procedures.
- Performing any other duties as may be assigned by the supervisor.

Requirements for Appointment

The candidate must:

- Be a Kenyan citizen
- Be a holder of a Kenya Certificate of Secondary Education / O-level education.

- Possess a Fire engineering/Fire Marshal certificate from a recognized fire training institution.
- Possessing a certificate in driving, Emergency Medical Response (EMR), and Emergency Medical Dispatch (EMD) will be an added advantage.
- Be physically and medically fit as certified by a Government Doctor;
- Possess a first aid certificate lasting more than one week from St. John Ambulance or Institute of Highway and Building Technology (KIHBT) or any other equivalent from a recognized institution.
- Possessing a diving certificate from a recognized institution in Kenya will be an added advantage

DEPARTMENT OF EDUCATION.

1. Principal Education Officer- Job Group “N”- 3 Posts

a) Duties and Responsibilities: -

Reporting to the Director of Education, the Officer will be responsible for the following duties and responsibilities: -

- Overseeing, coordinating, promoting, and implementing departmental Programs, projects, policies, and general education and technical training programs in the sub-county;
- Assisting in the preparation and implementation of the departmental strategic plan, Annual work plans, and periodical reports in the Sub- County
- Providing technical and coordination support to the stakeholders and partners in mainstreaming Education and Training in the Sub-County;
- Promoting awareness on Child Care, Early Childhood, and Home Craft Centres respectively as well as on Technical and Vocational Education and Training needs and demands to local communities and parents;
- Conducting capacity-building courses for government employees and other stakeholders within the institutions;
- Developing and facilitating the provision of appropriate resource materials to the Child Care, ECDE, and Home Craft Centres respectively as well as in Technical and Vocational Training Centres in the Sub-County.
- Compiling reports and disseminating them for technical review
- Facilitating processes to identify issues, challenges, and innovative responses;
- Organizing and sharing compiled feedback reports for improvement in project quality and partner support;

- Acting as a link to the Central Government, local agencies, and communities on Education and training policies, interpretation, and implementation;
- Developing sub-county resource centers for education and training programs;
- Prompt submission of monthly performance reports.
- Performing any other duty as may be assigned by the supervisor.

Requirements for appointment;

- A Bachelor’s Degree in Education or ECDE or Technical and Vocational Education and Training or in other relevant education-related programmes from a university recognized in Kenya;
- A Master’s Degree in a relevant field will be an added advantage
- Minimum of nine (9) years of experience working in the education sector;
- Possesses excellent communication and facilitation skills;
- Demonstrated leadership and management experience;
- Proficiency in computer packages.
- Compliance with Chapter six of the Constituion of Kenya.

2. DIRECTOR EDUCATION AND TRAINING, JOB GROUP ‘R’- 1 post

Duties and Responsibilities: -

Reporting to the Chief Officer, Education and Training, the officer will be responsible for the following duties and responsibilities: -

- Overseeing, coordinating, promoting and implementing departmental programs, projects, policies and general education and technical training programs in the county;
- Preparation and implementation of the departmental strategic plan, annual work plans and periodical reports in the County;
- Providing technical and coordination support to the stakeholders and partners in mainstreaming education and training in the County;
- Promoting awareness on child care, early childhood development and education and home craft centers respectively as well as on Technical and Vocational Education and Training needs and demands to local communities and parents;
- Conducting capacity building courses for government employees and other stakeholders within the department;
- Facilitating provision of appropriate resource materials to the child care, ECDE and Home Craft Centers respectively as well as in Technical and Vocational Training Centers in the County.
- Compiling reports and disseminating for review;
- Facilitating processes to identify issues, challenges and innovative responses;
- Organizing and sharing compiled feedback reports for improvement in projects quality and partner support;
- Acting as a link to the national government, local agencies and communities on education and training policies, interpretation and implementation;

- Developing resource centers for education and training programs;
- Prompt submission of weekly, monthly, quarterly, annual performance reports in such areas as:
 - Staff returns
 - Enrolment levels
 - Financial and Expenditure Reports
 - Minutes of all H.O. Ds meetings
- Performing any other duty as may be assigned by the chief Officer

Requirements for appointment;

- Bachelor’s Degree in Education, ECDE, Technical and Vocational Education and Training or in other relevant education related program from a university recognized in Kenya;
- Must have acquired pedagogical skills from a recognized institution in Kenya.
- Must have a Master’s Degree in Education or any other relevant field.
- Minimum of ten (10) years’ experience working in the education sector five (5) of which must be in an administrative position;
- A certificate in Senior Management Course (SMC) lasting not less than four (4) weeks from a recognized institution.
- Possesses excellent communication and facilitation skills;
- Demonstrated leadership and management experience;
- Demonstrated proficiency in computer packages MS Word, MS Excel and MS Publisher.
- Compliance with Chapter six of the Constituion of Kenya.

3. ASSISTANT DIRECTOR YOUTH TRAINING , JOB GROUP ‘P’, ONE (1) POST

Duties and Responsibilities: -

Reporting to the Director for Education and Training, the Officer will be responsible for the following duties and responsibilities: -

- Coordinating equitable distribution of materials, tools and equipment to Youth polytechnics;
- Implementation and monitoring of curricular and co-curricular activities to maintain standards;
- Assessing upcoming vocational centers capacity for registration as training institutions and;
- Managing disbursement of subsidized vocation centers tuition scheme and grants;
- Supporting the identification, promotion and development of innovative initiatives in youth polytechnics;
- Promoting development of talent through creative arts;
- Managing inter vocational trainings exchange programs to enhance learning;
- Ensuring and monitoring the development and maintenance of assets and skills inventory in the vocational centers;
- Popularizing vocational training and education to target groups;
- Participating in administering examinations in vocational centers;
- Performing any other duty as may be assigned by the supervisor.

Requirements for appointment;

For appointment to this grade, an officer must have:

- A Bachelor's degree in Education, Science/Arts from a university recognized in Kenya;
- Must have a Master's Degree in Education or any other relevant field.
- Must have acquired pedagogical skills from a recognized institution in Kenya.
- A certificate in Senior Management Course (SMC) lasting not less than four (4) weeks from a recognized institution.
- A minimum of ten (10) years' working experience in the education sector, three (3) of which must be in an administrative position;
- Possessed excellent communication and facilitation skills;
- Demonstrated merit and ability as reflected in work performance and results;
- Proficiency in Computer Applications .
- Compliance with Chapter six of the Constituion of Kenya.

Remuneration: As per Salaries and Remuneration Commission (SRC)

Terms of Employment: Three (3) Years Contract

THE SECRETARY

NYERI COUNTY PUBLIC SERVICE BOARD OFFICES

P.O. BOX 90-10100

NYERI

CELL PHONE: 0745342000

All applications (hand delivered or through the post office) should be received on or before **26th September 2023 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.

