



# COUNTY GOVERNMENT OF NYERI

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

## COUNTY PUBLIC SERVICE BOARD

### INTERNAL ADVERTISEMENT

### RE: ADVERTISEMENT FOR VACANT POSITIONS

The County Government of Nyeri wishes to recruit competent and qualified persons to fill the various positions declared by Departments.

#### **Terms of Service**

Three (3) years contract.

**NB:** Those serving on permanent terms will however be engaged on their substantive permanent terms.

Eligible employees are requested to fill out 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 2022/2023, 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,  
P.O BOX 90-10100,  
NYERI  
CELLPHONE: 0745342000**

All applications should reach the Secretary on or before **29<sup>th</sup> September 2023 at 5.00 PM.**

Below are the detailed job descriptions and requirements for appointments:

## **A. DEPARTMENT OF GENDER, YOUTH SOCIAL SERVICES, AND SPORTS.**

### **1. Social Welfare Officer I, Job Group “K”- 3 posts**

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

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

- i) Planning and harmonizing related development programs and issues relating to marginalized and vulnerable groups;
- ii) Collecting, summarizing, analysing, and disseminating information and decisions concerning vulnerable groups to the relevant offices and preparing reports;
- iii) Monitoring the implementation of programs relating to vulnerable groups at the Sub-County level and preparing reports;
- iv) Maintaining contact with relevant institutions involved in research and social development of vulnerable groups;
- v) Preparing and facilitating Sub-County meetings in connection with vulnerable groups;
- vi) 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;
- vii) Participating in all activities related to the welfare and development of vulnerable groups;
- viii) Ensuring that the interests of vulnerable groups are mainstreamed in the social development issues;
- ix) Performing any other duty as may be assigned by the supervisor.

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

- i) Be a Kenyan Citizen.
- ii) Possess a Bachelor’s degree in any of the following disciplines: Sociology, Social Work, Psychology, Mental Health, Anthropology, Counselling, Gender, and Development, or Community Development from a recognized institution.
- iii) Experience as a Social Welfare Officer or Social Worker or a comparable and relevant position for 1 year.

## **B. DEPARTMENT OF EDUCATION.**

### **ASSISTANT OFFICE ADMINISTRATOR 111, JOB GROUP 'H' (1 post)**

#### **(I) Duties and Responsibilities**

- a) Taking oral dictation;
- b) Word and data processing;
- c) Operating office equipment;
- d) Ensuring the security of office equipment, documents, and records;
- e) Attending to visitors/clients;
- f) Handling telephone calls and appointments;
- g) Maintaining an up-to-date filing system in the office;
- h) Supervision of office cleanliness;
- i) Managing petty cash and
- j) Undertaking any other office administrative
- k) Performing any other duty assigned by the supervisor.

#### **(II) Requirements for Appointment**

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education, mean grade C- (C minus) with at least C plain in English or Kiswahili Language or its equivalent;
- (ii) Possess a Diploma in secretarial studies from the Kenya National Examinations Council (KNEC);

#### **OR**

- (iii) Served in the grade of Office Administrative Assistant II for a minimum period of three (3) years;
- (ii) Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:
  - (a) Typewriting III (minimum 50w.p.m)/Computerized Document Processing III;
  - (b) Shorthand II (80 w.p.m)
  - (c) Business English II/Communications I;
  - (d) Commerce II;
  - (e) Office Practice II;
  - (f) Secretarial Duties II;
  - (g) Office Management III/Office Administration and Management III;

- (i) Proficiency in computer applications.
- (ii) Demonstrated merit and ability as reflected in effective performance at work and results.

### **C. COUNTY PUBLIC SERVICE BOARD.**

#### **ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER, JOB GROUP 'P'- 1 post**

#### **Duties and responsibilities**

- i) Preparation of technical Board papers for all matters to be tabled to the Board;
- ii) Researching HR matters
- iii) Assisting in providing strategic leadership for effective delivery of Board mandate as per the County's mission, Vision, and strategic plan.
- iv) Assisting in overseeing the management of the finances, preparation, and submission of the Board's annual Plans, programs, and estimates.
- v) Assisting in developing an annual work plan for the Board
- vi) Drafting advisories, guidelines, and policies on HR matters
- vii) Assisting in the Preparation of the Board agenda
- viii) Overseeing the communication and implementation of the Board decisions
- ix) Assisting the CEO in the liaison role between the board and other stakeholders
- x) Providing technical support to the County Human Resource Advisory Committee (CHRAC)

#### **Administrative roles**

- i) Assisting in the overall management of the Board's Secretariat
- ii) Providing administrative and strategic leadership roles at the Secretariat
- iii) Monitoring the implementation of performance for the secretariat staff
- iv) Ensuring that there is adequate administrative support to the Board
- v) Performing any other duty that may be assigned by the supervisor

## **Requirements for appointment**

A candidate must have:

- i) Served in the grade of Chief Human Resource Management and Development Officer for a minimum period of three (3) years.
- ii) A Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/ Government, Anthropology or any other relevant Social Science from a recognized institution;
- iii) A Master's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/ Government, Anthropology, or any other relevant Social Science from a recognized institution will be an added advantage.
- iv) A Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations Labor Relations, or its equivalent from a recognized institution.
- v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution will be an added advantage.
- vi) Membership to a relevant professional body;

## **DEPARTMENT OF AGRICULTURE, LIVESTOCK AND FISHERIES.**

### **1. ASSISTANT CHEF JOB GROUP 'H' (1 POST)**

#### **(a) Duties and responsibilities**

- Food preparation and production;
- Setting up and directing placement of foods in serving line;
- Replenishing of food stuffs in the buffet service line;
- Maintaining correct stock levels;
- Detecting and reporting spoilt or unattractive raw food materials;
- Ensuring proper stock rotation;
- Ordering foodstuff from main store;
- Carrying out on job training for staff;
- Filling work order forms for defective equipment.

**(b) Requirements for appointment**

- i. Diploma in any of the following fields: catering and Hotel Management, Food and Beverage Production and Service or Hospitality Management or any equivalent qualification from a recognized institution
- ii. Proficiency in computer applications.

**2. OFFICE ADMINISTRATIVE ASSISTANT III, JOB GROUP 'G'  
(1 POST)**

**Duties and responsibilities**

- Taking oral dictation;
- Word and data processing;
- Operating office equipment;
- Ensuring security of office equipment, documents and records;
- Attending to visitors/clients;
- Handling telephone calls and appointments;
- Maintaining an up-to-date filing system in the office;
- Supervision of office cleanliness;
- Managing petty cash and
- Undertaking any other office administrative
- Performing any other duty assigned by the supervisor.

**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; and
- (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 Examination Council; and

- (iii) Certificate in computer Applications from a recognized Institution.

### **3. SENIOR SUPPORT STAFF JOB GOUP 'D' (8 POSTS)**

(a) Duties and responsibilities will include:

- (i) Coffee management including; weeding; pruning; fertilizer application; harvesting and record keeping.
- (ii) Fruit Nursery management including; weeding, potting, watering; pruning and grafting and
- (iii) Record keeping.

#### **Requirements for appointment**

Kenya Certificate of Secondary Education mean grade D or its equivalent qualification from a recognized institution.