



# COUNTY GOVERNMENT OF NYERI

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

## COUNTY PUBLIC SERVICE BOARD

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### **EXTERNAL ADVERTISEMENT**

#### **RE: ADVERTISEMENT FOR VACANT POSITIONS**

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

#### **A. DEPARTMENT OF AGRICULTURE, LIVESTOCK, AND AQUACULTURE DEVELOPMENT.**

##### **1. AGRICULTURAL OFFICER, JOB GROUP 'K' – 2 POSTS.**

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

An officer at this level will be deployed in the sub-county to coordinate activities in one of the following areas;

- i) Undertaking crop production,
- ii) Assisting in land development,
- iii) Undertaking agricultural extension and project management,
- iv) Managing information desk within the sub-county.
- v) Performing any other duty that may be assigned by the supervisor

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

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) A Bachelor of Science degree in any of the following fields; Food Science, Home economics, Agriculture, Horticulture, Agricultural Extension, and Education from

a recognized institution

- iv) Have excellent interpersonal skills

## **2. ASSISTANT AGRICULTURAL OFFICER III, JOB GROUP 'H'- 8 POSTS.**

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

An officer at this level will be deployed at the ward to:

- i) Training and advising farmers on matters related to crop production, Land development, and planning and management of demonstration plots.
- ii) Performing any other duty that may be assigned by the supervisor

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

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Have a diploma in any of the following fields: Agriculture, Food Technology, Agriculture & Home Economics, Agriculture Education, or Horticulture from a recognized institution.

## **3. LIVESTOCK PRODUCTION OFFICER, JOB GROUP 'K'- 2 POSTS.**

This is the entry and training grade into the Livestock Production Officers' cadre. An officer at this level will be deployed at the sub-county or ward level and will work under the guidance and supervision of a senior Officer.

### **a) Duties and responsibilities will include**

- i) Providing technical advice in animal production, livestock marketing, range management, apiculture, and ranching and promoting economic livestock farming.
- ii) Assisting in organizing extension activities including field days, field demonstrations, farmer field schools, and farm visits.
- iii) Performing any other duty that may be assigned by the supervisor.

**b) Requirements for Appointment**

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) A Bachelor of Science degree in any of the following disciplines: Animal Science/Animal Production, Agriculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management/ Natural Resource Management, Livestock/Agricultural Economics and Dairy Technology, Agricultural Education and Extension, Animal Health and Management from a recognized Institution in Kenya.

**ASSISTANT LIVESTOCK PRODUCTION OFFICER III, JOB GROUP “H”- 1 POST**

**a) Duties and Responsibilities**

This is the entry and training grade for diploma holders. Officers at this level will be deployed at the ward or sub-county level. Specific duties and responsibilities will include, assisting in organizing and executing livestock extension duties at this level. They can also be deployed as subject matter specialists in fields such as poultry, sheep & goats, apiculture, and dairy production. The activities at this level will entail assisting in designing livestock enterprise plans and assisting in training sub-locational and Locational staff and farmers.

**b) Requirements for Appointment**

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Diploma in any of the following fields: Animal Husbandry, Dairy Science and Technology, Food Science and Technology, Agriculture and Home Economics, Apiculture, Animal Health and Production, and Range Management/Farm Management from a recognized Institution in Kenya.

## **ANIMAL HEALTH ASSISTANT II, JOB GROUP 'G' (5 Posts)**

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

- i) Participating in disease research and reporting;
- ii) Demonstrating and training on milking techniques;
- iii) Demonstration of external parasite control techniques such as dipping, spraying and dusting;
- iv) Carrying out vaccination and undertaking closed castration, dehorning, deworming, disbudding, docking, de-beaking, hoof trimming, and meat inspection
- v) Performing any other duties as may be assigned by the supervisor.

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

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) A certificate lasting not less than two (2) years in either Animal Health or Animal Health and Production from a recognized institution in Kenya,
- iv) Be registered by the Kenya Veterinary Board
- v) A Certificate in meat inspection from a recognized Institution will be an added advantage.

## **ASSISTANT FISHERIES OFFICER III, JOB GROUP 'H' (1 POST)**

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

Duties and responsibilities at this level will entail: -

- i) Assisting in delivering extension services including conducting field days and training fishers;
- ii) Collecting and compiling fisheries statistical data;
- iii) Participating in fish quality assurance activities and marketing; and value addition.

## **b) Requirements for Appointment**

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

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCSE Certificate
- iii. Diploma certificate in either Fisheries management, Natural resource management, or equivalent and relevant qualification from a recognized institution.

## **DEPARTMENT OF FINANCE AND ACCOUNTING**

### **DEPUTY DIRECTOR, REVENUE, JOB GROUP 'Q'- 1 POST**

Reports to the Director of Revenue,

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

- Collection and receiving all revenue payable to the County;
- Accounting for all revenue collected;
- Ensure enforcement of revenue collection;
- Ensure realization of county revenue targets;
- Ensure safe custody and proper management of all revenue accountable documents;
- Advise on all matters relating to the administration and enforcement of the collection of County revenue;
- Preparation of accounts in respect of the revenue collected, received, and recovered in a financial year;
- Maintenance of records for all waivers granted as per requirement by the Public Finance Act;
- Develop strategies that ensure revenue enhancement;
- Put in place internal controls that ensure the elimination of revenue leakages;
- Preparation of statutory reports as per the required law;
- Supervision, training and development of Revenue staff;
- Carrying out such other roles as may be assigned by the Director of Revenue.

**(b) Requirements for Appointment**

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Relevant working experience of a minimum of ten (10) years in the Accounting, Audit, or financial field; or served in a comparable and relevant position in the Public Service for a minimum period of Seven (7) years;
- iv) Be a holder of at least a degree in Commerce (Accounting or Finance option), Business Administration / Management (Accounting/finance option), or any other relevant and equivalent qualifications from a university recognized in Kenya.
- v) Passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent.
- vi) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK)
- vii) Attended a Management Course lasting not less than four (4) weeks from an Institution recognized in Kenya.
- viii) Compliance with the requirements of Chapter Six of the Constitution of Kenya.
- ix) Shown merit and ability as reflected in work performance and results
- x) Master's degree will be an added advantage

**DIRECTOR ICT- JOB GROUP 'R' (1 POST) (ADVERT NO. 09/2024)**

Reports to the Chief Officer, Finance and Accounting

**(a) Duties and Responsibilities**

- Ensuring implementation of ICT projects;
- Adherence to standards and procedures for ICT systems development projects;
- Providing guidelines and advise to ICT project managers and Supervisors;
- Conducting periodic reviews of project systems and procedures and recommending improvements;
- Initiating policy review and updating of existing regulations on computing management including drawing of computer specifications for equipment and services; and

- Ensuring Adherence to enforcement of all regulations, procedures, and practices on computing management in all County Government departments and offices.
- Providing assistance in the development of ICT strategic plans
- Drawing budget for the ICT Unit and procurement of ICT equipment and services.
- Ensuring that ICT officers are adequately trained

**(b) Requirements for Appointment**

- ii) Be a Kenyan Citizen (Attach ID)
- iii) KCSE Certificate
- iv) A Bachelor’s degree in Computer Science/ Information Communication Technology or Electronics/Electrical Engineering with a bias in computer science from a recognized institution;
- v) Master’s degree in Computer Science or any other ICT-related discipline from a recognized Institution;
- vi) Relevant working experience of a minimum of ten (10) years in the field of Information Communication Technology in the private sector; or served in a comparable and relevant position in the Public Service for a minimum period of Eight (8) years;
- vii) Attended a Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized Institution; and
- viii) demonstrated a high degree of competence in identifying, designing, and monitoring information technology projects.
- ix) Compliance with the requirements of Chapter Six of the Constitution of Kenya.

**DEPUTY DIRECTOR ICT- JOB GROUP ‘Q’ (1 POST)**

Reports to the Director, ICT

**(a) Duties and Responsibilities**

- Planning, monitoring and evaluating ICT programs and activities;
- Ensuring ICT goals and objectives are met;
- Approving of ICT standards for application;

- Liaising with users to ensure that information processing needs are met;
- Reviewing and evaluating ICT feasibility studies and reports for implementation;
- Updating of existing regulations on computing management including drawing of computer specifications for equipment and services;

**(b) Requirements for Appointment**

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCSE Certificate
- iii. A Bachelor’s degree in Computer Science/ Information Communication Technology or Electronics/Electrical Engineering with a bias in computer science from a recognized institution;
- iv. Relevant working experience of a minimum of Eight (8) years in the field of Information Communication Technology in the private sector; or served in a comparable and relevant position in the Public Service for a minimum period of six (6) years;
- v. Attended a Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized Institution
- vi. Demonstrated a high degree of competence in identifying, designing, and monitoring information technology projects.
- vii. A master’s degree in Computer Science or any other ICT-related discipline will be an added advantage.
- viii. Compliance with the requirements of Chapter Six of the Constitution of Kenya.

**PRINCIPAL ICT OFFICER: - JOB GROUP “N” (1 POST)**

**(a) Duties and Responsibilities**

- Systems development, Implementation and allocation;
- Coordinating systems development, Implementation and maintenance;
- Carrying out feasibility studies;
- Preparing progress reports of the systems development;
- Evaluating systems and ensuring adherence to established ICT Standards;

- Training and preparing staff performance reports;
- Planning, monitoring, and evaluating programs/activities within the Information Communication Technology directorate;
- Ensuring adherence to Information Communication Technology standards;
- Liaising with user departments to ensure effective maintenance of Information Communication Technology equipment;
- and reviewing and evaluating hardware maintenance feasibility studies and detailed specifications before implementation.

**(b) Requirements for Appointment**

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) A Bachelor's degree in Computer Science/ Information Communication Technology or Electronics/Electrical Engineering with a bias in computer science from a recognized institution;
- iv) Relevant working experience of a minimum of six (6) years in the field of Information Communication Technology in the private sector; or served in a comparable and relevant position in the Public Service for a minimum period of four (4) years
- v) Attended a Management Course lasting not less than four (4) weeks; and
- vi) Demonstrated professional ability, initiative, and competence in organizing and directing work.
- vii) Master's degree in Computer Science or any other ICT-related discipline will be an added advantage.
- viii) Compliance with the requirements of Chapter Six of the Constitution of Kenya.

## **ICT OFFICER (WEBMASTER) – JOB GROUP “K” (1 POST)**

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

- Maintaining and managing websites and servers to meet user needs.
- Ensuring the functionality, security, and efficiency of web infrastructure while optimizing loading speeds, fixing issues
- Updating website content.

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

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) A degree in any of the following fields: Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering with a bias in computer science from a recognized institution from a recognized institution.

## **ICT OFFICER (SYSTEM ADMINISTRATOR) – JOB GROUP “K” (2 POSTS)**

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

- Managing of operating systems;
- Upgrading, installing, and configuring application software and computer hardware;
- troubleshooting and providing technical support to employees;
- Creating and managing system permissions and user accounts;
- Performing regular security tests and security monitoring;
- and maintaining networks and network file systems.

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

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) A degree in any of the following fields: Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering with a bias in computer science from a recognized institution from a recognized institution.

## **ICT OFFICER (NETWORK ADMINISTRATOR) – JOB GROUP “K” (1 POST)**

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

- Setting up new networks; maintaining and upgrading existing computer networks, including hardware like VPNs and routers;
- Troubleshooting flaws in software, hardware configuration, and communications equipment, and then fixing problems as they arise;
- Updating and configuring virus protection software and other programs to keep networks secure;
- Monitoring and maximizing network performance; installing and configuring computer systems and network equipment, including local area networks (LANs), wide area networks (WANs), and data communication systems;
- Communicating updates and problems to the management;
- Training new users; preemptively determining an organization’s software and hardware needs;
- and evaluating network performance.

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

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) A degree in any of the following fields: Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering with a bias in computer science from a recognized institution from a recognized institution.

## **ICT OFFICER (DATABASE ADMINISTRATOR) – JOB GROUP “K” (1 POST)**

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

In addition to the overall health and availability of databases, a DBA will also be responsible for:

- defining and implementing data management policies;

- Training employees in database management and use;
- Coordinating with information systems managers in the departments to customize database solutions;
- Debugging code and upgrading software;
- Backing up database systems for recovery scenarios.

**(b) Requirements for Appointment**

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) A degree in any of the following fields: Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering with a bias in computer science from a recognized institution from a recognized institution.

**SOLID WASTE MANAGEMENT**

**SUPPORT STAFF, JOB GROUP ‘C’ (20 POSTS)**

**(a) Duties and Responsibilities**

- i) Responsible for cleaning and maintenance of streets
- ii) Collecting and loading of refuse into garbage trucks
- iii) Manning of gates in the designated dumpsites
- iv) Cleaning of drainages and bushes
- v) Cleaning and maintenance of sanitary facilities

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must have;

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate with mean grade of D plain.
- iii) A medical certificate from a dully registered and licensed Medical Doctor from a Government hospital.

**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 post office) should be received on or before **8<sup>th</sup> February 2024, 5.00pm.**

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

