



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

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 **7th February 2024 at 5.00 pm.**

Below are the detailed job descriptions and requirements for appointments:

DEPARTMENT OF TRANSPORT, PUBLIC WORKS, INFRASTRUCTURE AND ENERGY

1. CLERICAL OFFICER III, JOB GROUP 'F' FOUR (4) POSTS

(a) Duties and Responsibilities

- i) Compiling statistical records;
- ii) Sorting, filing, and dispatching letters;
- iii) Maintaining an efficient filing system;
- iv) Processing appointments, promotions, discipline, transfers, and other related duties in human resource management;
- v) Computation of financial or statistical records based on routine or special sources of information;
- vi) Preparing payment vouchers;
- vii) Compiling data and drafting simple letters.
- viii) Performing any other duties that may be assigned by the supervisor.

(b) Requirements for Appointment

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCSE /KACE certificate
- iii) Certificate in either business management, Accounts, Finance, Procurement, and Supplies, Human Resources, Information, Communication and Technology, Records Management, Secretarial or Library services

2. SUPPORT STAFF JOB GROUP 'C' FOUR (4) POSTS

a) Duties and Responsibilities

- Undertaking Messengerial duties
- Carrying out office cleanliness and maintenance
- Preparing tea
- Opening and closing of offices
- Performing any other duty that may be assigned by the supervisor.

a) **Requirements for Appointment**

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Good interpersonal and communication skills.

DEPARTMENT OF AGRICULTURE, LIVESTOCK, AND AQUACULTURE DEVELOPMENT

1. DIRECTOR VETERINARY SERVICES, JOB GROUP 'R' (1POST)

This position is responsible for the coordination, administration, and identification of solutions for veterinary services, linkage, networking, and liaison of stakeholders within and outside the County.

Requirement for appointment

For appointment to this grade, a candidate must: -

- i. Be a Kenyan Citizen
- ii. Served in the grade of Chief Veterinary Officer, Job Group 'N' and above or in a comparable and relevant position in the Public Service for a minimum period of five (5) years.
- iii. Possess a Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- iv. Have a Master's of Science Degree in any of the following disciplines;- Veterinary Medicine, Veterinary Surgery, Animal Nutrition and Feed Sciences; Animal Genetics and breeding; Clinical studies, Veterinary Public Health, Livestock Production Systems; Poultry Science; Veterinary Anatomy; Reproductive Biology; Veterinary Pathology and Micro Biology; Clinical Pathology and Laboratory Diagnosis; Fish Science; Apiary Science; Public Health; Applied Veterinary Parasitological; Applied Microbiology; Comparative mammalian Physiology; Pharmacology and Toxicology Wildlife Health and Management; Veterinary Epidemiology and Economics; Animal Production or Aquatic Sciences, Project Planning and Management from a recognized institution;
- v. Be registered by the Kenya Veterinary Board (if a veterinary Doctor);

- vi. Have a certificate in computer applications
- vii. Have demonstrated managerial, administrative, and professional competence in work performance and exhibited a thorough understanding of national goals policies, and objectives and the ability to relate them to proper management of veterinary services in the County.

2. DIRECTOR LIVESTOCK PRODUCTION OFFICER- JOB GROUP 'R' (1 Post)

This position is responsible for the coordination, administration, and implementation of livestock production programs and projects within the county including; the identification of solutions for Livestock production, processing, storage, and marketing as well as linkage, networking, and liaison of stakeholders within the County.

Requirement for appointment

For appointment to this grade, a candidate must: -

- i. KCSE Certificate
- ii. Served in the grade of Principal Livestock Production Officer, Job Group 'N' and above or in a comparable and relevant position in the Public Service for a minimum period of five (5) years.
- iii. Possess a Bachelor's of Science degree in any of the following disciplines:
 - Animal Science/Animal Production, Agriculture, Agribusiness, Food Science and Technology, Range Management, Livestock/Agricultural Economics and Dairy Technology, Agricultural Extension or any other relevant and equivalent qualification from a recognized institution;
- iv. Have a Master's Degree in any of the following disciplines: - Animal Science/Animal Production, Agriculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management, Livestock/Agricultural Economics and Dairy Technology, Agricultural Extension or any other relevant and equivalent qualification from a recognized institution;

- v. Have a certificate in computer applications
- vi. Have demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals policies, and objectives and the ability to relate them to proper management of the livestock sector in the County.
- vii. Registration with the Animal Production Society of Kenya will be an added advantage.

SOLID WASTE MANAGEMENT

PUBLIC HEALTH OFFICER, JOB GROUP 'K' (1 POST)

(a) Duties and Responsibilities

An Officer at this level will provide Environmental Health Extension services in the area of deployment.

Operational Responsibilities

- Identifying environmental health issues at the community level;
- Compiling and maintaining up-to-date records of services rendered;
- Assessing the health needs of the community;
- Implementing sanitation and hygiene standards in the community;
- Compiling and maintaining up-to-date records of services rendered;
- Assessing the health needs of the community;
- Implementing sanitation and hygiene standards in the community;
- Sensitizing communities on food and water safety measures
- Compiling data on disease trends.

Requirements for Appointment

- i) Bachelor's Degree in Environmental Health or Public Health from a recognized Institution
- ii) Valid practicing license from the Public Health Officers and Technicians Council (PHOTC)
- iii) Certificate of competence from the Association of Public Health Officers; and
- iv) Certificate in Computer Applications Skills from a recognized institution.

CLERICAL OFFICER III, JOB GROUP 'F' (1 POST)

(a) Duties and Responsibilities

Specific duties and responsibilities will include;

- Verifying compiled statistical records for accuracy;
- Maintenance of stores, records, and equipment inventory;
- Preparation of estimates of expenditure for general office services;
- Assisting in planning office accommodation and layout;
- Preparation of estimates of expenditure on general office services;
- Safe custody of invoices, receipts, and other records;
- Processing of documents for issue of licenses or certificates under relevant Acts;
- Preparation and maintenance of records and ensuring proper maintenance of the filing system.

(b) Requirements for Appointment

i) Must be a Kenyan Citizen

ii) KCSE /KACE certificate

iii) Certificate in either business management, Accounts, Finance, Procurement, and Supplies, Human Resources, Information, Communication and Technology, Records Management, Secretarial or Library services.