



# 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 HEALTH SERVICES.**

##### **1. PUBLIC HEALTH ASSISTANT III, JOB GROUP 'G' TWO (2) POSTS**

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

- i) Mobilizing, sensitizing, and advising communities on matters related to environmental health; referring health cases to relevant health facilities;
- ii) Identifying environmental health issues at the household level;
- iii) Organizing community health days to advise communities on common public health issues; collecting and maintaining up-to-date records of services rendered; and
- iv) Assessing health records of the community.
- v) Performing any other duty that may be assigned by the supervisor.

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

- (i) Must be a Kenyan Citizen (Attach ID)
- (ii) KCSE Certificate.
- (iii) Certificate in either Environmental Health Science or Public Health Technology from a recognized institution;
- (iv) Minimum of two years post-registration experience.
- (v) Valid practicing license from Public Health Officers and Technicians Council.

- (vi) Proficiency in computer applications.

## **2. ASSISTANT PUBLIC HEALTH OFFICER III, JOB GROUP 'H' FOUR (4) POSTS**

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

- i. Mobilizing, sensitizing, and advising communities on matters related to environmental health; referring health cases to relevant health facilities;
- ii. Carrying out immunization;
- iii. Identifying environmental health issues at the community level;
- iv. Organizing community health days to advise communities on common public health issues;
- v. Collecting and maintaining up-to-date records of services rendered;
- vi. Assessing the health needs of the community;
- vii. Implementing vector, vermin, and rodent control measures;
- viii. Implementing integrated mosquito control strategies.
- ix. Performing any other duty that may be assigned by the supervisor.

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

- (i) Must be a Kenyan Citizen (Attach ID)
- (ii) KCSE Certificate.
- (iii) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- (iv) Minimum of two years post-registration experience.
- (v) Valid practicing license from Public Health Officers and Technicians Council.
- (vi) Proficiency in computer applications.

## **3. PUBLIC HEALTH OFFICER, JOB GROUP 'K' FOUR (4) POSTS**

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

- i. Identifying environmental health issues at the community level;
- ii. Compiling and maintaining up-to-date records of services rendered;
- iii. Assessing the health needs of the community;
- iv. Implementing sanitation and hygiene standards in the community;
- v. Sensitizing communities on food and water safety measures;
- vi. Compiling data on disease trends.
- vii. Any other duty that may be assigned by the supervisor.

**(b) Requirements for Appointment**

- (i) Must be a Kenyan Citizen (Attach ID)
- (ii) KCSE Certificate
- (iii) Bachelor's Degree in either Environmental Health or Public Health from a recognized institution;
- (iv) Minimum of two years post-registration experience.
- (v) Valid practicing license from Public Health Officers and Technicians Council.
- (vi) Proficiency in computer applications.

**4. REGISTERED NURSE III, JOB GROUP 'H' FIFTY-FIVE (55) POSTS**

**(a) Duties and Responsibilities**

- i. Assessing, planning, implementing nursing interventions, and evaluating patient outcomes;
- ii. Providing appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery,
- iii. Providing health education and counseling to patients/clients and community on identified health needs;
- iv. Referring patients and clients appropriately;
- v. Facilitating patients' admission and initiating discharge plans;
- vi. Maintaining records on patients/clients' health condition and care; ensuring a tidy and safe clinical environment; and
- vii. Collecting and compiling data.
- viii. Performing any other duty that may be assigned by the supervisor.

**(b) Requirements for Appointment**

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery, or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iv) Registration Certificate issued by the Nursing Council of Kenya;
- v) Valid practicing license from the Nursing Council of Kenya;
- vi) Two (2) years post-registration experience.
- vii) Proficiency in computer applications.

## **5. REGISTERED CLINICAL OFFICER III, JOB GROUP 'H' FIVE (5) POSTS**

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

- i. Taking history, examining, diagnosing, and treating patients' common ailments at an outpatient or inpatient health facility;
- ii. Implementing Community Health Care activities in liaison with other health workers; guiding and counseling patients, clients, and staff on health issues; sensitizing patients and clients on preventive and promotive health;
- iii. Carrying out minor surgical procedures as per training and skill.
- iv. Collecting and compiling clinical data; and referring patients and clients to appropriate health facilities.
- v. Performing any other duty that may be assigned by the supervisor.

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

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iv) Two (2) years post registration experience
- v) Certificate of Registration from the Clinical Officers' Council;
- vi) Valid Practicing License from the Clinical Officers Council.
- vii) Proficiency in computer applications.

## **6. MEDICAL LABORATORY TECHNOLOGIST III, JOB GROUP 'H' SEVEN (7) POSTS**

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

- i. Cleaning and sterilizing laboratory glassware, surfaces, and equipment; documenting and receiving samples for analysis;
- ii. Preparing laboratory reagents;
- iii. Carrying out chemical/microbiological analysis on samples (food, water, wastewater, and beverages);
- iv. Extracting, isolating, and identifying drugs, pesticides, and heavy metals from biological and miscellaneous samples; and disposing of laboratory waste.

- v. Performing any other duties that may be assigned by the supervisor.

**b) Requirements for Appointment**

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an Institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board
- iv) Two (2) years post-registration experience.
- v) Be registered with the Kenya Medical Laboratory Technicians and Technologists Board
- vi) Valid Practicing license from Kenya Medical Laboratory Technicians and Technologists Board.
- vii) Proficiency in computer applications.

**7. HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT III, JOB GROUP 'G' THREE (3) POSTS.**

**(a) Duties and Responsibilities**

- i. Receiving and documenting patients at hospital reception;
- ii. Registering and booking appointments for patients to clinics and consultants;
- iii. Storing and retrieving medical records documents; preparing clinics;
- iv. Updating bed bureau; editing of patient case records;
- v. Capturing data from service points;
- vi. Maintaining record safety and confidentiality;
- vii. Storing and retrieving medical records;
- viii. Balancing daily bed returns; creating and maintaining master index;
- ix. Updating patient master index;
- x. Directing patients to relevant clinics.
- xi. Performing any other duties that may be assigned by the supervisor

**(b) Requirements for Appointment**

- (i) Must be a Kenyan Citizen (Attach ID)
- (ii) KCSE Certificate
- (iii) Certificate in Health Records and Information Technology from a recognized institution;

- (iv) Two (2) years post-registration experience
- (v) Valid practicing License from the HRIM Board.

## **8. ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER III, JOB GROUP 'H' THREE (3) POSTS.**

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

- i. Receiving and documenting patients at hospital reception;
- ii. Registering and booking appointments for patients to clinics and consultants;
- iii. Storing and retrieving medical records documents;
- iv. Preparing clinics;
- v. Updating bed bureau;
- vi. Editing of patient case records;
- vii. Gathering data from different sources;
- viii. Capturing data from service points;
- ix. Maintaining record safety and confidentiality;
- x. Storing and retrieving medical records;
- xi. Balancing daily bed returns;
- xii. Creating and maintaining master index;
- xiii. Updating patient master index;
- xiv. Directing patients to relevant clinics;
- xv. Scheduling of patients to the consultants and specialist clinics;
- xvi. Assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine;
- xvii. Preparing Health records and reports: and
- xviii. Performing any other duties that may be assigned by the supervisor

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

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate
- iii) Diploma in Health Records and Information Technology from a recognized institution
- iv) Valid practicing License from the HRIM board
- v) Two (2) years post registration experience
- vi) Proficiency in computer applications.

**9. NUTRITION AND DIETETICS TECHNOLOGIST III, JOB GROUP 'H' THREE (3) POSTS.**

**(a) Duties and Responsibilities**

- i. Implementing nutrition programs;
- ii. Providing nutrition services in health care facilities;
- iii. Conducting nutrition assessments;
- iv. Collecting and compiling nutrition data;
- v. Providing nutrition health education and demonstrations;
- vi. Counseling of patients with specific nutritional needs;
- vii. Monitoring preparation of therapeutic feeds implementation;
- viii. Promoting maternal, infant, and young children feeding programs and providing micronutrient supplementation; and
- ix. Performing any other duties that may be assigned by the supervisor

**(b) Requirement for Appointment**

- i. Must be a Kenyan Citizen (Attach ID)
- ii. KCSE Certificate
- iii. Diploma in Community Nutrition, Clinical Nutrition, or Nutrition and Dietetics from a recognized institution,
- iv. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND).
- v. Valid practicing License from the Council of the Institute of Nutritionists and Dieticians.
- vi. Two (2) years post-registration experience
- vii. Proficiency in computer applications

**10. NUTRITION AND DIETETICS TECHNOLOGIST III, JOB GROUP 'K' TWO (2) POSTS.**

**(a) Duties and Responsibilities**

- i. Preparing and implementing therapeutic diets for outpatients and inpatients;
- ii. Providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home-based care and other institutions;
- iii. Treating and counseling patients using specialized dietetic nutritionally modified products; implementing the nutrition and dietetic process including screening;
- iv. Assessing, formulating, and implementing nutrition interventions and evaluating outcomes;
- v. Providing nutrition support in patient management in health care facilities;
- vi. Developing and disseminating nutrition behavior change communication, information, education, and communication materials;

- vii. Implementing nutrition health programmes;
- viii. Collecting and compiling nutrition and dietetic data: and
- ix. Performing any other duties that may be assigned by the supervisor

**(b) Requirements for Appointment**

- i. Must be a Kenyan Citizen (Attach ID)
- ii. KCSE Certificate
- iii. Bachelor's Degree in any of the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition from a recognized institution;
- iv. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);
- v. Valid practicing License from the Council of the Institute of Nutritionists and Dieticians.
- vi. Two (2) years post-registration experience.
- vii. Proficiency in computer applications

**11. PHYSIOTHERAPIST III, JOB GROUP 'H' FOUR (4) POSTS**

**(a) Duties and Responsibilities**

- i) Providing Physiotherapy services to inpatients and outpatients at an outpatient unit/ward/health institution;
- ii) Assessing patient needs including rehabilitation;
- iii) Verifying and maintaining information and records relating to patients;
- iv) Screening, assessing, and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients' formulated treatment plan;
- v) Collecting data for operational research;
- vi) Sensitizing the community on physiotherapy issues
- vii) Preparing periodic reports.
- viii) Performing any other duty that may be assigned by the supervisor.

**(b) Requirements for Appointment**

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate

- iii) Diploma in Physiotherapy from a recognized institution;
- iv) Certificate of Registration from the Physiotherapy Council of Kenya (PCK).
- v) Valid Practice License from the Physiotherapy Council of Kenya (PCK).
- vi) Two (2) years post registration experience.

## **12. DENTAL TECHNOLOGISTS, JOB GROUP 'H' TWO (2) POSTS**

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

- i. Receiving and recording all patient work and interpreting patient prescriptions;
- ii. Disinfection impressions;
- iii. Casting impressions;
- iv. Making acrylic complete/partial dentures and repair;
- v. Participating in oral/dental health promotions.
- vi. Performing any other duty that may be assigned by the supervisor.

### **Requirements for Appointment**

- (i) Must be a Kenyan Citizen (Attach ID)
- (ii) KCSE Certificate
- (iii) Diploma in Dental Technology or its equivalent qualification from a recognized institution;
- (iv) Two (2) years post-registration experience.
- (v) Certificate of registration from the Kenya Dental Technologists Association;
- (vi) Valid practicing license from Kenya Dental Technologists Association
- (vii) Proficiency in computer applications

## **13. DENTAL OFFICER, JOB GROUP 'M' TWO (2) POSTS**

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

- i. Providing dental care including: diagnosing common oral conditions, treating, prescribing and referring;
- ii. Carrying out minor oral and maxillofacial surgery;
- iii. Prosthetics, and conservative dentistry;
- iv. Facilitating admission, disease investigations of patients, report writing, and assisting in theatre activities;
- v. Collecting information on dental health information systems;

- vi. Organizing discharge summaries and follow-up of patients;
- vii. Acting as the first on call on duty, and
- viii. Performing any other duty that may be assigned by the supervisor.

**(b) Requirements for Appointment**

- i. Must be a Kenyan Citizen (Attach ID)
- ii. KCSE Certificate
- iii. Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- iv. Successfully completed one (1) year Internship from a recognized institution attach evidence.
- v. Certificate of Registration by the Medical Practitioners and Dentist Board;
- vi. Valid practicing license from Medical Practitioners and Dentist Board
- vii. Proficiency in computer applications.

**14. MEDICAL OFFICER, JOB GROUP ‘M’ FIVE (5) POSTS.**

**(a) Duties and Responsibilities**

- i. Diagnosing, caring and treating diseases;
- ii. Performing medical and surgical procedures;
- iii. Preparing and responding to emergencies and disasters;
- iv. Participating in management of medicines, medical instruments and equipment;
- v. Providing health education;
- vi. Maintain medical records, health information and data;
- vii. Counselling patients and their relatives on diagnoses and bereavement;
- viii. Teaching and coaching medical students, nursing students and clinical officer interns;
- ix. Preparing requisite documents for registration.
- x. Performing any other duty that may be assigned by the supervisor.

**(b) Requirements for Appointment**

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate

- iii) Bachelor of Medicine and Bachelor of Surgery (M.BCh. B) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- iv) Successfully completed one (1) year Internship from a recognized institution attach evidence.
- v) Registration license from the Medical Practitioners and Dentists.
- vi) Valid practicing license from Medical Practitioners and Dentist Board
- vii) Proficiency in Computer applications

## **B. DEPARTMENT OF EDUCATION AND TRAINING**

### **1. ASSISTANT ECDE TEACHER 111, JOB GROUP ‘F’- 9 POSTS**

Reports to the Head Teacher of the primary school hosting the ECDE center.

#### **Duties and Responsibilities**

- (i) Class Teaching
- (ii) Role modeling, guidance and counseling, mentoring, and motivation of the learners.
- (iii) Preparing reports
- (iv) Ensuring the safety and security of the learners
- (v) Assist in designing, organizing, and facilitating play/learning activities for learners.
- (vi) Assist in organizing and facilitating play/learning activities for the learners.
- (vii) Caring and nurturing the spiritual, moral, social, mental, physical, aesthetic, and emotional growth of the learners (holistic development).
- (viii) Managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily program of activities, attendance registers, etc.) and ensuring learners’ safety and security.
- (ix) Preparing and developing play/learning materials.
- (x) Performing any other duty that may be assigned by the supervisor

#### **Requirements for appointment:**

- (i) Must be a Kenyan Citizen (Attach ID)
- (ii) Kenya Certificate of Secondary Education (KCSE) with a minimum grade D+ (Plus).
- (iii) Certificate/Diploma in Early Childhood Development and Education offered by KNEC/Ministry of Education or its approved equivalent.
- (iv) Registration Certificate by the Teachers Service Commission.
- (v) Valid medical report from a recognized Government health facility.
- (vi) Proficiency in Computer applications

### **2. YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP ‘H’ IN HAIRDRESSING AND BEAUTY THERAPY- ‘5’ POSTS**

Reports to the Manager of the Vocational Training Centre.

**Duties and Responsibilities.**

- (i) Theoretical and practical instruction in the area of specialization;
- (ii) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- (iii) Carrying out trainee assessment
- (iv) Ensuring proper care and maintenance of tools and equipment
- (v) Conducting co-curricular activities.
- (vi) Maintaining trainee's discipline
- (vii) Guiding and Counseling trainees.
- (viii) Performing any other duty that may be assigned by the supervisor.

**Requirements for appointment**

- (i) Be a Kenyan Citizen (Attach I.D)
- (ii) KCSE certificate with a minimum mean grade C-
- (iii) Diploma in Hair dressing and Beauty Therapy from a recognized institution.
- (iv) Have excellent interpersonal skills
- (v) Certificate in Pedagogy/teaching skills from a recognized institution will be an added advantage.
- (vi) Registration by TVETA will be an added advantage.
- (vii) Proficiency in Computer applications

**3. YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H' IN PLUMBING TECHNOLOGY- '5' POSTS**

Reports to the Manager of the Vocational Training Centre

**Duties and Responsibilities will involve:**

- (i) Theoretical and practical instruction in the area of specialization;
- (ii) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- (iii) Carrying out trainee assessment
- (iv) Ensuring proper care and maintenance of tools and equipment
- (v) Conducting co-curricular activities.
- (vi) Maintaining trainee's discipline
- (vii) Guiding and Counseling trainees.
- (viii) Performing any other duty that may be assigned by the supervisor.

**Requirements for appointment**

- i. Be a Kenyan Citizen (Attach I.D)
- ii. KCSE certificate with a minimum mean grade of C-
- iii. Diploma in Plumbing Technology from a recognized institution

- iv. Have excellent interpersonal skills.
- v. Certificate in Pedagogy/teaching skills from a recognized institution will be an added advantage.
- vi. Registration by TVETA will be an added advantage.
- vii. Proficiency in Computer applications

#### **4.YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP ‘H’ IN ELECTRICAL & ELECTRONICS/ WELDING – ‘2’ POSTS**

Reports to the Manager of the Vocational Training Centre

##### **Duties and Responsibilities will involve:**

- (i) Theoretical and practical instruction in the area of specialization;
- (ii) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- (iii) Carrying out trainee assessment
- (iv) Ensuring proper care and maintenance of tools and equipment
- (v) Conducting co-curricular activities.
- (vi) Maintaining trainee’s discipline
- (vii) Guiding and Counseling trainees.
- (viii) Performing any other duty that may be assigned by the supervisor.

##### **Requirements for appointment**

- i. Be a Kenyan Citizen (Attach I.D)
- ii. KCSE certificate with a minimum mean grade of C-
- iii. Diploma in Electrical and Electronics /Welding Technology from a recognized institution.
- iv. Have excellent interpersonal skills
- v. Certificate in Pedagogy/teaching skills from a recognized institution will be an added advantage.
- vi. Registration by TVETA will be an added advantage.
- vii. Proficiency in Computer applications

#### **5.YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP ‘H’ IN FOOD AND BEVERAGE/HOSPITALITY/ INSTITUTIONAL MANAGEMENT – ‘3’ POSTS**

Reports to the Manager of the Vocational Training Centre

##### **Duties and Responsibilities will involve:**

- (i) Theoretical and practical instruction in the area of specialization;
- (ii) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- (iii) Carrying out trainee assessment
- (iv) Ensuring proper care and maintenance of tools and equipment
- (v) Conducting co-curricular activities.

- (vi) Maintaining trainee's discipline
- (vii) Guiding and Counseling trainees.
- (viii) Performing any other duty that may be assigned by the supervisor.

### **Requirements for appointment**

- i. Be a Kenyan Citizen (Attach I.D)
- ii. KCSE certificate with a minimum mean grade of C-
- iii. Diploma in Food and Beverage/Hospitality/Institutional Management from a recognized institution.
- iv. Have excellent interpersonal skills
- v. Certificate in Pedagogy/teaching skills from a recognized institution will be an added advantage.
- vi. Registration by TVETA will be an added advantage
- vii. Proficiency in Computer applications

### **6.YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H' IN INFORMATION COMMUNICATION TECHNOLOGY- '2' POSTS**

Reports to the Manager of the Vocational Training Centre

#### **Duties and Responsibilities will involve:**

- (i) Theoretical and practical instruction in the area of specialization;
- (ii) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- (iii) Carrying out trainee assessment
- (iv) Ensuring proper care and maintenance of tools and equipment
- (v) Conducting co-curricular activities.
- (vi) Maintaining trainee's discipline
- (vii) Guiding and Counseling trainees.
- (viii) Performing any other duty that may be assigned by the supervisor.

### **Requirements for appointment**

- i. Be a Kenyan Citizen (Attach I.D)
- ii. KCSE certificate with a minimum mean grade of C-
- iii. Diploma in Information Communication Technology/Computer Science from a recognized institution.
- iv. Have excellent interpersonal skills
- v. Registration by TVETA will be an added advantage.

### **7.YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H' IN BUILDING TECHNOLOGY- '2' POSTS**

Reports to the Manager of the Vocational Training Centre

**Duties and Responsibilities will involve:**

- i. Theoretical and practical instruction in the area of specialization;
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- iii. Carrying out trainee assessment
- iv. Ensuring proper care and maintenance of tools and equipment
- v. Conducting co-curricular activities.
- vi. Maintaining trainee's discipline
- vii. Guiding and Counseling trainees.
- viii. Performing any other duty that may be assigned by the supervisor.

**Requirements for appointment**

- i. Be a Kenyan Citizen (Attach I.D)
- ii. KCSE certificate with a minimum mean grade of C-
- iii. Diploma in Building Technology/Civil Engineering/Carpentry & Joinery from a recognized institution.
- iv. Have excellent interpersonal skills.
- v. Certificate in Pedagogy/teaching skills from a recognized institution will be an added advantage.
- vi. Registration by TVETA will be an added advantage.
- vii. Proficiency in Computer applications

**8.YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H' IN MECHANICAL ENGINEERING (WELDING & FABRICATION)- '1' POST**

Reports to the Manager of the Vocational Training Centre

**Duties and Responsibilities will involve:**

- (i) Theoretical and practical instruction in the area of specialization;
- (ii) Preparing and maintaining schemes of work, lesson plans, lesson notes, trainee records, teaching and learning materials;
- (iii) Carrying out trainee assessment
- (iv) Ensuring proper care and maintenance of tools and equipment
- (v) Conducting co-curricular activities.
- (vi) Maintaining trainee's discipline
- (vii) Guiding and Counseling trainees.
- (viii) Performing any other duty that may be assigned by the supervisor.

**Requirements for appointment**

- (i) Be a Kenyan Citizen (Attach I.D)

- (ii) KCSE certificate with a minimum mean grade of C-
- (iii) Diploma in mechanical Engineering (Welding & Fabrication) from a recognized institution.
- (iv) Have excellent interpersonal skills.
- (v) Certificate in Pedagogy/teaching skills from a recognized institution will be an added advantage.
- (vi) Registration by TVETA will be an added advantage.
- (vii) Proficiency in Computer applications.

### **C. DEPARTMENT OF ECONOMIC PLANNING.**

#### **1. SENIOR MONITORING AND EVALUATION OFFICER (PRINCIPAL ECONOMIST/ STATISTICIAN) JOB GROUP 'P'-1 POST.**

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

- i. Providing strategic leadership to the M&E unit, ensuring the development and implementation of robust monitoring and evaluation frameworks for the county.
- ii. Developing and oversee the implementation of a county M&E system.
- iii. Analysing of departmental and sectoral reports and coordination of Departmental M&E activities to ensure compliance with the M&E framework.
- iv. Timely preparation of M&E reports.
- v. Liaising with relevant stakeholders
- vi. Carrying out capacity building functions in relation to M&E.
- vii. Carrying out periodic evaluations of projects and programmes.
- viii. Performing any other duty that may be assigned by the supervisor.

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

- i. Be a Kenyan Citizen (Attach I.D)
- ii. KCSE Certificate with a minimum mean grade C+ (Plus).
- iii. A minimum of an Upper Second-Class Honors degree in Economics, or Economics and Mathematics, Economics and Statistics, Monitoring and Evaluation, Project Planning and Management or any other equivalent qualification from a recognized university /institution.
- iv. Served in the grade of Economist 1/ Statistician I, for at least three years or portrayed relevant work experience for accumulative number of five (5 years).
- v. Demonstrated merit and ability as reflected in work performance and result in Monitoring and Evaluation at senior level.

- vi. Proficiency in computer application
- vii. Monitoring and Evaluation certification from a recognized institution and experience working with NIMES will be an added advantage.
- viii. A member to a relevant professional body.

**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 **5<sup>th</sup> March 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.

