



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 **5th March 2024 at 5.00 pm.**

Below are the detailed job descriptions and requirements for appointments:

DEPARTMENT OF ECONOMIC PLANNING.

1.ECONOMIST II / STATISTICIAN II; JOB GROUP ‘K’ (1 POST)

(a) Duties and Responsibilities

- i. Formulating economic and statistical policies i.e. Economic Policy formulation, analysis, and reporting including the consolidation of the County Integrated Development Plans, Annual Development plans, and other planning documents.
- ii. Formulating development strategies.
- iii. Identifying, preparing, and evaluating development projects and programs and monitoring their implementation
- iv. Conducting feasibility studies, determining project viability, and setting project priorities.
- v. Collecting, collating, and analyzing data relating to the production and marketing of agricultural/ industrial products.
- vi. Compiling reports on specific assignments.
- vii. Drawing up survey questions and setting up control procedures for receiving returns and taking the necessary actions; and
- viii. Initiating, implementation, and appraisal of national, rural, or urban development strategies and projects.
- 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 with a minimum mean grade of C+

- (iii) A minimum of an Upper Second-Class Honors degree in Economics, Economics and Mathematics, Economics, and Statistics, Monitoring and Evaluation.
- (iv) Proficiency in computer applications.

2. MONITORING AND EVALUATION OFFICER (ECONOMIST II / STATISTICIAN II), JOB GROUP 'K' -POST.

The Monitoring and Evaluation Officer will play a pivotal role in the day-to-day M&E activities. An officer at this level will work under the close supervision of the Senior M&E officer.

a) Duties and Responsibilities.

- i. Collecting and analyzing data to assess program and project performance.
- ii. Assisting in the development and implementation of the M&E Framework, plans, and policies.
- iii. Preparing M& E reports on the findings and recommendations for improvement.
- iv. Collaborating with County Departments and program managers to ensure compliance with M&E frameworks.

(b) Requirements for Appointment.

- i) Must be a Kenyan Citizen (Attach ID)
- ii) KCSE Certificate with a minimum mean grade of C+
- iii) A minimum of an Upper Second-Class Honors degree in Economics, Economics and Mathematics, Economics, Statistics, Monitoring and Evaluation.
- iv) Proficiency in computer applications.

DEPARTMENT OF HEALTH SERVICES

1. CLERICAL OFFICER III, JOB GROUP 'F' SEVEN (7) POSTS

(a) Duties and Responsibilities

- i. Compiling statistical records;

- ii. Sorting, filing, and dispatching letters;
- iii. Maintaining an efficient filing system;
- iv. Computation of financial or statistical records based on routine or special sources of information; preparing payment vouchers;
- v. Compiling data and drafting simple letters.
- vi. 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
- iv) Proficiency in computer applications.

2. ASSISTANT OFFICE ADMINISTRATOR III, JOB GROUP ‘H’ TWO (2) POSTS

(a) Duties and Responsibilities

- i. Taking oral dictation;
- ii. Word and data processing;
- iii. Managing e-office.
- iv. Operating office equipment;
- v. Ensuring the security of office equipment, documents, and records;
- vi. Attending to visitors/clients;
- vii. Handling telephone calls and appointments;
- viii. Maintaining an up-to-date filing system in the office; supervision of office cleanliness;
- ix. Performing any other duty that may be assigned by the supervisor.

b) Requirements for Appointments

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

iii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:

- a) Shorthand II (minimum 80 w.p.m.);
- b) Typewriting III (50 w.p.m) Computerized Document Processing III;
- c) Business English II/ Communication I;
- d) Commerce II;
- e) Office Practice II;
- f) Office Management III/Office Administration and Management III;
- g) Secretarial Duties II;

iv) Proficiency in computer applications.

DEPARTMENT OF EDUCATION AND TRAINING.

1. ASSISTANT OFFICE ADMINISTRATOR III, JOB GROUP 'H' ONE (1) POSTS

(b) Duties and Responsibilities

- i. Taking oral dictation;
- ii. Word and data processing;
- iii. Managing e-office
- iv. Operating office equipment;
- v. Ensuring the security of office equipment, documents, and records;
- vi. Attending to visitors/clients;
- vii. Handling telephone calls and appointments;
- viii. Maintaining an up-to-date filing system in the office; supervision of office cleanliness;
- ix. Performing any other duty that may be assigned by the supervisor.

b) Requirements for Appointments

- i. Must be a Kenyan Citizen (Attach ID)
- ii. KCSE Certificate.
- iii. Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:

- i. Shorthand II (minimum 80 w.p.m.);
- ii. Typewriting III (50 w.p.m) Computerized Document Processing III;
- iii. Business English II/ Communication I;
- iv. Commerce II;
- v. Office Practice II;
- vi. Office Management III/Office Administration and Management III;
- vii. Secretarial Duties II;
- viii. Proficiency in computer applications.