



COUNTY GOVERNMENT OF NYERI

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

COUNTY PUBLIC SERVICE BOARD

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

1. Engineer II (Agricultural), JOB GROUP 'K' – 1 POST

a) Duties and Responsibilities

- i) Implementation of engineering activities
- ii) Implementation of programmes in soil and water conservation
- iii) Mechanization extension and agro-processing
- iv) Performing any other duty that may be assigned by the supervisor

b) Requirements for Appointment

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCPE and KCSE Certificate
- iii) A Bachelor of Science degree in a field of Agricultural Engineering such as Soil and Water, Mechanization/Farm Power, from a recognized institution.

2. Veterinary Officer JOB GROUP 'L' – 1 POST

a) Duties and Responsibilities

- i) Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- ii) Participating in the training of stakeholders in vector control programmes;
- iii) Treating sick animals;
- iv) Advising on good veterinary practices;
- v) Collecting data and preparing reports on animal health, products and markets;
- vi) Providing advices on animal breeding and welfare;
- vii) Undertaking post-mortem examinations and other diagnostic tests.
- viii) Performing any other duty that may be assigned by the supervisor

b) Requirements for Appointment

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCPE and KCSE Certificate
- iii) Have a Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution,
- iv) Be registered by the Kenya Veterinary Board.
- v) Be a member of a registered professional association representing the interests of veterinary surgeons.

DEPARTMENT OF HEALTH SERVICES

1. MEDICAL SOCIAL WORKER, JOB GROUP 'H' - 2 POSTS.

(a). Duties and Responsibilities

- An officer at this level will be a member of a health team addressing the psychosocial effects as related to the patient's diagnosis, prognosis, and future resettlement, and
- Counseling of patients especially in cases associated with pandemic diseases, illness, HIV/AIDS, epilepsy, etc.
- Performing any other duty that may be assigned by the supervisor

(b) Requirements for Appointment

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

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and Kenya Certificate of Secondary Education (KCSE) mean grade C.
- (iii) Diploma in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental health from a recognized institution; and
- (iv) Certificate in Counselling/drug addiction from a recognized institution.

2. ASSISTANT OCCUPATIONAL THERAPIST III, JOB GROUP 'H' - 2 POSTS

(a) Duties and Responsibilities

- Assessing and formulating the patient's treatment plan;
- Maintaining records and data relating to patients;
- Collecting data for operational research;
- Sensitizing the community on occupational therapy issues; and
- Preparing periodic reports.

- Performing any other duty that may be assigned by the supervisor

(a) Requirements for Appointment

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

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification;
- iii. Diploma in Occupational Therapy from a recognized institution.
- iv. Certificate of registration from the Occupational Therapy Council of Kenya (OTCK)
- v. A valid practicing license from the Occupational Therapy Council of Kenya (OTCK)

3. COMMUNITY ORAL HEALTH III, JOB GROUP 'H' - 6 POSTS

a) Duties and Responsibilities:

- Participating in oral health demonstrations, exhibitions and giving lectures to communities and schools;
- Collecting data for fluoride testing in water samples, analyzing and interpreting results and advising the relevant authorities accordingly.
- Diagnosis and treating of common dental conditions, temporary and permanent dental restorations, reducing simple fractures of jaws and extractions.
- Performing any other duty that may be assigned by the supervisor

(b) Requirements for Appointment

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

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCPE and Kenya Certificate of Secondary Education (KCSE) mean grade C;
- iii) Diploma in Community Oral Health from Kenya Medical Training College or its equivalent from a recognized institution.
- iv) Certificate of registration from the Kenya Medical Practitioners and Dentist Council.
- v) Valid practicing license from the Kenya Medical Practitioners and Dentist Council.
- vi) Must have undergone post-training internship for one year-attach evidence.

4. PHARMACIST JOB GROUP 'M' - 2 POSTS

(a) Duties and Responsibilities

- Screening prescriptions for legal validity, drug contraindications, drug interactions, appropriateness of dose, frequency and duration of dosing, and patient convenience;
- Preparing and dispensing medicine according to good dispensing practices and counseling patients on the use of medicines;
- Making extemporaneous preparations;
- Participating in ward rounds;
- Identifying medicinal gaps and challenges
- Maintaining a daily activity log book for recording all activities undertaken;

- Recommending over the counter (OTC) medicines for patients/clients with simple medical conditions and making necessary referrals;
- Making entries into the relevant inventory management records and registers.
- Performing any other duty that may be assigned by the supervisor

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCPE and KCSE Certificate
- iii) Bachelor of Pharmacy (B Pharm) from an institution recognized by the Pharmacy and Poisons Board
- iv) Successfully completed one (1) year internship from a recognized institution
- v) Certificate of registration by the Pharmacy and Poisons Board
- vi) Valid practicing license from the Pharmacy and Poisons Board.

5. DENTAL OFFICER, JOB GROUP ‘M’ TWO (2) POSTS

(a) Duties and Responsibilities

- Providing dental care including diagnosing common oral conditions, treating, prescribing, and referring;
- Carrying out minor oral and maxillofacial surgery;
- Prosthetics, and conservative dentistry;
- Facilitating admission, disease investigations of patients, report writing, and assisting in theatre activities;
- Collecting information on dental health information systems;
- Organizing discharge summaries and follow-up of patients;
- Acting as the first on call on duty, and
- Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

- i. Must be a Kenyan Citizen (Attach ID)
- ii. KCPE and 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.

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

1. CHIEF OFFICER ECONOMIC PLANNING, JOB GROUP ‘S’ -1 POST

a. Duties and Responsibilities

Reporting to the respective County Executive Committee Member, the Officer will be the Accounting and Authorized Officer for the Department and will also be responsible for the following;

- i) Day-to-day administration and coordination of the respective county department as provided under section 46;
- ii) Providing strategic policy direction for effective service delivery within the department;
- iii) Implementing policies and programs within the department;
- iv) Developing and implementing strategic plans and sector development goals including performance management;
- v) Formulating and implementing of effective programs to attain Vision 2030; and
- vi) Promoting and ensuring compliance with National Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- vii) Overseeing the management of finances, preparation of budget estimates, annual work plans and programs;
- viii) Maintaining effective collaboration and partnerships with other organs of the County, other Counties, and as well as the Private Sector;
- ix) Performing any other duties as may be assigned by the relevant Executive Committee Member from time to time.

b. Requirements for Appointment

- i) Be a Kenyan citizen and attach ID;
- ii) KCPE and KCSE certificates.
- iii) Be in possession of a first degree in a relevant field from a university recognized in Kenya.
- iv) Have ten (10) years of relevant professional experience; and at least five (5) years experience in a leadership position at a Senior Management level in a Public Service or Private Sector Organization;
- v) Have knowledge and experience in Programme Based Budgeting, Planning, and financial analysis.
- vi) Demonstrate a thorough understanding and commitment to the Values and Principles as outlined in Articles 10 and 232 of the Constitution of Kenya and an understanding of Vision 2030.
- vii) A Master's degree in a relevant field will be an added advantage.

2. DEPUTY DIRECTOR, REVENUE, JOB GROUP 'Q'- 1 POST-(RE-ADVERTISEMENT)

Reports to the Director of Revenue,

(a) Duties and responsibilities

- Collecting and receiving all revenue payable to the County;
- Accounting for all revenue collected;
- Ensuring the enforcement of revenue collection;
- Ensuring realization of county revenue targets;
- Ensuring safe custody and proper management of all revenue accountable documents;
- Advising on all matters relating to the administration and enforcement of the collection of County revenue;
- Preparing accounts in respect of the revenue collected, received, and recovered in a financial year;
- Maintaining records for all waivers granted as per requirement by the Public Finance Act;
- Developing strategies that ensure revenue enhancement;
- Putting in place internal controls that ensure the elimination of revenue leakages;
- Preparing statutory reports as per the required law;
- Supervising, training and developing 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) KCPE and 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 a Master's degree in any of the following: Commerce, Accounting, Business Administration, or Finance, from a recognized institution in Kenya.
- v) Be a holder of at least a degree in Commerce (Accounting or Finance option), and Business Administration Management (Accounting/finance option), from a university recognized in Kenya.
- vi) Passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent will be an added advantage.
- vii) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) will be an added advantage.
- viii) Attended a Management Course lasting not less than four (4) weeks from an Institution recognized in Kenya will be an added advantage.

3. DIRECTOR ICT- JOB GROUP 'R' (1 POST) -(RE-ADVERTISEMENT)

Reports to the Chief Officer, Finance and Accounting

(a) Duties and Responsibilities

- Ensuring implementation of ICT projects;
- Adhering 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

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCPE and 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) Master's degree in Computer Science or any other ICT-related discipline from a recognized Institution;
- v) 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;
- vi) Attended a Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized Institution will be an added advantage.
- vii) Demonstrate a high degree of competence in identifying, designing, and monitoring information technology projects.

4. PRINCIPAL ICT OFFICER-SOFTWARE MANAGEMENT: - 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;
- Reviewing and evaluating hardware maintenance feasibility studies and detailed specifications before implementation.

(b) Requirements for Appointment

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCPE and 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 will be an added advantage
- 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.

5. PRINCIPAL ICT OFFICER-HARDWARE MANAGEMENT: - JOB GROUP “N” (1 POST)

a) Duties and Responsibilities

- Coordinating systems development, Implementation, and maintenance;
- Ensuring the functionality, security, and efficiency of web infrastructure while optimizing loading speeds, and fixing issues.
- 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;
- Maintaining and managing websites and servers to meet user needs.

- 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.
- Coordinating with information systems managers in the departments to customize database solutions;
- Carrying out feasibility studies;
- Preparing progress reports of the hardware 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;
- Reviewing and evaluating hardware maintenance feasibility studies and detailed specifications before implementation.

b) Requirements for Appointment

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCPE and 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 will be an added advantage.
- 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.

DEPARTMENT OF GENDER, YOUTH, SPORTS AND SOCIAL SERVICES

1. DIRECTOR DISASTER MANAGEMENT - Job Group 'R' (1 Post) -(RE-ADVERTISEMENT)

Reports to the Chief Officer, Department of Gender, Youth, Sports and Social Services. The officer will be responsible for the following:

a. Duties and responsibilities

- i. Planning responses to emergencies and disasters to minimize risk to people and property;
- ii. Coordinating Disaster Risk Management programs, emergencies, policies, and strategies in the County.
- iii. Planning and directing disaster responses or crisis management activities;
- iv. Providing disaster preparedness training and emergency plans and procedures for natural disasters, fires, droughts, wartime, etc.;
- v. Organizing emergency response training programs for staff, volunteers, and first responders;
- vi. Reviewing emergency plans of individual departments such as medical facilities to ensure their adequacy;
- vii. Liaising with the national government agencies and civil society organizations for technical assistance;
- viii. Acting as a focal point in the best practices for replication and uptake by strategic partners and stakeholders.
- ix. Collaborating and networking with like-minded partners to build a culture of risk reduction and effective emergency response plans.
- x. Identifying capacity-building needs in the areas of peace and reconciliation;
- xi. Coordinating with relevant national government ministries, other counties, civil society, the private sector, local communities, and international development partners to enhance intervention;
- xii. Supervising staff and overseeing the smooth running of the department
- xiii. Establishing a unique County Emergency Operations Center (CEOC) for effective management and coordination of humanitarian emergencies
- xiv. Monitoring and Evaluating risk reduction programs
- xv. Reviewing, designing, and implementing targeted policies and programs to strengthen local platforms for trauma healing and reconciliation and conduct Monitoring and Evaluation;

- xvi. Preparing and submitting monthly, quarterly, and annual reports to the Chief officer and County Administration
- xvii. Performing any other duty as may be assigned from time to time by the supervisor.

b. Requirements for appointment

For appointment to this grade, an officer must have:

- i. Be a Kenyan citizen (attach ID)
- ii. KCPE and KCSE Certificate
- iii. Relevant working experience of a minimum of ten (10) years in the private sector or served in a comparable and relevant position in the Public Service for a minimum period of seven (7) years;
- iv. Possess a Bachelor's degree in Peace and Conflict Resolution, Disaster and safety management, Security and Strategic Studies, Disaster Management and International Diplomacy, Disaster mitigation and sustainable development, Development Studies, Community Development, Counselling Psychology, Bachelor of Arts in Disaster Risk Management, Bachelor of Science in Disaster Risk Management.
- v. Possess a Master's degree in a relevant field of peace and conflict resolution, disaster and safety management, security and strategic studies, disaster management and international diplomacy Disaster mitigation and sustainable development, Development Studies, Community Development, Community Health Counselling Psychology.
- vi. A Certificate in Senior Management Course lasting not less than six (4) weeks from a recognized institution in Kenya will be an added advantage.

Remuneration: As per Salaries and Remuneration Commission (SRC)

Terms of Employment: Three (3) Years Contract.

How to Apply

A Hard copy of the duly filled Employment Form together with copies of all academic and professional certificates together with testimonials should be sent or hand delivered to:

**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 10th September 2024, 5.00 pm.

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 County Public Service Board or police for appropriate action.
3. The County Government of Nyeri is an equal opportunity employer and hence Persons Living with disability, marginalized and minorities are also encouraged to apply.
4. Only the short-listed candidates will be contacted by the Board

