



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 and pensionable 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 2023/2024, 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 **10th September 2024**
at 5.00 pm.

Below are the detailed job descriptions and requirements for appointments:

DEPARTMENT OF WATER, ENVIRONMENT AND CLIMATE CHANGE

1. ADMINISTRATION OFFICER III, JOB GROUP 'H' (2 POSTS)

(a) Duties and Responsibilities

Operational Responsibilities

- Planning of office accommodation and layout;
- Facilitating transport and traveling services;
- Maintaining and updating furniture and office equipment inventory;
- Facilitating movement of assets;
- Facilitating general maintenance of buildings and furniture;
- Facilitating logistics for meetings, conferences, and other special events;
- Collecting and collating data on developmental activities
- providing input in organization public participation awareness at the local level;
- Performing any other duty that may be assigned by the supervisor

Requirements for Appointment

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCPE and KCSE Certificate
- iii) Diploma in any of the following disciplines: - Public Administration, Business Administration/Management, Community Development, or any other Social Studies from a recognized Institution;
- iv) A minimum of three (3) years of work experience in public service.

OFFICE OF THE COUNTY ATTORNEY

1. Legal Officer I, Job Group 'M' – 3 Posts

a) Duties and Responsibilities

- In-person representation of the county government in Court;
- Monitoring representation by external counsel;
- Linking staff designated as witness to counsel and providing advice on proceedings in court;
- Rendering legislative support to departments and/or directorates within the county government;

- Rendering advice to the county government;
- Vetting, drafting, and interpreting legal documents; and
- Performing any other duty that may be assigned by the supervisor

b) Requirements of appointment

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCPE and KCSE Certificate
- iii) Be an advocate of the High Court of Kenya with a valid practicing certificate
- iv) Possesses a Postgraduate Diploma in Law from the Kenya School of Law;
- v) Possesses a Bachelors of Law (LL. B) degree from a recognized University;
- vi) A minimum of three (3) years of work experience post-admission.

2. Office Administrative Assistant II, Job Group H – 2 Posts

a) Duties and Responsibilities

- Handling and managing front office clients;
- Filing of legal documents in court registries;
- Service of legal documents and processes;
- Cataloguing and filing of case files;
- Attending court registries to peruse file proceedings/records;
- Providing support in compliance and legal risk management;
- General administrative duties such as dispatch of letters and documents;
- Performing any other duty that may be assigned by the supervisor

b) Requirements of appointment

- i) Possesses a minimum Diploma in Business Administration or Business Management from a recognized institution OR a higher diploma in Front Office Operation and Administration;
- ii) KCPE and KCSE Certificate; attained a C- (minus) mean grade in Kenya Certificate of Secondary Education (KCSE).
- iii) A minimum of three (3)years of work experience in public service.
- iv) Have knowledge of court procedures will be an added advantage.

- v) Demonstrate competence in process service and possession of a process service certificate from the High Court to be considered an added advantage.

DEPARTMENT OF HEALTH SERVICES

1. CLERICAL OFFICER III, JOB GROUP 'F' (5) 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 'D' (9) 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

3. HUMAN RESOURCE MANAGEMENT ASSISTANT III JOB GROUP 'H' 2 POSTS

a) **Duties and Responsibilities**

This is the entry and training grade for the Assistant Human Resource Management officers' cadre. An officer at this grade will perform a variety of Human Resource Management duties of limited scope and complexity under the guidance and supervision of a more senior officer in a medium-sized department or in a section within the Human Resource Division. Specific duties and responsibilities will entail verification of information relating to recruitment, appointment, transfers, Human Resource Management records, and complement control; processing cases for Human Resource and supervising and guiding clerical staff in the Division/Section

b) **Requirements for Appointment**

For appointment to this grade, Candidate must have;

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCSE /KACE certificate
- iii) A Diploma in Public/Business Administration, Human Resource/Personnel Management
- iv) A minimum of three years of working experience in the public service.