



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 **22nd November 2024** at **5.00 pm.**

Below are the detailed job descriptions and requirements for appointments:

DEPARTMENT OF AGRICULTURE, LIVESTOCK, AND AQUACULTURE DEVELOPMENT

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

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. KCPE Certificate.
- ii. KCSE Certificate
- iii. 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.
- iv. 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;
- v. 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;
- 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 the livestock sector in the County.

viii. Registration with the Animal Production Society of Kenya will be an added advantage.

2. DIRECTOR VETERINARY SERVICES, JOB GROUP 'R' (1 Post)-RE-ADVERTISEMNT.

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. KCPE Certificate
- iii. KCSE Certificate
- iv. Possess a Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution;
- v. 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;
- vi. Have a minimum of Seven (7) years' experience in relevant work and at least three (3) years in the managerial position in the Public Service or in the Private Sector;
- vii. Be registered by the Kenya Veterinary Board (if a veterinary Doctor);
- viii. Have a certificate in computer applications
- ix. Have demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals policies, objectives and ability to relate them to proper management of veterinary services in the County.

DEPARTMENT OF HEALTH SERVICES

1. CLERICAL OFFICER III, JOB GROUP 'F' (3) POSTS-RE-ADVERTISEMENT

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