



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 2024/2025, 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 **20th June, 2025 at 5.00 pm.**

DEPARTMENT OF COUNTY PUBLIC SERVICE AND SOLID WASTE
MANAGEMENT

1.DIRECTOR - SOLID WASTE MANAGEMENT, JOB GROUP 'R' (1 Post)

a. Duties and Responsibilities

- i. Planning and budgeting for the Directorate resources;
- ii. Overseeing the development of strategic/work plans, performance targets and contracts in the Department;
- iii. Monitoring the implementation of projects and programmes;
- iv. Developing strategies, procedures, processes and action plans for effective management of waste management services;
- v. Preparing and effecting research proposals on waste Management;
- vi. Preparing and effecting proposals for resource mobilization;
- vii. Identifying relevant partners and agencies in support of Solid Waste Management programmes and projects
- viii. Monitoring and evaluating the implementation of statutory provisions and other relevant legislations on Environment;
- ix. Implementing Environmental policies, guidelines, standards and procedures and programmes;
- x. Promoting best environmental practices in the County
- xi. Collating and disseminating of waste management information;
- xii. Coordinating mobilization of the public to participate in environmental activities; and
- xiii. Performing any other duties as may be assigned by the supervisor.

b. Requirements for Appointment

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Bachelor's degree in either Environmental Health or Public Health or Environmental Studies from a recognized institution
- iv. Master's Degree in any of the following: Environmental Health, Public Health, Community Health, Solid Waste Management or Environmental Studies from a recognized institution in Kenya;
- v. Certificate in Strategic Leadership Development Programme from a recognised institution will be an added advantage;

- vi. Demonstrate high degree professional competence and administrative capability required for the effective planning, direction, control and coordination of the waste management function;
- vii. Must have served for at least seven (7) years in a relevant area, three (3) of which must be in middle level management.
- viii. Compliance with Chapter Six of the Constitution of Kenya.
- ix. Valid practicing licence from a relevant and recognized professional body;
- x. Registration with a relevant professional body will be an added advantage.
- xi. Project Management skills will be an added advantage.

2. PRINCIPAL ASSISTANT PUBLIC HEALTH OFFICER/ PRINCIPAL PUBLIC HEALTH OFFICER, JG - N (1 Post)

a. Duties and Responsibilities

Duties and responsibilities include:

- i. Monitoring and evaluating risks on environmental / waste management;
- ii. Coordinating effective and sustainable waste management programmes;
- iii. Coordinating community-based sanitation programmes;
- iv. Carrying out surveillance on environmental health pollutants and advising on effects and preventive measures;
- v. Liaising with other stakeholders in carrying out disaster preparedness and response;
- vi. Promoting modern information and communication technology in the provision of Solid Waste Management services.
- vii. Coordinating the implementation and enforcement of laws and policies related to Solid Waste Management;
- viii. Monitoring and evaluating compliance to sanitation standards in dwellings, commercial premises and work places;
- ix. Compiling and analysing of sanitation data and reports;
- x. Identifying Solid Waste and Sanitation research needs;

b. Requirements for Appointment

- i. Bachelor's Degree in Environmental Health/Management or Public Health or

Community Health from a recognized Institution;

OR

- i. Diploma in either Environmental Health Science or Public Health from a recognized institution
- ii. Registered and in good standing with Public Health Officers and Technician Council or other relevant professional body;
- iii. Certificate of competence from the Association of Public Health Officers;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Demonstrate professional competence and ability as reflected in work performance and results; and
- vi. Served in the field of Public Health / environment for a minimum period of three (3) years;

3. CHIEF HUMAN RESOURCE MANAGEMENT OFFICER I, JG - N (1 Post)

(a) Duties and Responsibilities

A Chief Human Resource Management Officer I, will co-ordinate a number of sections in the Human Resource Management Department. Duties and responsibilities will depend on the area of deployment and will entail:

- i. Planning, co-ordinating, organizing and directing of human resource management services;
- ii. Analyzing the staffing levels and making proposals for succession planning;
- iii. Providing guidance on analysis, utilizing and proper deploying of human resource;
- iv. Analyzing staff progression and making proposals for career development;
- v. Ensuring the correct interpretation and implementation of human resource policies/regulations;
- vi. Identifying training needs and designing training projections for staff in the County Government;

- vii. Researching into and identifying areas of policy review in Human Resource Management.
- viii. Supervising, guiding, counseling, mentoring, training and developing of staff working under him/her; and
- ix. Performing any other human resource duties as may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. A Bachelor's degree in any of the following Human Resource Management/Personnel Management, Industrial Relations, Public/Business Administration from a recognized university/institution;
- ii. Served as a Human Resource Management Officer for at least six (6) years;
- iii. Shown merit and ability in work performance and results;
- iv. Registration with the Institute of Human Resource will be an added advantage.

4. CHIEF HUMAN RESOURCE MANAGEMENT OFFICER, II JG 'M' (2 post)

a. Duties and Responsibilities

- v. Planning human resource management services;
- vi. Co-ordinating human resource services in the areas of recruitment and promotion; complement control; staff training and development; employment relations and welfare; and remuneration and staff welfare;
- vii. Identification of training needs in the County Government;
- viii. Designing training projections for staff in the County government;
- ix. Organizing various training courses/seminars for the County staff;
- x. Monitoring and evaluating of courses undertaken by staff;
- xi. Researching into and identifying areas of policy review in Human Resource Activities in the County.
- xii. Supervising, guiding, counseling, mentoring, training and developing of staff working under him/her; and
- xiii. Performing any other duties as may be assigned from time to time.

(c) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. A Bachelor's degree in any of the following Human Resource Management/Personnel Management, Industrial Relations, Public/Business Administration from a recognized university/institution;
- ii. Served as a Human Resource Management Officer for at least five (5) years;
- iii. Registration with the Institute of Human Resource will be an added advantage.

OR

- i. CPS II. or a Diploma in Human Resource Management, Industrial Relations, Business Administration or Public Administration;
- ii. Served as a Human Resource Management Officer for at least six (6) years;
- iii. Registration with the Institute of Human Resource will be an added advantage.

5. HUMAN RESOURCE MANAGEMENT OFFICER/ASSISTANT I, JG K (2 post)

a. Duties and Responsibilities

- i. Handling Human Resource Management matters in the area of deployment;
- ii. Provision of guidance and advice on human resource matters within established policies, rules and regulations;
- iii. Supervision, guidance, counseling, mentoring, and training and development in the unit; and
- iv. Performing any other human resource duties as may be assigned from time to time;

b. Requirements for Appointment

For appointment to this grade, an officer must have:

- i. A Bachelor's degree in any of the following Human Resource Management/Personnel Management, Industrial Relations,

Public/Business Administration from a recognized university/institution;

- ii. Served as a Human Resource Management Officer for at least three (3) years;
- iii. Shown merit and ability in work performance and results; and
- iv. Registration with the Institute of Human Resource will be an added advantage.

OR

- xii. A Diploma in any of the following Human Resource Management/Personnel Management, Industrial Relations, Public/Business Administration from a recognized university/institution;
- xiii. Served as a Human Resource Management Officer for at least four (4) years;
- xiv. Shown merit and ability in work performance and results;
- xv. Registration with the Institute of Human Resource will be an added advantage.

6. SENIOR RECORDS MANAGEMENT OFFICER, JG 'L' (1 Post)

a. Duties and Responsibilities

Duties and responsibilities will entail:

- i. Ensuring that files are well maintained and documents are carefully handled;
- ii. Ensuring correspondence and bring-ups are checked and appropriate action taken;
- iii. Ensuring that received mails are acted upon sorted, and dispatched and related registers are maintained.
- iv. Ensuring security of information, documents, files and office equipment;
- v. Supervising, guiding, and developing staff working under him/her; and
- vi. Initiating appraisal and disposal of files/documents in liaison with National Archives and Documentation Services;

b. Requirements for Appointment

For appointment to this grade, an officer must have:

- i. A Bachelor's degree in Information Science/Records Management from a recognized institution.
- ii. Served in the grade of Records Management Officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- iii. shown merit and ability as reflected in work performance and results.

7. RECORDS MANAGEMENT OFFICER II, JG 'J' – (1 post)

a. Duties and Responsibilities

Duties and responsibilities entail;

- i. Ensuring security of files and documents;
- ii. Renewing file covers;
- iii. Ensuring proper handling of documents,
- iv. Attending to pending correspondence and bring-ups;
- v. Receiving and dispatching letters and maintaining related registers;
- vi. Preparing disposal schedules and disposing dead files in accordance with relevant Government regulations.

b. Requirements for Appointment

For appointment to this grade, a candidate must be in possession of

- i. A Bachelor's degree in Information Science/Records Management from a recognized institution.
- ii. Served in the Records Management Office or in a comparable and relevant position for a minimum of three (3) years; and
- iii. Shown merit and ability as reflected in work performance and results.

8. RECORDS MANAGEMENT OFFICER III, JG 'H' (2 Post)

a. Duties and Responsibilities

- i. An officer at this level officer will work under supervision of a more senior officer.
- ii. Specific duties and responsibilities will include receiving, sorting, opening, filing, minuting and distributing of mail; dispatching of mail; and guiding on files disposal.

b. Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C plain from the Kenya National Examinations Council (KNEC) or equivalent qualifications from a recognized institution; and
- ii. Diploma in Records/Information Management from a recognized institution.

9. PRINCIPAL ASSISTANT OFFICE ADMINISTRATOR JG 'N' (1 post)

a. Duties and Responsibilities

Duties and responsibilities will entail;

- iv. Taking oral dictation
- v. Using e-office to research and process data;
- vi. Operating office equipment;
- vii. Attending to visitors/clients;
- viii. Handling telephone calls;
- ix. Handling customer inquiries and complaints;
- x. Coordinating schedules of meeting and appointments;
- xi. Co-ordinating travel arrangements;
- xii. Ensuring security of office records, equipment and documents including classified materials;

- xiii. Ensuring security, integrity and confidentiality of data;
- xiv. Establishing and monitoring procedure for record keeping of correspondences and files movements;
- xv. Maintaining an up-to-date filing system in the office;
- xvi. Preparing responses to routine correspondence;
- xvii. Managing office protocol and etiquette;
- xviii. Managing petty cash and any other office administrative service duties that may be assigned;
- xix. In addition, the officer will guide and supervise other office administrative services personnel.

b. Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Chief Assistant Office Administrator for a minimum period of three (3) years, or an Assistant Office Administrator for five (5) Years;
- ii. Diploma in Secretarial Studies from the Kenya National Examination Council;

OR

Business Education Single and Group Certificated (BES & GC) Stage I, II and III from the Kenya National Examinations Council in the following subjects:

- Shorthand III (minimum 120 w.p.m.);
 - Typewriting III (50 w.p.m.)/Computerized Document Processing III;
 - Business English III/Communication II;
 - Office Practice II;
 - Commerce II;
 - Office Management III/Office Administration and Management III;
 - Secretarial Duties II;
- ii. Certificate in Secretarial Management Course lasting not less than three (3) weeks from Kenya School of Government or any other recognized

- institution;
- iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Demonstrated professional competence in office administrative services.

10. OFFICE ADMINISTRATIVE ASSISTANT III JG 'G' (2 Post)

a. Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Taking oral dictation;
- ii. word and data processing from manuscripts;
- iii. operating office equipment;
- iv. ensuring security of office equipment, documents and records;
- v. attending to visitors/clients;
- vi. handling telephone calls and appointments; and
- vii. undertaking any other office administrative duties that may be assigned.

b. Requirements for Appointment

- i. Kenya Certificate of Education mean grade C-(minus) from a recognized institution;
- ii. Business Education Single and Group Certificated (BES & GC) from the Kenya National Examination Council in the following subjects:
 - i. Typewriting II (minimum 40 w.p.m.)/Computerized Document processing II;
 - ii. Business English I/Communications I;
 - iii. Office Practice I;
 - iv. Commerce I;

OR

- i. Craft Certificate in Secretarial; studies from the Kenya National Examination Council

