



**COUNTY GOVERNMENT OF NYERI
OFFICE OF THE GOVERNOR**

VACANCY

Pursuant to the provisions of Section 44 of the County Governments Act, Revised Edition [2020] 2012, the County Secretary Recruitment Selection Panel wishes to consider applications from suitably qualified, result oriented and motivated Kenyan Citizens for the appointment of the following position: -

Vacancy No: 001

Position: County Secretary

Job Group: "T"

Terms of Service: Contract

Remuneration: As recommended by the Salaries and Remuneration Commission

KEY DUTIES AND RESPONSIBILITIES:

The holder of the position will be responsible for:

1. Provide leadership in setting strategic policies aimed at enhancing service delivery within the county.
2. Arrange business and maintain minutes of the County Executive Committee as directed by the Governor and the Committee.
3. Communicate resolutions of the County Executive Committee to relevant departments and ensure proper implementation tracking.
4. Build and sustain strong collaboration with National Government ministries, development partners, NGOs, and other stakeholders.
5. Oversee prudent and efficient management of county resources.
6. Interpret and supervise the implementation of national and county-level policies.
7. Coordinate activities, programs, and projects across various county departments and sectors.
8. Perform any other functions as may be directed by the County Executive Committee or the Governor

REQUIREMENTS FOR APPOINTMENT

1. Be a Kenyan Citizen.
2. Hold a Bachelors degree from a University recognized in Kenya.
3. Have at least ten (10) years of relevant professional experience
4. Have at least five (5) years of experience in a leadership position at the senior management level in a public service or private sector organization
5. Must meet the requirements of leadership and integrity as prescribed in Chapter Six of the Constitution.

CORE COMPETENCIES

The following core competencies and skills will be an added advantage;

1. Qualification as a certified secretary
2. Knowledge and experience in policy making
3. Ability to transform political vision/manifesto into implementable Government Policies
4. Capability to head teams towards institutional systems and structure development
5. Proven track record in Human Resource Management
6. Strong leadership skills
7. Public communication and citizen engagement

NOTE:

Successful candidate (s) will be required to submit the documents listed below to comply with the requirements of Chapter Six (6) of the Constitution of Kenya, 2010:

1. Certificate of good conduct from the Directorate of Criminal Investigation
2. Clearance Certificate from the Higher Education Loans Board
3. Tax Compliance Certificate from the Kenya Revenue Authority
4. Clearance from Ethics & Anti-Corruption Commission
5. A report from an approved Credit Reference Bureau

HOW TO APPLY

- (a) All applications should be accompanied by a copy of National ID Card or Passport, a detailed CV, copies of all relevant certificates (including Transcripts), testimonials and other relevant supporting documents.
- (b) The position applied for should clearly be indicated on top of the envelope, and submitted through: -
- i. Hand-delivered to the Office of the Governor.
- Or**
- ii. Emailed in PDF format to: selectionpanel.countysec@nyeri.go.ke
- Or**
- iii. Posted to the address below.

**The Chairperson,
County Secretary Selection Panel, County Government of Nyeri,
P.O Box 1112 -10100, NYERI.**

The deadline for receipt of all applications is on or before **25th August 2025 at 5.00p.m**

For More information visit: info@nyeri.go.ke

THE COUNTY GOVERNMENT OF NYERI IS AN EQUAL OPPORTUNITY EMPLOYER

