



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 the Departments.

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 **17th October, 2025, at 5.00 pm.**

DEPARTMENT OF COUNTY PUBLIC SERVICE AND SOLID WASTE
MANAGEMENT

1. 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 of 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 Diploma in Information Science/Records Management from a recognized institution.
- ii. Served in the Records Management III 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.

2. RECORDS MANAGEMENT OFFICER III, JG 'H' (1 Post)

a. Duties and Responsibilities

- i. An officer at this level will work under the supervision of a more senior officer.

- ii. Specific duties and responsibilities will include receiving, sorting, opening, filing, minuting, and distributing mail; dispatching of mail; and guiding on file disposal.

b. Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Kenya Certificate of Secondary Education (KCSE) or equivalent qualifications from a recognized institution; and
- ii. Diploma in Records/Information Management from a recognized institution.

3. 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 Secondary Education (KCSE) or its equivalent 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

DEPARTMENT OF MEDICAL SERVICES AND PUBLIC HEALTH

1. Registered Nurse (Critical Care) I, Job Group 'K' - Nine (9) Posts

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Assessing, planning, implementing nursing interventions, and evaluating patients' outcomes;
- ii. Providing appropriate healthcare service, including integrated management of childhood illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs;
- iii. Referring patients and clients appropriately;
- iv. Facilitating patients' admission and initiating discharge plans;
- v. Maintaining records on patients'/clients' health condition and care;
- vi. Ensuring a tidy and safe clinical environment; and
- vii. Collecting and compiling data.

(b) Requirements for Appointment

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

- i) Higher Diploma in Kenya Registered in Critical Care Nursing.
- ii) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery, or Kenya

Registered Nursing/Mental Health and Psychiatry from a recognized institution;

- iii) Registration Certificate issued by the Nursing Council of Kenya;
- iv) Valid practicing license from the Nursing Council of Kenya; and
- v) Computer Proficiency.

DEPARTMENT OF GENDER, YOUTH, SPORTS AND SOCIAL SERVICES

ADMINISTRATION OFFICER III, JOB GROUP 'H'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- a. Facilitating logistics for meetings, conferences, Management of office protocol, and other special events
- b. Word, data processing, and managing the office
- c. Maintaining an up-to-date filing system in the office
- d. Ensuring the security of office records, documents, and equipment
- e. Maintaining and updating furniture and office equipment inventory
- f. Facilitating movement of assets
- g. Facilitating general maintenance of buildings and furniture; and
- h. Collecting and collating data on developmental activities; and
- i. Providing input in organizing public participation awareness at the local level
- j. Handling telephone calls and appointments;
- k. Supervising office cleanliness.
- l. Performing any other office administrative duty that may be assigned by the Supervisor

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) KCPE and KCSE Certificate
- (ii) Diploma in any of the following disciplines: - Public Administration; Business Administration/ Management, Community Development, Secretarial Studies, or any other social Science from a recognized institution
- (iii) Computer proficiency.