



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90 – 10100
Telephone 0745 342 000

COUNTY PUBLIC SERVICE BOARD

EXTERNAL ADVERTISEMENT

RE: ADVERTISEMENT FOR VACANT POSITIONS

The County Government of Nyeri wishes to recruit competent and qualified persons to fill the following positions:

A. DEPARTMENT OF AGRICULTURE, LIVESTOCK & AQUACULTURE

1.AGRICULTURAL OFFICER, JOB GROUP ‘K’ – 4 POSTS

a. Duties and Responsibilities

An officer at this level will be deployed in the sub-county to coordinate activities in one of the following areas;

- i) Undertaking crop production,
- ii) Assisting in land development,
- iii) Undertaking agricultural extension and project management,
- iv) Managing information desk within the sub county.
- v) Performing any other duty that may be assigned by the supervisor

b. Requirements for Appointment

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCPE and KCSE Certificate (Attach certificates)
- iii) A Bachelor of science degree in any of the following fields; Agriculture, Horticulture, Agricultural Extension and Education, Agribusiness Management and Agricultural Economics from a recognized institution
- iv) Relevant experience of two years and above (Attach evidence).

2. ASSISTANT AGRICULTURAL OFFICER III, JOB GROUP ‘H’- 3 POSTS

a) Duties and Responsibilities

An officer at this level will be deployed at the ward to

- i) Training and advising farmers on matters related to crop production, Land development and planning and management of demonstration plots.
- ii) Performing any other duty that may be assigned by the supervisor

b) Requirements for appointment

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCPE and KCSE Certificate (Attach certificates)
- iii) Have a diploma in any of the following fields: Agriculture, Agriculture Education and Extension, Horticulture, Farm Management and Coffee Technology and cupping from a recognized institution.
- iv) Relevant experience of two years and above (Attach evidence).

3. LIVESTOCK PRODUCTION OFFICER, JOB GROUP “K”- 3 POSTS

a) Duties and responsibilities will include

- i. Providing technical advice in animal production, livestock marketing, range management, apiculture, and ranching and to promote economic livestock farming.
- ii. Assisting in organizing extension activities including field days, field demonstrations, farmer field schools and farm visits.
- iii. Performing any other duty that may be assigned by the supervisor.

b) Requirements for Appointment

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach certificates)
- iii. A Bachelor of Science degree in any of the following disciplines: Animal Science/Animal Production, Food Science and Technology, Dairy Science/Technology, Animal Health and Production from a recognized Institution in Kenya.

- iv. Relevant experience of two years and above (Attach evidence).

4. ASSISTANT LIVESTOCK PRODUCTION OFFICER III, JOB GROUP “H”- 3 POSTS

a) Duties and Responsibilities

Specific duties and responsibilities will include,

- i. Assisting in organizing and executing livestock extension duties at this level.
- ii. They can also be deployed as subject matter specialists in fields such as poultry, sheep & goats, apiculture and dairy production.
- iii. The activities at this level will entail assisting in designing livestock enterprise plans, and
- iv. Assisting in training sub-Locational and Locational staff and farmers.

b) Requirements for Appointment

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach certificates)
- iii. Diploma in any of the following fields: Animal Husbandry, Dairy Science and Technology, Food Science and Technology, Apiculture, Animal Health and Production, and Range Management/Farm Management from a recognized Institution in Kenya.
- iv. Relevant experience of two years and above (Attach evidence).

5. ANIMAL HEALTH ASSISTANT II, JOB GROUP ‘G’ (5) Posts

a) Duties and Responsibilities

- i) Participating in disease research and reporting;
- ii) Demonstrating and training on milking techniques;
- iii) Demonstration of external parasite control techniques such as dipping, spraying and dusting;
- iv) Carrying out vaccination and undertaking closed castration, dehorning, deworming, disbudding, docking, de-beaking, hoof trimming and meat inspection
- v) 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 (Attach certificates)
- iii. A certificate lasting not less than two (2) years in either Animal Health or Animal Health and Production from a recognized institution in Kenya.
- iv. Be registered by the Kenya Veterinary Board (KVB) and be retained in the register.
- v. Be licensed by the KVB with a valid practicing license
- vi. A Certificate in meat inspection from a recognized Institution will be an added advantage.
- vii. Relevant experience of two years and above (Attach evidence).

6. FISHERIES OFFICER, JOB GROUP 'K'- 4 Posts

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- i. Receiving and compiling fisheries-related statistical data from field officers;
- ii. Analysing fisheries data and preparing reports;
- iii. Assisting in monitoring, control, and surveillance of the fisheries resources;
- iv. Undertaking fisheries extension activities;
- v. Maintaining ponds at fish farms and hatcheries;
- vi. Inspecting fish and fish handling facilities at fish landing sites, markets, and farms;
- vii. Assisting in the promotion of fish marketing and value addition.
- viii. Performing any other duties as may be assigned by the supervisor.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. (i) Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach certificates)
- iii. Bachelor's degree in any of the following fields: Fisheries, Aquatic Sciences, Natural Resource Management, Applied Biology,

Environmental Science, Biological Sciences, Dryland Agriculture and Enterprise Development.

- iv. Relevant experience of two years and above (Attach evidence).

7. ASSISTANT FISHERIES OFFICER III, Job Group 'H' (1 POST)

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Assisting in delivering extension services including conducting field days and training fishers;
- ii. Collecting and compiling fisheries statistical data;
- iii. Participating in fish quality assurance activities and marketing; and
- iv. Value addition

b) Requirements for Appointment

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

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach certificates)
- iii. A Diploma certificate in either Fisheries management, Aquatic Sciences, Applied Biology, Natural resource management from a recognized institution.
- iv. Relevant experience of two years and above (Attach evidence).

8. Veterinary Officer, Job Group 'L' – 2 Posts

c) Duties and Responsibilities

- i) Undertaking disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- ii) Participating in the training of stakeholders in vector control programmes;
- iii) Treating sick animals;
- iv) Advising on good veterinary practices;
- v) Collecting data and preparing reports on animal health, products and markets;
- vi) Providing advices on animal breeding and welfare;
- vii) Undertaking post-mortem examinations and other diagnostic tests.

viii) Performing any other duty that may be assigned by the supervisor

d) Requirements for Appointment

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCPE and KCSE Certificate (Attach certificates)
- iii) Have a Bachelors of Veterinary Medicine (BVM) Degree from a recognized institution,
- iv) Be registered by the Kenya Veterinary Board (KVB) and be retained in the register.
- v) Be a member of a registered professional association representing the interests of veterinary surgeons.
- vi) Be licensed by KVB with a valid practicing license.
- vii) Relevant experience of two years and above (Attach evidence).

9. Assistant Animal Health Officer IIII, Job Group 'H' (4 Posts)

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Participating in animal health field demonstrations and agricultural shows;
- ii. participating in sample collection and dispatch, inspecting livestock routes;
- iii. Collecting data and writing technical reports; demonstrating and training on milking techniques and external parasite control such as dipping, spraying and dusting;
- iv. Carrying out vaccinations, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, de-beaking and hoof trimming;
- v. Carrying out simple treatment of animals; participating in animal disease search and reporting;
- vi. Keeping records on animal breeding, animal health, milk production, dipping data, maintaining dairy units and meat inspection
- vii. Performing any other duty that may be assigned by the supervisor

(b) Requirements for appointment

For appointment to this grade, an officer must have: -

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach certificates)
- iii. A Diploma in any of the following disciplines: - Animal Health, Animal Health and Production, Veterinary Public Health and Meat Technology.
- iv. Be registered by the Kenya Veterinary Board and be retained in the register
- v. A Certificate in meat inspection from a recognized institution will be an added advantage
- vi. Be licensed by the KVB with a valid practicing license.
- vii. Relevant experience of two years and above (Attach evidence).

10. Engineer II (Agricultural), Job Group 'K' – 1 Post

a) Duties and Responsibilities

- i) Implementation of engineering activities
- ii) Implementation of programmes in soil and water conservation
- iii) Mechanization extension and agro-processing
- iv) Performing any other duty that may be assigned by the supervisor.

b) Requirements for Appointment

- v) Be a Kenyan Citizen (Attach ID)
- vi) KCPE and KCSE Certificate (Attach certificates)
- vii) A Bachelor of science degree in in a field of Agricultural Engineering such as Soil and Water, Mechanization/Farm Power, from a recognized institution.
- viii) Relevant experience of two years and above (Attach evidence).

11. Inspector (Agriculture), Job Group 'H' – 1 Post

a) Duties and Responsibilities

- i. Duties and responsibilities will involve provision of agricultural engineering works, services, and mechanization extension.
- ii. Performing any other duty that may be assigned by the supervisor

b) Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach certificates)
- iii. Diploma in a field of Agricultural Engineering such as Soil and Water, Mechanization/Farm Power from a recognized institution;
- iv. Relevant experience of two years and above (Attach evidence).

12.Plant Mechanic III, Job Group “D” - 1 Post

a. Duties and Responsibilities

An officer at this level will be deployed at Agricultural Machinery Service –where they will be involved in; -

- i. Minor services of plant machinery and farm tractors,
- ii. Care for and maintenance of tools of the trade; and
- iii. Maintaining cleanliness of the workplace.
- iv. Performing any other duty that may be assigned by the supervisor

b. Requirements for appointment

For appointment to this grade, a candidate must

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate with a mean grade D+ (Plus) (Attach certificates)
- iii. Have Plant Mechanics National Trade Test Certificate Grade III/ apprentice Certificate awarded by the Directorate of Industrial Training or its equivalent and relevant qualification from a recognized institution.
- iv. Relevant experience of two years and above (Attach evidence).

13.Plant Operator III, Job Group “D”- I Posts

Duties and Responsibilities

Duties and responsibilities at this level will entail

- i. Operating machines of 'difficult rating' C;
- ii. Assisting machine attendants in identifying possible breakdowns;
- iii. Liaising with mechanics for servicing;
- iv. Making daily and weekly oil checks;
- v. Maintaining the cleanliness of the plants.
- vi. Performing any other duty that may be assigned by the supervisor

Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate with a mean grade of grade D plain (Attach certificates)
- iii. Have passed the Suitability Test for Plant Operators Grade III;
- iv. Possess a valid driving license free from current endorsements for class(es) of machine(s) that one may be required to operate;
- v. Be able to operate at least two (2) Plants of "difficult rating" C;
- vi. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John ambulance or the Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution.
- vii. Relevant experience of two years and above (Attach evidence).

B. OFFICE OF THE COUNTY ATTORNEY

1. County Solicitor, Job Group 'S', - One (1) Post

a. Duties and Responsibilities

Duties and responsibilities entail;

- i. The County Solicitor shall be the Principal Assistant of the County Attorney in the execution of the functions of the office of the County Attorney;
- ii. On behalf of the County Attorney, taking up complex litigation or ADR matters for the county government as directed;
- iii. Assisting the County Attorney in coordinating and managing all technical units in the office;
- iv. Assisting the County Attorney in organizing, coordinating, and managing administrative and legal functions of the Office;
- v. Implementation and realization of strategic plans and objectives in respect of the legal function;

- vi. Overseeing the conduct of litigation and ADR on behalf of the County Government;
- vii. Monitoring and advising on potential litigation and efficient resolution of disputes involving the County Government;
- viii. Diligently executing the functions and exercise the authority provided for in the County Attorney's Act;
- ix. Reviewing office reports and ensure efficient record management and record keeping;
- x. Reviewing legal instruments including; contracts, lease agreements and memorandum of understanding between the county government and its collaborators;
- xi. Legislative drafting and policy development in consultation with departments for efficient running of county government;
- xii. Articulating county attorney's position in meetings, seminars, negotiations and conventions;
- xiii. Coordinating and supervising training and development of staff and attachment of candidates for pupillage in the office of the County Attorney;
- xiv. Ensuring Compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity;
- xv. On behalf of the county attorney, monitoring performance of external counsel representing the county government; and
- xvi. Undertaking any other duties which might be delegated by the County Attorney.

b.Requirements and competencies for appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach certificates)
- iii. Bachelor of Laws (LLB) degree from a recognized University
- iv. Be an Advocate of the High Court of Kenya for not less than five (5) years post admission and in possession of a current practicing certificate
- v. Knowledge in records of relevant laws and professional standards
- vi. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010
- vii. A Certificate in Senior Management Course from Kenya School of Government;
- viii. Master's degree in Law, Management or a Social Science will be an added advantage

2. Legal Officer, Job Group 'L' – Two (2) Posts

(a) Duties and responsibilities

Duties and responsibilities entail;

- (i) Supporting in the discharge of duties as assigned in the respective technical unit
- (ii) Maintaining accurate filing and recording system and track file movement for efficient record management and record keeping;
- (iii) Drafting contracts, lease agreements and memorandums of understanding between the county government and its collaborators;
- (iv) Articulating county attorney's position in meetings, seminars, negotiations and conventions;
- (v) Initiating and undertaking research on complex and emerging issues;
- (vi) Preparing legal opinions and briefs on behalf of the County government
- (vii) Conducting research in order to ensure the County government is acting in accordance with all applicable laws as well as offering recommendations on the same;
- (viii) Drawing up and submitting service level agreements, contracts, agreements and other legal documents in which the County government is a party;
- (ix) Presenting information on a written or oral platform that all counsel and staff can understand;
- (x) Attending all monthly departmental and county meetings to ensure efficiency of the County functions as directed; and
- (xi) Supporting the designated county departments and agencies on legal matters.
- (xii) Performing any other duty that may be assigned by the supervisor

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach certificates)
- iii. A Bachelor of Laws Degree (LL. B) from an institution recognized in Kenya;
- iv. Have a Postgraduate Diploma from the Kenya School of Law;
- v. Be an Advocate of the High Court of Kenya in good professional standing with at least one (1) year post admission experience;
- vi. Meets the requirements of Chapter 6 of the Constitution of Kenya

C. DEPARTMENT OF FINANCE, ECONOMIC PLANNING AND ICT

1) Accountant I, Job Group 'K' - (5 Posts)

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- i. Preparing financial statements and other books of accounts.
- ii. Revenue collection & accounting.
- iii. Budgeting & budget monitoring.
- iv. Processing payments and receipt vouchers.
- v. Preparation and verification of vouchers and committal documents in accordance with laid down rules and regulations.
- vi. Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers.
- vii. Preparation of simple management reports e.g., Imprest and expenditure return etc.
- viii. He/she will be responsible for the safe custody of Government records and assets under him/her, analysis of the below the line accounts and may be deployed as a cashier where duties will entail receiving duly processed payments and receipt vouchers and posting payments and receipt vouchers in the cash books.
- ix. Arranging for withdrawal of cash for office use and ensuring safety of the same at all times.
- x. Extracting and providing cash liquidity analysis.
- xi. Ensuring security of all accountable documents including cheques and cheque books where applicable.
- xii. Ensuring compliance with all statutory deductions.
- xiii. Compiling and Maintenance of a comprehensive and up-to-date Fixed Asset Register
- xiv. Implementing internal controls to prevent theft, loss, or misuse of government property.
- xv. Overseeing the legal and financial process of retiring or selling assets that are no longer viable,
- xvi. Performing any other duty that may be assigned by the supervisor

b. Requirements for Appointment

For appointment to this grade, a candidate must have:

- i) Be a Kenyan Citizen (Attach ID).
- ii) KCPE and KCSE Certificate (Attach certificates).
- iii) Have a Bachelors degree in Commerce/Business Administration (Accounting or Finance option), **and**
- iv) Be in possession of Certified Public Accountants (CPA) Part III or it's recognized equivalent qualifications.
- v) Be a registered member of ICPAK.
- vi) Relevant experience of three years and above (Attach evidence).

2) ACCOUNTANT II, JOB GROUP ‘J’ – (3 Posts)

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- i. Assisting in preparation of financial statements and other books of accounts.
- ii. Revenue collection & accounting.
- iii. Assisting in budgeting & budget monitoring.
- iv. Preparing and verifying of vouchers in accordance with the laid down rules and regulations involving primary data entry.
- v. Routine accounting work such as balancing of cashbooks, imprest ledgers.
- vi. Responsible for safe custody of records and assets under him/her.
- vii. Undertaking bank Reconciliation.
- viii. Maintaining Departmental Vote book(s).
- ix. Maintaining Receipts Ledgers in IFMIS.
- x. Updating of the retention Cashbook and bank Reconciliation.
- xi. Updating of the assets register.
- xii. Capturing of assets in the IFMIS
- xiii. Carry out invoicing and validation in IFMIS.
- xiv. Maintaining Income and Expenditure of Donor Funded Special Purposes Account.
- xv. Performing any other duty that may be assigned by the supervisor

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach certificates)
- iii. Have a bachelor's degree in commerce/business administration (Accounting or Finance option) from a recognized institution, **and**
- iv. Be in possession of Certified Public Accountants (CPA) Part II or it's recognized equivalent qualifications.
- v. Relevant experience of two years and above (Attach evidence).

3) SENIOR INTERNAL AUDITOR, JOB GROUP ‘L’- (1) POST

a.Duties and Responsibilities

Duties and responsibilities will entail:

- i. Preparation of audit plans, programmes and budgets;
- ii. Reviewing internal control systems on financial and other operations of Departments; and ensuring economy, efficiency and effectiveness in financial and operating systems including computer systems.
- iii. Verifying the existence and safety of government assets;
- iv. Preparing Audit Reports to management and follow up on action taken;
- v. Supervising staff under the officer including those on-the-job training; and maintenance of high audit standards and general discipline.
- vi. Performing any other duty that may be assigned by the supervisor.

b.Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach certificates)
- iii. Have a bachelor's degree in Commerce/Bachelor of Business Administration (Accounting or Finance option), **and**
- iv. Be in possession of Certified Public Accountants (CPA) Part III or it's recognized equivalent qualifications.
- v. Be a registered member of ICPAK.
- vi. At least four (4) years' experience in accounting/ auditing field.

4) Internal Auditor I, Job Group 'K'- (2) Posts

a.Duties and Responsibilities

Duties and responsibilities will entail:

- i. Executing audit programmes;
- ii. Collecting audit evidence on major issues;
- iii. Reviewing internal control systems in operation; verifying the existence and safety of Government assets;
- iv. Preparation of draft reports and holding discussions with the clients;
- v. Reviewing budgetary controls on the issuance of authority to incur expenditure and commitments; and
- vi. Ensuring completeness and accuracy of records and reports.
- vii. Performing any other duty that may be assigned by the supervisor.

(c) Requirements for Appointment

For appointment to this grade, a candidate must have;

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach certificates)
- iii. Have a bachelor's degree in Commerce/business administration (Accounting or Finance option) **and**
- iv. Be in possession of Certified Public Accountants (CPA) Part III or it's recognized equivalent qualifications
 - i. Be a registered member of ICPAK.
 - ii. Relevant experience of two years and above (Attach evidence).

5) Internal Auditor II, Job Group 'J'- (1) Post

Duties and Responsibilities

Duties and responsibilities will entail:

- i. Reviewing internal control systems in operation and report on any weakness;
- ii. Undertaking specific audit assignments and preparing detailed audit observations and reports as required by his/her superior;
- iii. Reviewing budgetary controls on issuance of authority to incur expenditure and commitments;
- iv. Reviewing internal controls on revenue and accounting from time to time and
- v. Advising on deviations from approved levels;
- vi. Ensuring that government assets, plant and equipment, supplies, stores etc are appropriately recorded in the relevant registers and are maintained and kept safely.
- vii. Performing any other duty that may be assigned by the supervisor.

b.Requirements for Appointment

For appointment to this grade, a candidate must have;

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach certificates)
- iii. Have a Bachelor's degree in Commerce/business administration (Accounting or Finance option), **and**
- iv. Be in possession of Certified Public Accountants (CPA) Part II or it's recognized equivalent qualifications.
- v. Relevant experience of two years and above (Attach evidence).

**6.Information Communication Technology Officer (Software Developer) -
Job Group K, – (2 Posts)**

Duties and Responsibilities

The key duties and responsibilities will be Software Development, specific duties and responsibilities will involve;

- i. Designing, developing, testing, deploying, and maintaining web and/or mobile applications.
- ii. Building user-friendly interfaces and robust backend systems.
- iii. Writing clean, maintainable, and secure code.
- iv. Participating in system architecture and database design discussions
- v. Integrating third-party APIs, payment gateways, and cloud services.
- vi. Troubleshooting software bugs and system issues.
- vii. Monitoring system performance and recommending improvements.
- viii. Maintaining proper documentation for systems and processes.
- ix. Providing technical support to users where necessary.
- x. Implementing cybersecurity best practices.
- xi. Ensuring data protection and system integrity.
- xii. Supporting backup, recovery, and disaster preparedness measures.
- xiii. Performing any other duty that may be assigned by the supervisor.

b.Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan Citizen (Attach ID).
- ii. KCPE and KCSE Certificate (Attach certificates).
- iii. Have a bachelor's degree in Computer Science, Software Engineering, Information Technology, Computer Engineering or related field.
- iv. Relevant experience of two years and above (Attach evidence).

D. OFFICE OF THE COUNTY SECRETARY

**1.Performance Analyst/Economist II/ Statistician II – Job Group ‘K’
(2 Posts)**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Gathering, collating and analyzing information and report on service delivery performance of county departments, directorates and County entities
- ii. Preparing and consolidating of performance progress reports for the County departments.
- iii. Providing detailed data analysis (current and historical) and reports across all service delivery areas to ensure there is an ongoing and holistic view of performance.
- iv. Providing support during development of performance contracts and staff performance appraisals for County departments.
- v. Identifying performance issues to ensure the county government achieves performance targets.
- vi. Preparing briefs and reports.
- vii. Any other duty assigned by the supervisor

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Be a Kenyan Citizen (Attach ID).
- ii. KCPE and KCSE Certificate (Attach certificates).
- iii. Have a bachelor's degree in any one of following fields, Actuarial Science, Mathematics, Economics, Statistics, Computer Science from a recognized institution
- iv. Proficiency with Microsoft Excel.
- v. Relevant experience of two years and above (Attach evidence).

2. Assistant Inspectorate Officer II, Job Group 'F'- 34 Posts

The holders will report to the respective Inspectorate Officers

(a) Duties and Responsibilities

- (i) Collecting information and reporting on security matters
- (ii) Conducting preliminary investigations and recording statements
- (iii) Controlling traffic flow and crowd during County events
- (iv) Assisting in customer care desk staff in receiving and directing visitors to the relevant offices
- (v) Hoisting of flags
- (vi) Responding to distress calls from the public

- (vii) Guarding and securing County Government buildings and vital installations
- (viii) Screening people and vehicles entering county offices and public places
- (ix) Ensuring compliance with county laws in conjunction with other law enforcement agencies
- (x) Execute all orders and warrants lawfully issued to county law breakers and giving evidence in court
- (xi) Maintaining order and sanity in markets, bus parks and other county premises
- (xii) Conducting frequent inspections on regulated activities to ensure compliance
- (xiii) Assisting in disaster management and response
- (xiv) Any other duty that maybe assigned by the superiors

(b) Requirements for Appointment

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCPE (Attache Certificate)
- iii) Minimum Kenya Certificate of Secondary Education (KCSE) Mean Grade of D+ (plus) or its equivalent from the Kenya National Examination Council (KNEC) or equivalent examination bodies (Attach Certificate)
- iv) Must be physically fit
- v) Must be medically fit (Attach a valid medical report from a recognized government health facility)
- vi) Have no criminal record and any pending criminal charges (Attach a valid Good Conduct)
- vii) Must be between 20 – 35 years.
- viii) National Youth Service (NYS) or any security certificate from recognized institutions will be an added advantage (Attach valid NYS Discharge Certificate/Certificate).

E. DEPARTMENT OF WATER, ENVIRONMENT AND CLIMATE CHANGE

1) Chief Superintendent Engineer (Irrigation)/Assistant Director, Water and Irrigation Job Group ‘P’- 1 Post

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i) Implementing policies and programmes for irrigation development
- ii) Training of Graduate Engineers and technicians
- iii) Supervising preparation of Irrigation tender documents
- iv) Studying and compiling reports on social economic and environmental impact of irrigation development
- v) Promoting research in irrigation sector
- vi) Coordinating establishment of irrigation management information systems
- vii) Carrying out monitoring and evaluation of programmes and projects.
- viii) Performing any other duty that may be assigned by the supervisor.

b) Requirements for Appointment

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach certificates).
- iii. Bachelors' degree in any of the following disciplines; Agricultural Engineering, Agricultural and Bio – Systems Engineering, Soil Water and Environmental Engineering, Environmental and Bio Systems Engineering, Biochemical and processing Engineering or Soil and Water Engineering from recognized institution
- iv. Served in the grade of Senior Superintending Engineer (Irrigation) for a minimum period of five (5) years in Public Sector; or seven (7) years in equivalent position
- v. Master's degree will be an added advantage
- vi. Been Registered as an Engineer with Engineers Registration Board
- vii. Corporate membership with institute of Engineers of Kenya (IEK)
- viii. Certificate in Senior Management Course lasting not less than four (4 weeks) from a recognized institution
- ix. Meets the requirements of Chapter 6 of the Constitution of Kenya.

2. Assistant Engineer II Water and Sewerage, Job Group 'K' - 1 Post

a. Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i) Carrying out feasibility studies
- ii) Planning and designing water supply and Sewerage infrastructure
- iii) Carrying out research activities in various aspects of Water and Sewerage and hydraulic systems
- iv) Performing any other duty that may be assigned by the supervisor.

b. Requirements for Appointment

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCPE and KCSE Certificate (Attach certificates)
- iii) Have a bachelor's degree in Civil Engineering from a recognized institution
- iv) Be registered by the Engineers Registration Board of Kenya as a Graduate Engineer
- v) Relevant experience of two years and above (Attach evidence).

3. Inspector Water and Sewerage, Job Group 'H' - 3 Posts

a. Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i) Planning and supervising construction works and water supplies and sewerage schemes
- ii) Compiling operation and maintenance data
- iii) Supervising water operators and artisans
- iv) Performing any other duty that may be assigned by the supervisor.

b. Requirements for appointment

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCPE and KCSE Certificate (Attach certificates).
- iii) Diploma in either Water Supply Technology or Water Engineering from a recognized institution or equivalent qualifications from a recognized institution,
- iv) Three (3) year Certificate in Technical Training from a recognized institution.
- v) Relevant experience of two years and above (Attach evidence).

Remuneration: As per Salaries and Remuneration Commission (SRC)

**THE SECRETARY
NYERI COUNTY PUBLIC SERVICE BOARD
P.O. BOX 90-10100
NYERI
CELL PHONE: 0745342000**

All applications (hand delivered or through post office) should be received on or before **10th June, 2026** at **5.00pm**.

Note:

1. Terms of Employment: **Three (3) Contract.**
2. Interested applicants are required to submit/ post a duly filled Employment Application Form. The form can be accessed on the County website: www.nyeri.go.ke.
3. The County Public Service Board **does not charge** for any of the recruitment exercises, including shortlisting and appointment. Any request for payment or favor should therefore be reported to the police for appropriate action.
4. The County Government of Nyeri is an equal-opportunity employer.
5. People living with disability are encouraged to apply.
6. Only the short-listed candidates will be contacted by the Board.