



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 **21st May 2026 at 5.00 pm.**

1. ACCOUNTANT I, JOB GROUP 'K' – TWO (2) POSTS

(a) Duties and Responsibilities

Duties and responsibilities entail;

- i. Preparation of financial statements and other books of accounts.
- ii. Revenue collection and accounting.
- iii. Budgeting and 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. Any other duty that may be assigned by the Supervisor.

b. Requirements for Appointment

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

- i. A Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) and passed Part III of the Certified Public Accountants (CPA) Examination.

OR

- i. Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification.

- ii. Served as Accountant II, Job Group 'J' or equivalent for a minimum period of three (3) years.
- iii. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and/or Registration of Accountants Board (RAB).
- iv. Shown merit and ability as reflected in work performance and results.

2. Accountant II, Job Group 'J' – 4 Posts

(a) Duties and Responsibilities

Duties and responsibilities entail;

- i. Assist in preparation of financial statements and other books of accounts.
- ii. Revenue collection & accounting.
- iii. Assist in budgeting & budget monitoring.
- iv. Preparation and verification 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. Bank Reconciliation.
- viii. Maintenance of Departmental Vote book(s).
- ix. Maintenance of Receipts Ledgers in IFMIS.
- x. Updating of the retention Cashbook and bank Reconciliation.
- xi. Updating of the assets register.
- xii. Carry out invoicing and validation in IFMIS.
- xiii. Maintenance of Income and Expenditure of Donor Funded Special Purposes Account.
- xiv. Any other duty that may be assigned by the Supervisor.

(b) Requirements for Appointment

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

- i. A pass in part II of the Certified Public Accountants (CPA) Examination or it's recognized equivalent qualifications.
- OR**
- ii. Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.
 - iii. At least three (3) years' experience in accounting field will be an added advantage.

- iv. Shown merit and ability as reflected in work performance and results.

3. Information Communication Technology Officer I, Job Group 'K' (1 Post)

a. Duties and Responsibilities

Duties and responsibilities entail;

- i) Installation and maintenance of computer systems
- ii) Configuration of Local Area Network and Wide Area Network
- iii) Developing and updating application systems
- iv) Carrying out systems analysis,
- v) Design and programme specifications in liaison with users;
- vi) Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- vii) Drawing up hardware specifications for Information Communication Technology equipment;
- viii) Verification, validation and certification of Information Communication Technology equipment
- ix) Overseeing the process of configuration of new Information Communication Technology equipment.
- x) Any other duty that may be assigned by the Supervisor.

b. Requirements for Appointment

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

- i. A degree in any of the following fields: Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering from a recognized institution.
- ii. Show merit and ability as reflected in work performance and results.

4. Clerical Officer II, Job Group 'F' - (1 Post)

a. Duties and Responsibilities

Specific duties will include:

- 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) Any other duty that may be assigned by the Supervisor.

b. Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C Plain or its approved equivalent; and
- ii. Proficiency in computer applications.
- iii. Shown merit and ability as reflected in work performance and results.

5. Chief Clerical Officer, Job Group 'J' - (2 Posts)

a. Duties and Responsibilities

Duties and responsibilities will involve:

- i) Coordination of clerical work in a section;
- ii) Maintenance of general cleanliness and security of buildings and equipment;
- iii) Planning of office accommodation and layout;
- iv) Processing of documents for issue of licenses or certificate under relevant Acts.
- v) Supervise and guide staff working under him/her.
- vi) Any other duty that may be assigned by the Supervisor.

b. Requirements for Appointment

For appointment to this grade, an officer must:

- i. Possess a Certificate in any of the following disciplines: Human Resource
- ii. Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- iii. have served in the grade of Senior Clerical Officer for at least three (3) years;
- iv. Shown merit and ability as reflected in work performance and results.

6. Records Management Officer III, Job Group 'H' - (1post)

a. Duties and Responsibilities

Duties and responsibilities entail;

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

- i. Specific duties and responsibilities will include receiving, sorting, opening, filing, minuting and distributing of mail; dispatching of mail; and guiding on files disposal.
- ii. Responsible for safe custody of records and assets under him/her.
- iii. Any other duty that may be assigned by the Supervisor.

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.
- iii. Show merit and ability as reflected in work performance and results.

OFFICE OF THE COUNTY SECRETARY- PERFORMANCE MANAGEMENT UNIT

1.Senior Performance Analyst I/ Senior Economist I/Statistician I - Job Group 'N' - (1 Post)

a.Duties and Responsibilities

- i. Coordinating the institutionalization of Performance-Based Management and Measurement in the County Public Service.
- ii. Timely drafting of policy briefs on Performance management in the County Public Service;
- iii. Ensuring compliance with norms and standards in Performance Management through quality control;
- iv. Continuous undertaking research on Performance Management; Monitoring, evaluating and reporting on implementation of Performance Contracts;
- v. Identification of mechanisms to address challenges affecting County's public service delivery to facilitate smooth operations.
- vi. Monitoring and evaluating performance contracting targets to ensure departments are within the parameters of the agreed performance targets;
- vii. Monitoring the Implementation of County Government's Priority Programmes and Projects.
- viii. Providing technical support on Performance Management.

- ix. Preparing periodic reports on the performance of County departments.
- x. Collating and analyzing data to facilitate the preparation of reports to guide decision-making.
- xi. Updating and maintaining an information and knowledge management platform to support Performance Management in the county.
- xii. Any other duty that may be assigned by the Supervisor.

b.Requirements for Appointment

- i. Must have a minimum Bachelor's degree in any one of the following fields: Economics, Mathematics, Statistics, or any other relevant degree from a recognized institution.
- ii. Ability to communicate complex technical issues and ideas in simple non-technical terms;
- iii. Hold a Senior Management Course (SMC) certificate.
- iv. Possesses relevant experience in Performance Management spanning a cumulative period of six (6) years.
- v. Show merit and ability as reflected in work performance and results.

2.Senior Performance Analyst/ Senior Economist II/ Statistician II - JOB GROUP 'M' - 1 POST

a.Duties and Responsibilities

- i. Coordinating the institutionalization of Performance-Based Management and Measurement in the County Public Service.
- ii. Overseeing the performance of County Departments in service delivery.
- iii. Providing technical support on Performance Management.
- iv. Preparing periodic reports on the performance of County departments.
- v. Monitoring and evaluating performance contracting targets to ensure departments are within the parameters of the agreed performance targets;
- vi. Continuous undertaking research on Performance Management; Monitoring, evaluating and reporting on implementation of Performance Contracts;
- vii. Identification of mechanisms to address challenges affecting County's public service delivery to facilitate smooth operations.
- viii. Collating and analyzing data to facilitate the preparation of reports to guide decision-making.
- ix. Updating and maintaining an information and knowledge management platform to support Performance Management in the county.

- x. Timely drafting of policy briefs on Performance management in the County Public Service;
- xi. Any other duty that may be assigned by the Supervisor.

b.Requirements for Appointment

- i. Must have a minimum Bachelor's degree in any one of the following fields: Economics, Statistics, Mathematics or any other relevant degree from a recognized institution.
- ii. Hold a Supervisory Skills Development Certificate.
- iii. Possesses relevant experience in Performance Management spanning a cumulative period of three (3) years.
- iv. Show merit and ability as reflected in work performance and results.

3. Support Staff – Job Group ‘C’-1 No.

(a) Duties and Responsibilities

- i. Performing office catering services
- ii. Maintaining office cleanliness and orderliness
- iii. General messengerial duties
- iv. Opening and closing of offices
- v. Weeding and maintenance of the compound and flower beds
- vi. Organizing and preparing venues for meetings
- vii. Performing any other duty as may be assigned by the Supervisor

(b) Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Be in possession of at least the Kenya Certificate of Secondary Education (KCSE) or its approved equivalent;
- ii. Show merit and ability as reflected in work performance and results.

DEPARTMENT OF WATER, ENVIRONMENT AND CLIMATE CHANGE

1. Principal Environmental Officer, Job Group ‘N’ – 1 Post

Duties and Responsibilities

- i. Ensuring compliance with environmental legislation (both county and national) to safeguard the environment;
- ii. Coordination of County Environment Committee;
- iii. Coordinating environmental inspections, incident management and enforcement actions in the county;
- iv. Coordinate prosecution of environmental offenders in the county;
- v. Coordinate policy research and analysis to support integration of environment in natural resources concerns into development plans within the county – including designing, fundraising for proposals;
- vi. Coordinating designing of, development of and fundraising for concept notes and proposals for environmental management activities and dissemination of research findings;
- vii. Development of sector specific guidelines, operation manuals and license conditions to ensure compliance;
- viii. In charge of planning for rehabilitation and monitoring of degraded sites at the county level;
- ix. Coordinating preparation of County State of Environment, County Environmental Action Plans and other NRM plans;
- x. Promoting Public Awareness on environmental management legislation and issues through environmental education, public information forums, events and campaigns;
- xi. Ensuring development and dissemination of environmental management information, education and communication (IEC) material;
- xii. Liaising with lead agencies, NGOs and the public in environmental management of and coordinate monitoring of terrestrial ecosystems in the County on a regular basis;
- xiii. Assist in preparation of work plans, Performance Contract, progress reports for the directorate
- xiv. Compiling and coordinating preparation of County Environmental Progress Reports
- xv. Supervising and guiding staff working under him/her
- xvi. Any other duties as may be assigned by the supervisor

Requirements for appointment

For appointment to this position a candidate must have;

- i. Bachelor's degree in any of the following field; Environmental Planning and Management, Environmental Studies, Environmental Science, Natural Resource Management or any other relevant field from a recognized institution;
- ii. Be a member of and in good standing with EIK or any other relevant professional body; and must have undertaken the NEMA BEC Course.
- iii. Supervisory skills development programme course from a recognized Institution.
- iv. A minimum period of six (6) years relevant work experience in public service or private sector;
- v. Shown merit and ability as reflected in the work performance and results.

2. Chief Environmental Officer - Field Operations Job Group 'M' – 1 Post

Duties and Responsibilities

- i. Ensuring compliance with environmental legislation (both county and national) to safeguard the environment;
- ii. Assist in coordination of environmental inspection, licensing and enforcement of environmental legislation;
- iii. Assist in preparation of relevant planning documents including SOEs and CEAPs;
- iv. Coordinate implementation of CEAP and monitoring compliance with other national environment plans.
- v. Coordinate integration of environmental concerns into plans, projects, and activities in the county (including environmental screening, ESIA and SEA undertaking and reviews, and environmental audits)
- vi. Overseeing the preparation of inventories of degraded areas and factors causing degradation;
- vii. Spearheading preparation of resource -specific environmental Management Plans, and taking stock of natural resources;

- viii. Facilitating citizen participation in environmental management, public awareness, and education.
- ix. Maintain environmental database in the county, collecting and collating information for development of integrated management plans;
- x. Assist in development of sector specific guidelines, operation manuals and license conditions to ensure compliance;
- xi. Provide inputs to the development of concept notes and project proposals to support implementation of environmental programs and projects;
- xii. Inventory and mapping of and best remediation of pollution sources within the County;
- xiii. Periodic preparation and submission of county environmental progress reports
- xiv. Monitoring implementation of work plans for field operations
- xv. Supervising, and appraising, staff working under him/her
- xvi. Any other duties as may be assigned by the supervisor

Requirements for appointment

For appointment to this position a candidate must have;

- i. Bachelor's degree in any of the following field; Environmental Planning and Management, Environmental Studies, Environmental Science, Natural Resource Management or any other relevant field from a recognized institution;
- ii. Be a member of and in good standing with EIK or any other relevant professional body; and registered with NEMA as either an EIA expert or inspector.
- iii. Supervisory skills development programme course from a recognized Institution.
- iv. A minimum period of five (5) years relevant work experience in public service or private sector;
- v. Shown merit and ability as reflected in the work performance and results.

3. Chief Forest Officer, Job Group 'M' – 1 Post

Duties and Responsibilities

- i. Coordinate implementation of all devolved forestry functions including compliance with forestry legislation (both county and national) to safeguard the environment;
- ii. Coordination of forestry inspection, licensing and enforcement of forestry legislation;
- iii. Maintain forestry information database in the county, collecting and collating information for development of integrated management plans;
- iv. Coordinate development and implementation of forest management plans for county forests;
- v. Liaison and collaborate with relevant agencies and stakeholders on forestry development in the county;
- vi. Coordinate planning of forest mapping, surveying and related studies, preparing reports and recommendations;
- vii. Coordinate and participate in the provision of advisory service on management of forest resources on community and private lands;
- viii. Provide inputs to the development of concept notes and project proposals to support implementation of forest development programs and projects;
- ix. Assist in development of sector specific guidelines, operation manuals and license conditions to ensure compliance;
- x. Promote agroforestry, nature based enterprises such as tree nursery establishment and management etc;
- xi. Coordinate and employ best site-specific silvicultural operations and restoration strategies;
- xii. Supervise the implementation of conservation and rehabilitation activities in county forests;
- xiii. Coordinate forest field operations and forest extension services;
- xiv. Periodic preparation and submission of county forestry progress reports;
- xv. Monitoring implementation of work plans for field operations;
- xvi. Supervising, and appraising, staff working under him/her;
- xvii. Any other duties that may be assigned by the supervisor.

Requirements for appointment

For appointment to this position a candidate must have;

- i. Be a holder of a Bachelor's Degree in Forestry, Natural Resource Management or any other relevant qualification from a university recognized in Kenya
- ii. Be a member of and in good standing with Forest Society of Kenya.
- iii. Supervisory skills development programme course from a recognized Institution.
- iv. A minimum period of five (5) years relevant work experience in public service or private sector;
- v. Shown merit and ability as reflected in the work performance and results.

4. Senior Forest Guard, Job Group 'H' – 1 Post

Duties and Responsibilities

- i. Coordinating enforcement and compliance with forestry devolved functions in county forests, public lands, and in the movement of forest produce.
- ii. Coordinate security operations and patrols in county forests
- iii. Assist in implementation of forest management plans and community forestry participation engagements
- iv. Coordinating, collection, analysis, and dissemination of information/intelligence.
- v. Compiling and submitting reports to the sub-county forester.
- vi. Periodic preparation and submission of county forests progress reports to the forest officer;
- vii. Supervising, and appraising, staff working under him/her;
- viii. Any other duties as may be assigned by the supervisor

Requirements for appointment

For appointment to this position a candidate must have;

- i. A minimum of five (5) years relevant work experience in forest guarding
- ii. Undertaken relevant enforcement course from a recognized institution of not less than 2 weeks
- iii. Be physically and medically fit as certified by a Registered Medical Officer from a Government Hospital.
- iv. Shown merit and ability as reflected in the work performance and results.

5. Records Management Officer II, Job Group 'J' – 1 Post

Duties and Responsibilities:

- i) Ensuring security of files and documents;
- ii) Renewing file covers; ensuring proper handling of documents,
- iii) Pending correspondence and bring-ups;
- iv) Receiving and dispatching letters and maintaining related registers;
- v) Preparing disposal schedules and disposing dead files in accordance with relevant Government regulations.
- vi) Any other duties as may be assigned by the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i) A Diploma in any of the following: Records/Information Library/Information Management, Science or equivalent qualifications from a recognized institution
- ii) served in the grade of Senior Clerical Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- iii) shown merit and ability as reflected in work performance and results