



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90 - 10100
Telephone 061-2034712
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NYERI

NYERI COUNTY PUBLIC SERVICE BOARD

VACANCIES

The County Government of Nyeri wishes to recruit competent and qualified persons to fill the following positions in the Departments of Land and Infrastructure and in the Public Administration, Information and Communication.

A. Department of Land and Infrastructure

1. DIRECTOR: HOUSING – JOB GROUP ‘R’ (1 POST)

Reporting to the Chief Officer, Lands Housing and Physical Planning, the Officer will be charged with the following responsibilities:-

The Officer will be charged with the following responsibilities:-

Duties and Responsibilities

- i) Development, implementation and evaluation of the Department's strategic plan, programs and project in collaboration with other Departments and stakeholders
- ii) Planning and supervision of the departments programs and activities.
- iii) Staff supervision, training, monitoring and evaluation of performance
- iv) Organization, Direction and co-ordination of the tasks of the department.
- v) Initiation and drafting of the department's procedures and policies pertaining to housing, programs and staff management
- vi) Interpreting and applying national and county laws and other related statutes in the housing department in line with the county goals and objectives.
- vii) Handling administrative, human resource and asset management issues.
- viii) Preparation of annual work plans.

- ix) Co-ordination of production, documentation and dissemination of the department's information and reports
- x) Manage housing development projects and Co-ordinate the Provision of Housing Infrastructure;
- xi) Promote and disseminate Appropriate Building Technologies;
- xii) Supervise registration of new Buildings, provision of security to Government houses, redevelopment of old county government estates;
- xiii) Develop training programme for staff; and Administer tenant placement and rent assessment jointly with the county Valuer.
- xiv) Perform any other duties as assigned by the Chief Officer from time to time.

Requirements for appointment

- a) Be a Kenyan Citizen
- b) Hold a bachelor's degree in Land Economics, Architecture, Property Management and Valuation or any other relevant qualifications from a recognized university.
Holders of Master's Degree in these fields will have an added advantage;
- c) Registered with a professional body such as Institute of Surveyors of Kenya, Board of Architects or Architectural Association of Kenya (AAK); and
- d) Have served for at least five years in the housing sector or in public works

Terms of Service: Three (3) years renewable contract.

Remuneration and benefits:

- Basic Salary: Kshs. 109,089 – 144,928 p.m
- House allowance: Kshs. 52, 000 p.m
- Transport Allowance: Kshs. 20,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21 years of age.
- Leave: 30 days annual leave with leave allowance.

2. DIRECTOR: LAND, SURVEY & GEO -INFORMATICS – JOB GROUP ‘R’ (1 POST)

Reporting to the Chief Officer, Lands Housing and Physical Planning, the Officer will be charged with the following responsibilities:-

Duties and Responsibilities;

- i) Preparation and implementation of the Directorates strategic plan and budget and annual work plans; monthly, quarterly and annually reports.
- ii) Administration and supervision of all staff working in the Directorate
- iii) Prepare a data base of public land in the County in collaboration with National Land Commission
- iv) Oversee topographical, cadastral, engineering ,re-establishment and general surveys
- v) Estimating and costing of survey projects
- vi) Performing all tasks related to surveying and mapping.
- vii) Digitizing of land and survey records
- viii) Any other relevant duties as may be assigned by the Chief Officer

Requirements for appointment

- a) Be a Kenyan Citizen
- b) Bachelor's degree in any of the following disciplines:- Land Surveying and Photogrammetry, Geomatic Engineering, Technology in Geomatics, Geo-spatial Engineering, Philosophy in Technology (Survey), from a recognized institution
Master's Degree in a relevant discipline will be an added advantage.
- c) Have served as Land Surveyor in the public or private sector for a minimum period of five (5) years.

Terms of Service: Three (3) years renewable contract

Remuneration and benefits:

- Basic Salary: Kshs. 109,089 – 144,928 p.m
- House allowance: Kshs.52, 000 p.m

- Transport Allowance: Kshs. 20,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Leave: 30 days annual leave with leave allowance.

3. STRUCTURAL ENGINEER – JOB GROUP ‘M’ (2 POSTS)

Reporting to the Director, Lands Housing and Physical Planning, the Officer will be charged with the following responsibilities:-

Duties and Responsibilities

- i) Monitoring and execution of Structural works in building services
- ii) Planning, Design, Supervision of construction, contracts, materials, investigation and research related to buildings, direction, control and supervision of maintenance of building structures
- iii) Prepare regular and periodical reports for the projects.
- iv) Any other duty that may be assigned by the Director from time to time.

Requirements for appointment

- a) Be a Kenyan citizen
- b) Bachelor's degree in Civil Engineering
Post Graduate Diploma in project Management is an added advantage
- c) Relevant experience of 1-3 years in public or private sector

Terms of Service: permanent and pensionable

Remuneration and benefits:

- Basic Salary: Kshs.41,590 – 55,840 p.m
- House allowance: Kshs.16,500 p.m
- Transport Allowance: Kshs.8,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Leave: 30 days annual leave with leave allowance.

4. LAND VALUER – JOB GROUP ‘M’ (1 POST)

Reporting to the Director, Physical Planning, the Officer will be charged with the following responsibilities:-

Duties and Responsibilities

- i) Maintenance of valuation roll of the county;
- ii) Valuation of private land for purchase, rate payments or related transactions;
- iii) Preparing routine and upon- request reports on valuation and property management matters;
- iv) Performing all administrative duties related to valuation and property management.
- v) Responsible for acquisition and disposal of land for County Government departments
- vi) Perform any other duties as assigned by the Director Lands Housing and Physical Planning
- vii) Any other duty that may be assigned by the Director from time to time.

Requirements

- i) Be a Kenyan Citizen
- ii) A holder of a Bachelor’s degree in Land Economics.
- iii) Relevant experience of 1-3 years in public or private sector.

Terms of Service: permanent and pensionable

Remuneration and benefits:

- Basic Salary: Kshs.41,590 – 55,840 p.m
- House allowance: Kshs.16,500 p.m
- Transport Allowance: Kshs.8,000 p.m

- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Leave: 30 days annual leave with leave allowance.

5. SENIOR PHYSICAL PLANNER, J.G ‘L’- (4 POSTS) (cancelled)

Reporting to the Director Physical Planning, the Officer will be charged with the following responsibilities:-

Duties and Responsibilities

The Officers will be responsible for the following:

- i) Collecting and analyzing geographical data for plan preparation;
- ii) Drawing/Digitizing County spatial plan and plans for County strategic project and programme;
- iii) Analyzing and verifying site inspection information and preparing reports;
- iv) Managing plan records; and
- v) Training and supervising officers working under him
- vi) Any other duty that may be assigned by the Director.

Requirements for appointment.

- a) Be a Kenyan Citizen
- b) Diploma/ Higher Diploma in Urban and Regional Planning, Regional Planning, Urban Planning, Building, Civil Engineering, Cartography, Geo – Informatics, Geographic Information Systems (GIS) from a recognized institution;
- c) Relevant knowledge and experience of not less than **ONE(1)** year in Public or Private Sector

Terms of Service: Permanent and Pensionable

Remuneration and benefits:

- Basic Salary: Kshs. 35,910 – 45,880 p.m
- House allowance: Kshs. 16,500 p.m
- Transport Allowance: Kshs. 6,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Leave: 30 days annual leave with leave allowance.

6. LAND SURVEYORS – JOB GROUP ‘L’ (4 POSTS)

Reporting to the Director Land and Survey, the Officer will be responsible for the following:

Duties and Responsibilities

- i) Carrying out angular and distance measurements.
- ii) Computation for medium and high density topographical and general engineering.
- iii) Conducting sub divisional schemes, medium area cadastral and photo surveys.
- iv) Any other assignments as may be assigned by the County Director of Survey

Requirements for appointment

- a) Must be a Kenyan citizen.
- b) Bachelor’s degree in any of the following discipline:-Land Surveying and Photo Grammetry, Geometrics, Geomatics Engineering, Technology in Geomatics, Technology in Geo-Informatics, Geo-Spatial Engineering from a recognized institution.
- c) Relevant experience in the public or private sector of 1-3 years.

Terms of Service: Permanent and Pensionable

Remuneration and benefits:

- Basic Salary: Kshs. 35,910 – 45,880 p.m
- House allowance: Kshs. 16,500 p.m
- Transport Allowance: Kshs. 6,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Leave: 30 days annual leave with leave allowance.

7. BUILDING INSPECTORS – JOB GROUP ‘J’ (4 POSTS)

Reporting to the County Director, Housing, the officer will be responsible for the following duties and responsibilities:

Duties and Responsibilities

- i) Monitoring and execution of works during first phase of construction to make initial inspection and do a follow up with additional inspections during each phase.
- ii) Monitor compliance with additional safety regulations in areas vulnerable to natural disasters or bad weather.
- iii) Inspect structural quality and safety of building, taking into account steel and reinforced concrete structures.
- iv) Take responsibility for time management of assigned jobs
- v) Attend site meetings and provide reports to the County Director on a regular basis regarding the progress of individual projects under their responsibility.
- vi) Any other duty that may be assigned by the Director from time to time.

Requirements for Appointment

- a) Be a Kenyan citizen
- b) Be a holder of a Diploma in Building Construction, Civil Engineering, Structural Engineering, Construction Technician Part III; or its equivalent from a recognized institution
- c) Relevant experience of 1-3 years in the public/private sector.
- d) A Higher Diploma will be an added advantage

Terms of Service: permanent and pensionable

Remuneration and benefits:

- Basic Salary: Kshs. 24,662 – 29,918 p.m
- House allowance: Kshs. 5,800 p.m
- Transport Allowance: Kshs. 4,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Leave: 30 days annual leave with leave allowance.

8. QUANTITY SURVEYOR ASSISTANT III, J.G 'H' – 2 POSTS

Reporting to the County Quantity Surveyor, the officer will be responsible for the following duties and responsibilities;-

- i) Squaring dimensions and abstracting for the preparation of bills of quantities;

- ii) Preparing specifications and assisting in preparation of payment certificates
- iii) Any other duty that may be assigned by the Director.

Requirements for appointment:-

- i) Diploma in any of the following disciplines; - Quantity Surveying, Building/ Civil Engineering or its equivalent from a recognized institution in Kenya.

Terms of Service: permanent and pensionable

Remuneration and benefits:

- Basic Salary: Kshs. 19,323 – 24,662 p.m
- House allowance: Kshs.3,850 p.m
- Transport Allowance: Kshs. 4,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Leave: 30 days annual leave with leave allowance.

9. ARCHITECTURAL ASSISTANT III, J.G 'H' – 2 POSTS

Reporting to the County Architect, the officer will be responsible of the following duties and responsibilities:-

- i) Interpreting Architects` sketches; and
- ii) Reading and interpreting Engineering drawings in relation to the Architects` sketch and incorporating these details in the finished drawing.
- iii) Any other duty that may be assigned by the Director.

Requirements for appointment:-

- i) Diploma or Technical certificate pass III in any of the following disciplines;- Building/ Civil Engineering or Architecture or its equivalent or any other relevant from a recognized institution in Kenya.

Terms of Service: permanent and pensionable

Remuneration and benefits:

- Basic Salary: Kshs. 19,323 – 24,662 p.m
- House allowance: Kshs.3,850 p.m

- Transport Allowance: Kshs. 4,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Leave: 30 days annual leave with leave allowance.

10. ADMINISTRATION OFFICER, J.G 'H' – 2 POSTS (Cancelled)

Duties and Responsibilities

Reporting to the Chief Officer, the candidates will be responsible for the following:

- i) Processing data;
- ii) Operating office equipments;
- iii) Ensuring security of office equipments, documents and records;
- iv) Attending to visitors/ clients;
- v) Handling telephone calls and appointments; and
- vi) Undertaking any other administrative duties that may be assigned.

Requirement for appointment.

- a) Be a Kenyan Citizen;
 - b) Be a holder of a Diploma in Business Administration/ Management/ Secretarial studies.
- Degree in Secretariat studies will be an added advantage.

Terms of Service: permanent and pensionable

Remuneration and benefits:

- Basic Salary: Kshs. 19,323 – 24,662 p.m
- House allowance: Kshs.3,850 p.m
- Transport Allowance: Kshs. 4,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Leave: 30 days annual leave with leave allowance.

11. CLERICAL OFFICER II, J.G 'H' – 2 POSTS (cancelled)

Reporting to the Director, the officer will be responsible of the following duties and responsibilities;

Duties and Responsibilities

The Officers will be responsible for the following:

- i) Compiling records;
- ii) Sorting, filing and dispatching letters;
- iii) Maintaining an efficient filing system;
- iv) Computation of Financial or Statistical records based on routine or special sources of information;
- v) Preparing payment vouchers and
- vi) Compiling data and drafting simple letters

Requirement for appointment.

- a) Be a Kenyan Citizen;
- b) Possess a Diploma in any of the following disciplines; Records Management, Procurement, Accounts, Finance recognized institution in Kenya.

Terms of Service: permanent and pensionable

Remuneration and benefits:

- Basic Salary: Kshs. 19,323 – 24,662 p.m
- House allowance: Kshs.3,850 p.m
- Transport Allowance: Kshs. 4,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Leave: 30 days annual leave with leave allowance.

12. PLANT OPERATORS; (J.G – ‘G’) – 8 POSTS.

Reporting to the Director, the officer will be responsible of the following duties and responsibilities;

- i. Operating plant/machinery;
- ii. Keeping monthly records of the plants;
- iii. Preparing monthly and weekly service schedules and ensuring that they are adhered to;
- iv. Guiding and training of plant attendants;
- v. Liaising with officers in charge for major repairs;
- vi. Repairing minor defects on the machines;
- vii. Ensuring that the plant is in good condition;

viii. Ensuring cleanliness of that plant.

Qualifications and Skills:

- i. A valid driving license with special class, free from any current endorsements;
- ii. Occupational Trade Test III for plant operators;
- iii. Three(3) years' experience in operating the plant/machine for which operator(s) are needed;
- iv. First Aid certificate from a recognized Institution
- v. Plant operators certificate from any recognized Institution in Kenya
- vi. A Valid Certificate of Good Conduct from Kenya Police.

Terms of Service: permanent and pensionable

Remuneration and benefits:

- Basic Salary: Kshs.16,692 – 21,304 p.m
- House allowance: Kshs.3,850 p.m
- Transport Allowance: Kshs.4,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Leave: 30 days annual leave with leave allowance.

13. PLANT MECHANICS, J.G 'E' – 2 POSTS

Reporting to the Director, the officer will be responsible of the following duties and responsibilities;

- i) Specializing in routine maintenance and repairs

Requirements for appointment;-

- i) KCSE Certificate of Education with a D Plain or above;
- ii) Certificate in plant mechanics with a minimum of 3 years' experience;
- iii) Experience in servicing with motor graders, excavators and bull dozers for the 3 years.

Terms of Service: permanent and pensionable

Remuneration and benefits:

- Basic Salary: Kshs. 11,370 – 13,140 p.m
- House allowance: Kshs.2,960 p.m

- Transport Allowance: Kshs. 3,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Leave: 30 days annual leave with leave allowance.

14. PLANT ELECTRICIAN, J.G ‘E’ – 1 POST

The officer will be responsible of the following duties and responsibilities;-

- i) Specializing in plant electrical systems

Requirements for appointment;-

- i) KCSE Certificate of Education with a D Plain or above;
- ii) Certificate in plant Electricals with a minimum of 3 years’ experience;
- iii) Experience in repairing motor graders, excavators and bull dozers for 3 years.

Terms of Service: permanent and pensionable

Remuneration and benefits:

- Basic Salary: Kshs. 11,370 – 13,140 p.m
- House allowance: Kshs.2,960 p.m
- Transport Allowance: Kshs. 3,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Leave: 30 days annual leave with leave allowance.

15. DRIVERS- J.G ‘D’- 5 POSTS

The Officers will be responsible for the following duties and responsibilities;

- i) Drive a county motor vehicle as authorized
- ii) Carrying out routine checks on the vehicles cooling, oil, electrical and brake systems, tire pressure etc.
- iii) Detecting and reporting malfunctioning of vehicle systems
- iv) Maintenance of work tickets for vehicles assigned
- v) Ensuring security and safety for the vehicle on and off the road
- vi) Safety of the passengers and/or goods therein
- vii) Maintaining cleanliness of the vehicle.

Requirements for appointment

- i) Kenya Certificate of Secondary Education mean grade D Plain
- ii) Valid Driving license free from any current endorsement(s) for class(es) B,C and E of vehicles
- iii) Attended a First Aid Certificate course from an institution recognized in Kenya
- iv) Passed Suitability Test for Drivers Grade III
- v) A Valid Certificate of Good Conduct from the Kenya Police
- vi) Minimum two (2) years driving experience.

Terms of Service: Permanent and Pensionable

Remuneration and benefits:

- Basic Salary: Kshs. 10,380 – 11,370 p.m
- House allowance: Kshs. 2,750 p.m
- Transport Allowance: Kshs.3,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Leave: 30 days annual leave with leave allowance.

16. WELDER- J.G ‘D’- 1 POSTS

The officer will be reporting to the Director of Roads and Infrastructure Development.

He will be responsible for the following duties and responsibilities;

- i) All welding work to pants and equipments
- ii) Maintenance of welding equipments and facilities
- iii) Keeping records of all welding activities

Requirements for appointment

- i) Kenya Certificate of Secondary Education mean grade D Plain and above
- ii) Occupational Trade Test II and above from a recognized institution in Kenya.

.Terms of Service: Permanent and Pensionable

Remuneration and benefits:

- Basic Salary: Kshs. 10,380 – 11,370 p.m
- House allowance: Kshs. 2,750 p.m
- Transport Allowance: Kshs. 3,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Leave: 30 days annual leave with leave allowance.

17. ENFORCEMENT OFFICERS, JOB GROUP ‘E’-(5 Posts)

(The detailed advert will be uploaded in due course)

B. PUBLIC ADMINISTRATION, INFORMATION AND COMMUNICATION.

1. Director of Communications, J.G ‘R’- (1 Post)

Reporting to the County Secretary/ Head of Public Service, The officer will be responsible for the following:-

- Providing strong and effective leadership and management of the county government’s communication;
- Leading and developing standards and regulations in the county’s communication;
- Planning and covering the County Government’s activities in electronic and print for dissemination to the media and the public;
- Liaising very closely with the Director of Governor’s Press, for information sharing and events coverage;
- Building and maintaining a database of news/information on the county government;
- Participating in the design of Government’s communication strategy and oversee its implementation;
- Providing expert advice to the Government on communication issues both internally and externally;
- Building strategic partnerships with key local, regional and international media outlets;
- Planning and coordinating the communication, profiling and showcasing of Government activities and
- Any other duties as may be assigned by the Head of Public Service Board.

Requirements for appointment

- Bachelor's degree in Communication / Public Relations / Journalism, Media Studies or its equivalent
- Experience in preparing media plans, briefing materials and releases and responding to media queries.
- At least 5 years' experience with 3 years in a managerial position.
- Experience in event management, digital communications channels including social media.

Terms of Service: Three (3) years renewable contract.

Remuneration and benefits:

- Basic Salary: Kshs. 109,089 – 144,928 p.m
- House allowance: Kshs.52, 000 p.m
- Transport Allowance: Kshs. 20,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Leave: 30 days annual leave with leave allowance.

2. INFORMATION OFFICERS - (J.G 'J'- 4 POSTS :)

- **Video /Sound- 2 Posts**
- **Print Media- 2 Posts**

Reporting to the Director of Communications the officer will be responsible for the following:-

- i) Assisting in the development of communications and media strategy.
- ii) Assisting in sourcing and arranging for appropriate television and radio programs to disseminate information on activities of the Governor
- iii) Assisting in documenting the Governor's events through video, photography and press cutting.
- iv) Assisting in the preparation and placement of radio and TV infomercials
- v) Assisting in the preparation of exhibitions and trade fairs
- vi) Any other duty as may be assigned.

Requirements for appointment

Applicants for Print media must:

- i. Be a holder of at least a diploma in any of the following disciplines from a recognized institution in Kenya:- Mass Communication, Journalism, Public Relations, Communication Studies, Media Studies / Sciences;
- ii. Have relevant knowledge and experience of 1 - 3 years in Public Communications

Applicants for Video/Sound must have:

- i) Diploma in video editing, field studies or related field
- ii) Proven working experience of 1-3 years in video/Sound editing
- iii) Solid experience with digital technology and editing software packages (e.g. After Effects, Final Cut)
- iv) Demonstrable video editing ability with a strong portfolio
- v) Thorough knowledge of timing, motivation, continuity etc.
- vi) Familiarity with special effects, 3D and compositing
- vii) Creative mind and storytelling skills

Terms of Service: permanent and pensionable

Remuneration and benefits:

- Basic Salary: Kshs. 24,662 – 29,918 p.m
- House allowance: Kshs. 5,850 p.m
- Transport Allowance: Kshs. 4,000 p.m
- Medical Cover: Provided for self, spouse and dependent children up to 21years of age.
- Leave: 30 days annual leave with leave allowance.

NOTE

1. All Applicants **MUST** attach their **certified** copies of the following documents:

- Academic and Professional Certificates and other testimonials.
- National Identity Card

2. Applicants for positions of **Directors** must also attach the following documents:

- Certificate of Good conduct from the Criminal Investigation Department (C.I.D).
- A certificate from a recognized Credit Reference Bureau (C.R.B).
- Clearance from the Higher Education Loans Board (H.E.L.B).
- Clearance certificates from the Ethics & Anti-Corruption Commission (E.A.CC).
- Tax compliance certificate from the Kenya Revenue Authority (K.R.A)

3. The County Government of Nyeri is an equal opportunity employer

HOW TO APPLY

1. **Download the Application/Employment Form from the county website www.nyeri.go.ke.**
2. **Complete the Application/Employment Form and submit with all the relevant documents**
3. **No CV is required in view of the duly completed Application/Employment Form**

Applications, together with the required documents should be sent to:

**THE SECRETARY,
NYERI COUNTY PUBLIC SERVICE BOARD,
KARSON'S PHOTO HOUSE KIMATHI STREET, 2nd FLOOR
P.O BOX 90-10100,
NYERI**

Applications should reach the Secretary **on or before 4th August 2016** via postal service, courier service or hand delivered
