



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT

The County Public Service Board has extended the timeline for submission of applications for the following two positions in the Department of Infrastructure:

1. Administration officer / Secretarial assistant I, J.G 'H' – 2 posts
2. Clerical Officer II, J.G 'H'- 2 Posts

Applications are invited from suitably qualified serving officers in the County Government of Nyeri for the positions. Candidates who had applied earlier need not reapply as they will be considered alongside the other applicants.

Eligible applicants are requested to fill 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 and certified copies of academic and professional certificates should be sent or delivered to:

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

The positions are as follows:

1. ADMINISTRATION OFFICER / SECRETARIAL ASSISTANT I, J.G 'H' – 2 POSTS

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.

2. CLERICAL OFFICER II, J.G 'H' – 2 POSTS

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.

NOTES

- (i) Applicants **MUST** attach Employment/Application Form together with copies of the following documents:
 - Academic, Professional Certificates and other testimonials.
 - National Identity Card
- (ii) During the interview, the shortlisted candidates are expected to bring with them the following;
 - i) Original Certificates
 - ii) National Identity Card
 - iii) Recommendation letter from their supervisor
- (iii) Nyeri County Government is an equal opportunity employer.
- (iv) Women who meet the specified requirements are encouraged to apply.
- (v) Persons living with Disability who meet the specified requirements are also encouraged to apply.

HOW TO APPLY

Written applications, together with the required documents should be sent or delivered to:

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

All applications should reach the Secretary on or before **23rd September 2016** via postal services, courier services or hand delivered.