



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: INTERNAL ADVERTISEMENT: VARIOUS POSTS IN THE DEPARTMENT OF HEALTH

Applications are invited from suitably qualified serving officers deployed in Department of Health in the County Government of Nyeri for the positions shown herein.

Eligible applicants are requested to fill the Employment Form which can be downloaded from the County Website, www.nyeri.go.ke

The Board will also consider the cumulative years in the same Job Group.

The completed application form together with the Head of Department Recommendation, Staff Performance Appraisal Report for 2015/2016, 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,
KARSON'S PHOTO HOUSE KIMATHI STREET
P.O BOX 90-10100,
NYERI**

All applications should reach the Secretary on or before **25th August 2017**

The positions are as follows:

SENIOR OFFICE ADMINISTRATIVE ASSISTANT /ASSISTANT OFFICE ADMINISTRATOR I, JOB GROUP ‘K’ (1 POST)

Salary Scale

Ksh.31,020 x 1,560 – 32,580 x 1,620 – 34,200 x 1,710 – 35,910 x 1,800 – 37,710 x 1,890 – 39,600 x 1,990 – 41,590 p.m.

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: taking oral dictation; managing e-office; word and data processing; operating office equipment; attending to visitors/clients; handling telephone calls and appointments; maintaining office diary and travel itineraries; ensuring security of office records; equipment and documents including classified materials; preparing responses to simple routine correspondence; establishing and monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; ensuring security, integrity and confidentiality of data; managing office protocol and etiquette; supervising office cleanliness; managing petty cash; and undertaking any other office administrative services duties that may be assigned.

(b) Requirements for Appointment

For appointment to this grade an officer must have:

- (i) Served in the grade of Assistant Office Administrator II or Office Administrative Assistant I for a minimum period of three (3) years.
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:

- (a) Shorthand III (minimum 100 w.p.m.);
- (b) Typewriting III (50 w.p.m) Computerized Document Processing III;
- (c) Business English III/ Communication II;
- (d) Commerce II;
- (e) Office Practice II;
- (f) Office Management III/Office Administration and Management III;
- (g) Secretarial Duties II;

OR

- (a) Typewriting III (50 w.p.m) Computerized Document Processing III;
- (b) Business English III/ Communication II;
- (c) Commerce II;
- (d) Office Practice II;
- (e) Office Management III/Office Administration and Management III;
- (f) Secretarial Duties II;

OR

Craft Certificate in Secretarial Studies from the Kenya National Examinations Council;

- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution;
- (iv) Certificate in Computer Applications from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

SENIOR ASSISTANT OFFICE ADMINISTRATOR/SENIOR OFFICE ADMINISTRATOR, JOB GROUP ‘L’ (1 POSTS)

Salary Scale

Ksh. 35,910 x 1,800 – 37,710 x 1,890 – 39,600 x 1,990 – 41,590 x 2,070 – 43,660 x 2,220 – 45,880 p.m.

- (a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: taking oral dictation; managing e-office; word and data processing; operating office equipment; maintaining office diary, appointments and travel itineraries; attending to visitors/clients; handling telephone calls; co-ordinating schedules of meetings; ensuring security of office records, equipment and documents including classified materials; maintaining an up to date filing system in the office; establishing and monitoring procedures for record keeping of correspondence and file movements; preparing responses to simple routine correspondence; managing office protocol and etiquette; supervising office cleanliness; managing petty cash; ensuring security, integrity and confidentiality of data; and undertaking any other office administrative services duties that may be assigned.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:

- (a) Shorthand III (minimum 110 w.p.m.);
 - (b) Typewriting III (50 w.p.m) Computerized Document Processing III;
 - (c) Business English III/ Communication II;
 - (d) Commerce II;
 - (e) Office Practice II;
 - (f) Office Management III/Office Administration and Management III;
 - (g) Secretarial Duties II;
-
- (iii) Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other recognized institution;
 - (iv) Certificate in Computer Application from a recognized institution; and
 - (v) Shown merit and ability as reflected in work performance and results.

OR

- (i) Served in the grade of Office Administrator I for a minimum period of three (3) years;
- (ii) Bachelors Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

Bachelors Degree in social Sciences plus a Diploma in Secretarial Studies from a recognized institution;

- (iii) Certificate in Secretarial Management Course lasting not less than four (4) weeks from Kenya School of Government or any other recognized institution;
- (iv) Certificate in Computer Application from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

**CHIEF ASSISTANT OFFICE ADMINISTRATOR/CHIEF OFFICE
ADMINISTRATOR JOB GROUP 'M'(2 POSTS)**

Salary Scale

**Ksh. 41,590 x 2,070 – 43,660 x 2,220 – 45,880 x 2,310 – 48,190 x 2,400 – 50,590
2,550 – 53,140 x 2,700 – 55, 840 p.m.**

(a) Duties and Responsibilities

An officer at this level will be deployed to work for a Head of Department, Cabinet Secretary or a Principal Secretary in a State Department. Duties and responsibilities at this level will entail; taking oral dictation; using e-office to research and process data; operating office equipment; attending to visitors/clients; handling telephone calls; coordinating schedules of meetings and appointments; ensuring security of office records equipment and documents including classified materials; preparing responses to routine correspondence; managing office protocol and etiquette; managing petty cash; monitoring procedures for record keeping of correspondence and file movements; maintaining an up to date filing system in the office; coordinating travel arrangements; handling customer inquiries and complaints; establishing and undertaking any other office

administrative services duties that may be assigned. In addition, the officer will guide and supervise other office administrative services personnel.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Assistant Office Administrator for a minimum period of three (3) years;
- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:

- (a) Shorthand III (minimum 120 w.p.m.);
 - (b) Typewriting III (50 w.p.m.)/ Computerized Document Processing III;
 - (c) Business English III/Communications II;
 - (d) Commerce II
 - (e) Office Practice II;
 - (f) Office Management III/Office Administration and Management III;
 - (g) Secretarial Duties II;
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- (iii) Certificate in Secretarial Management Course lasting not less than three (3) weeks from Kenya School of Government or any other recognized institution;
 - (iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
 - (v) Certificate in Computer Applications from a recognized institution; and
 - (vi) Shown merit and ability as reflected in work performance and results.

OR

- (i) Served in the grade of Senior Office Administrator for a minimum period of three (3) years;
- (ii) Bachelors Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution;

OR

Bachelors Degree in Social Sciences plus a Diploma in Secretarial Studies from a Recognized institution;

- (iii) Certificate in Secretarial Management Course lasting not less than three (3) weeks from Kenya School of Government or any other recognized institution;
- (iv) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (v) Certificate in Computer Applications from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

PRINCIPLE DRIVER, JOB GROUP 'J' (1 POST)

Salary Scale

24,662x1, 233 – 25,985x1, 285-27,180x1, 340-28,520x1, 398 -29,918P.M

(a) Duties and Responsibilities

This is the highest grade in this cadre. Duties and responsibilities will involve driving the assigned vehicle; carrying out routine checks on the vehicle's, cooling, oil, electrical, tyre pressure and brake systems; etc.; detecting and reporting malfunctioning of the vehicle systems; maintenance of work ticket(s) for vehicles(s) assigned; ensuring security and safety of the vehicle on and off the road; overseeing safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle(s). In addition, the officer may be required to supervise and guide staff working under him/her in a small transport unit.

(b) Requirement for Appointment

For appointment to this grade, an officer must be:

- (i) served in the grade of Chief for a minimum period of three (3) years;
- (ii) passed Occupational Trade Test I for Drivers;
- (iii) a valid driving license free from any current endorsement(s) for class(es) of vehicles(s) the officer is required to drive;
- (iv) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;

- (v) attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (vi) A valid Certificate of Good Conduct from the Kenya Police;
- (vii) attended a First –Aid Certificate Course lasting not less than one (1) week from St. John Ambulance of Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- (viii) demonstrated outstanding professional competence in work performance and results.

SENIOR CHARGE – HAND, JOB GROUP J – (3 Posts)

(a) Duties and Responsibilities

An officer at this level will be the overall in-charge of the Artisans and Charge-hands in line with their area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing). Duties at this level will entail preparation of improvement, repair and maintenance schedules; managing maintenance workshop; supervising, training and guiding other staff.

(b) Requirements for Appointment

- (i) Served in the grade of Charge – Hand or in a comparable and relevant position in the Public Service for at least three (3) years.
- (ii) Demonstrated ability to organize works, train and supervise junior staff; and
- (iii) Shown merit and ability in work performance and results.

SUPPLY CHAIN MANAGEMENT OFFICER / SUPPLY CHAIN MANAGEMENT ASSISTANT 2 JOB GROUP J- (2 POSTS)

Salary Scale

Ksh.24,662x1,233-25,895x1,285-27,180x1,340-28,520x1,398-29,918 p.m.

'Duties and Responsibilities

An officer at this level will be deployed in specialized areas such as warehousing, distribution, stock control, logistics or. Market surveys...The officer will. Assist in the preparation of annual- procurement plans and Supply Chain Management. Reports. -

Requirements for Appointment

An Officer must have:-

- (i) Served in the grade of Supply Chain Management Assistant 111 or in comparable and relevant in position in the Public Service for a minimum period of three years.
- (ii) Diploma (Foundation Stage) or its equivalent from a recognized institution
- (iii) Shown merit and ability as reflected work performance and results

SUPPLY CHAIN MANAGEMENT ASSISTANT I, JOB GROUP K' -(1 POST)

Salary Scale

Ksh.31,020x1,560-32,580x1,620-34,200x1,710-35,910x1,800-37,710x1,890-39,600x1,990-41,590 p.m.

(a) Duties and Responsibilities

Work at this level will be the same as supply chain management officer / supply chain management assistant though more complex in nature. Specific duties will entail. Warehousing, distribution, fleet management, inventory and stock control.

b) Requirements for Appointment

An Officer must have:-

- (i) Served in the grade of Supply Chain Management Assistant 11 or in comparable and relevant in position in the Public Service for a minimum period of three years.
- (ii) Diploma (Foundation Stage) or its equivalent from a recognized institution
- (iii) Shown merit and ability as reflected work performance and results

SENIOR SUPPLY CHAIN MANAGEMENT ASSISTANT JOB GROUP L- (1 POST)

Salary Scale

Ksh.35,910x1,800-37,710x1,890-39,600x1,990-41,590x2,070-43,660x2,220-45,880 p.m.

(b) Duties and Responsibilities

An officer at this level will be expected

- i. To supervise and provide guidance and advise in areas pertaining to supply chain management and to supervise officers working under the officer. Specific duties will entail assisting in procurement, preparation of procurement plans, market surveys and research; disposal of stores and equipment in accordance to the laid down regulations and procedures: and preparation of Periodic and annual, Supply Chain.Managemeat reports/returns

b) Requirements for Appointment

An Officer must have:-

- i. Served in the grade of Supply Chain Management Assistant 1 or in comparable and relevant in position in the Public Service for a minimum period of three years.
- ii. Diploma or its equivalent from a recognized institution
- iii. Shown merit and ability as reflected work performance and results

Telephone Supervisor I, Job Group ‘K’ – (1 POSTS)

Salary Scale

Ksh.31,020x1,560-32,580x1,620-34,200x1,710-35,910x1,800-37,710x1,890-39,600x1,990-41,590 p.m.

(a) Duties and Responsibilities

An officer at this level will be in charge of a telephone exchange of five to six (5-6) switchboard positions, with a maximum capacity of sixty (60) exchange lines and approximately six hundred (600) extension lines. The officer will be responsible for supervision of work at the switchboard; telephone exchange routine work; preparation of duty/annual leave roster for telephone personnel; and collection of telephone traffic data for determining adequacy of telephone facilities and staffing levels. The officer will also liaise with Engineers/Technicians on maintenance of telephone exchange equipment/facilities, Accounts Section on payment of bills, and Supplies Section on procurement of telephone facilities/spare parts and stationery.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

- (i) have served in the grade of Telephone Supervisor II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) have attended and passed an Instructors Training Course for Telephone Supervisors lasting not less than four (4) months from a
Government Training Institute or any other recognized Institution;
- (iii) possess good oral and written communication skills in both English and Kiswahili;
- (iv) be proficient in computer applications; and
have shown merit and ability in the management of telephone services.

Telephone Supervisor 2, Job Group 'J' – (4 Posts)

Salary Scale

Ksh.24,662x1,233-25,895x1,285-27,180x1,340-28,520x1,398-29,918 p.m.

(a) Duties and Responsibilities

An officer at this level will be in charge of a telephone exchange of three to four (3-4) switchboard positions with a maximum capacity of forty (40) exchange lines and four hundred (400) extension lines. Specifically, the officer will be responsible for supervision of work at the switchboard; telephone exchange routine work; preparation of duty/annual leave roster for Telephone Personnel; liaising with Engineers/Technicians on maintenance of telephone exchange equipment/facilities, with Accounts Section on payment of telephone bills and with Supplies Section on procurement of telephone facilities/spares parts and stationery.

For promotion to this grade, an officer must:

- (i) have served in the grade of Senior Telephone Operator or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) have attended and passed a Certificate Course for Government Telephone Supervisors lasting not less than four (4) Months from a Government Training Institute or any other recognized Institution;
- (iii) be proficient in computer applications;
- (iv) possess good oral and written communication skills in both English and Kiswahili; and
- (v) Have shown merit and ability as reflected in work performance and results.

SENIOR ACCOUNTANT, JOB GROUP 'L' (1 POST)

Salary Scale

**Ksh.35,910x1,800-37,710x1,890-39,600x1,990-41,590x2,070-43,660x2,220-45,880
p.m.**

a) Duties and Responsibilities

An officer at this grade will be responsible for timely and accurate preparation of quality management reports that fall under his/her section (s). Work at this level will also include planning, directing, coordinating, supervising areas of control; training and development of staff under him/her and setting targets for the section (s). The officer may occasionally be required to undertake ad hoc assignments relating to accounting services; She/he may be assigned responsibilities to authorize payments and sign cheques subject to limit set. He/She will certify and verify returns, documents, vouchers, monitor collection of revenue including inspection and responsible for Government assets, records and custody of Accountable Documents under his/her sections(s).

b) Requirements for Appointment

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

- (i) served in the grade of Accountant I, Job Group 'K' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) Passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.

OR

A Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent.

iii) Certificate in Computer Applications

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

CHIEF ACCOUNTANT, JOB GROUP 'M' – (1 POST)

Salary Scale

Ksh.41,590x2,070-43,660x2,220-45,880x2,310-48,190x2,400-50,590x2,550-53,140x2,700-55,840 p.m.

(a) Duties and Responsibilities

- i. A Chief Accountant will be deployed to head one or more divisions of an Accounting Unit/ District Treasury. Work at this level will be similar to those performed by the Senior Accountant but of wider scope and higher complexity. Work at this level will include planning, directing, coordinating, supervising areas of control, training and development of staff under him/her, setting targets for the division and may occasionally be required to undertake ad hoc assignments relating to accounting services. In addition the officer
- ii. May be called upon to assist in preparations of final accounts. The officer will ensure safe custody of Government assets and records under him/her and will also be responsible for authorizing payments and signing of cheques subject to set limits. The officer will be responsible for timely and accurate preparation of management reports that fall under his/her division. He/She will be responsible for providing guidance to officers under him/her to achieve the desired results.

(b) Requirements for Appointment

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

(i) Served in the grade of Senior Accountant, Job Group 'L' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.

(ii) A Bachelor's degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

OR

Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent.

(iii) Attended a management course lasting not less than four (4) weeks from the Kenya Institute of Administration or any other recognized institution.

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

Chief Human Resource Management Assistant Job Group M (1 Post)

Salary Scale

41,590 x 2,070 – 43,660 x 2,220 – 45,880 x 2,310 – 48,190 x 2,400 – 50,590 2,550 – 53,140 x 2,700 – 55, 840 p.m.

(a) Duties and Responsibilities

This will be the highest grade in this cadre. An officer at this level will be required to ensure proper application and interpretation of human resource management policies, regulations, procedures and systems. In addition, an officer will be expected to oversee and co-ordinate Human Resource services in the areas of recruitment, promotion, discipline, training and development, placement and staff welfare.

(b) Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) served in the grade of Senior Human Resource Management Assistant for at least three (3) years;
- (ii) a Higher Diploma in Human Resource Management or its equivalent from a recognized institution;

OR

- (iii) Certified Public Secretaries (K) Examination Part III;
- (iv) attended a management course lasting not less than one (1) month; and
- (v) shown administrative capability and outstanding performance.
- (vi)

Senior Human Resource Management Assistant Job Group L (1 Post)

Salary Scale

Ksh. 35,910 x 1,800 – 37,710 x 1,890 – 39,600 x 1,990 – 41,590 x 2,070 – 43,660 x 2,220 – 45,880 p.m.

(a) Duties and Responsibilities

An officer at this level will be expected to provide guidance and advice on appropriate application of Human Resource Management matters.

Specifically, duties and responsibilities at this level will entail; coordination and supervision of clerical work done in the section. An officer at this level will also be expected to co-ordinate Human Resource Management activities in such areas as appointments, promotions, complement control, staff development within the framework of the existing Human Resource policies and regulations.

(b) Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) served in the grade of Human Resource Management Assistant I, for at least three (3) years;
- (ii) a Diploma in Human Resources Management

OR

- (iii) Part II of the Certified Public Secretaries (K) Examination or its accepted equivalent; and
- (iii) have shown merit and ability as reflected in work performance and results.