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 ECONOMIC PLANNING

Applications are invited from suitably qualified serving officers in the County Government of Nyeri for the positions shown herein in the Department of Economic Planning.
Eligible applicants are requested to fill the Employment Form which can be downloaded from the County Website, www.nyeri.go.ke

Where applicable, the Board has granted a temporary waiver on the following requirements;

a) Senior Leadership Development Program Certificate
b) Management Course
c) Supervisory skills course

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 2016/2017, 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 **2nd May 2018.**

1. SENIOR ECONOMIST II - JOB GROUP 'M' – 2 NO. POST

(a) Duties and Responsibilities

The officer will be the Senior Economist II and his/her duties and responsibilities will entail;

(i) Preparation, analysis and reporting on MTEF and annual County Budgets;
(ii) Economic Policy formulation, analysis and reporting including the consolidation of the County Integrated Development Plans, Annual Development plans and other planning documents;
(iii) Revenue analysis and reporting; and
(iv) Monitoring of projects and programmes implementation on a periodic basis

In addition, the officer will be responsible for the coordination and supervision of all the staff working under him/her.

(b) Requirement for Appointment

(i) Served in the grade of Economist I or Statistician I for at least three (3) years.

(iii) Shown merit and ability as reflected in work performance and result

(iii) A Bachelor Degree in Economics or Economics and Statistics, or Economics and Mathematics from a recognized institution;

(iv) Demonstrated professional ability, initiative and competence in organizing, directing and executing work at this level.

2. PRINCIPAL LIBRARY ASSISTANT - JOB GROUP 'N' – 1 NO. POST

(a) Duties and Responsibilities

The officer will be the Principal Library Assistant and may be deployed in a records department or in an Information Center in the County. Specific duties and responsibilities will include taking custody of information materials such as books, periodicals, Video cassettes, audio-tapes, computer databases, and other relevant documents.

Other duties will include networking of information centers and Libraries to ensure effective and efficient delivery of Library and Information Services. The officer will also be in charge

of staff training and development. In addition the officer will be responsible for the coordination and supervision of all staff working under him/her.

(b) Requirement for Appointment

(i) served in the grade of Senior Library Assistant I or in a comparable and relevant position in the Public Service, for at least three (3) Years;

(iii) Shown merit and ability as reflected in work performance and result

(iii) A Diploma in Library or Information Studies or equivalent qualifications from a recognized Institution; and

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

3. SENIOR ASSISTANT OFFICE ADMINISTRATOR, JOB GROUP 'L' 2 POSTS

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; coordinating schedules of meetings; ensuring security of office records; equipment and documents, including classified materials; maintaining an up to date filling system in the office; establish and monitoring procedures of record keeping of correspondence and file movements; preparing responses to simple routine correspondence; managing office protocol and etiquette; supervising office cleanliness; managing office petty cash; ensuring security, integrity and confidentially of data; and undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment

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

(i) served in the grade of Assistant Office Administrator II for a minimum period of three (3) years;

(ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;

OR

i. 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/Communications II;

(d) Commerce II;

(e) Office Practice II;

(f) Office Management III/Office Administration and Management III

(g) Secretarial Duties II;

ii. Certificate in computer applications; and

iii. Shown merit and ability as reflected in work performance and results.