



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90- 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: INTERNAL ADVERTISEMENT: VARIOUS POSTS IN THE DEPARTMENT LAND, HOUSING AND PHYSICAL PLANNING

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

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 **27th April 2018**.

The positions are as follows:

1. PRINCIPAL HOUSING OFFICER, JOB GROUP "N"- 1 post

(a) Duties and Responsibilities

Duties and responsibilities at this level involve initiating, coordinating and supervising research; identification and documentation of housing projects; establishment of appropriate building technology centres; preparing proposals for housing projects; liaising with stakeholders for review of building legislation and housing standards; preparing manuals for use when training organized groups on housing construction using appropriate building technologies; carrying out pre-investment studies and financial analysis of shelter and related community facilities; planning, implementation, monitoring and evaluation of housing programmes; dissemination of research findings for use by stakeholders.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Housing Officer or in a comparable and relevant position in the housing and human settlements sector for at least three (3) years;
- (ii) A Bachelor's degree in any of the following: Valuation, Property Management, Architecture, Landscape Architecture, Interior Design, Civil/ Electrical/Mechanical Engineering, Land Economics, Real Estate and Land Administration, Building Economics, Urban/Regional Planning, Construction and/or Project Management, Economics, Estate Management, Sociology, Community Development, Statistics, Environmental Studies, Geography or equivalent qualification from a recognized institution .

- (iii) Registration by any of the following bodies: Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environmental Management Authority Board and any other relevant and recognized professional body. (applicable to professional degree holders only);
- (iv) A post graduate diploma in Housing or related field from a recognized institution (applicable to non-professional degree holders)
- (v) Senior Management course lasting not less than four (4) weeks from a recognized institution; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

2. Chief Cartography Assistant Job Group 'M'- 3 posts

Duties and responsibilities

Duties and responsibilities at this level entail: - supervising drawing of survey and deed plans, small plans, small and medium area registry index maps, small and medium area boundary schedules and preliminary index diagrams; preparing topographical base maps and compiling map and gazetter manuscripts; carrying out map design; revising base maps from aerial imageries; collecting data from geospatial data sources: and repairing, maintaining and updating mapping records.

Requirements for appointment

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

- a) Served in the grade of Senior Cartography Assistant or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- b) Diploma in Cartography from recognized institution ;
- c) Supervisory skills course lasting not less than two (2) weeks from a recognized institution
- d) Certificate in computer applications and
- e) Demonstrated merit and shown ability as reflected in work performance and results.