



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: INTERNAL ADVERTISEMENT: VARIOUS POSTS IN THE DEPARTMENT TRADE, TOURISM, CULTURE AND COOPERATIVE DEVELOPMENT

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 Co-Operative Auditor, Job Group 'N' – 1 Post
(a) Duties and Responsibilities

An officer at this level may head an Audit Team. Duties and responsibilities at this will entail:- consolidating primary audit reports/queries on societies' financial statements; reviewing and following-up of audit work emanating from the field; directing and conducting audit inspections of societies' records; monitoring and reviewing implementation of audit programmes; compiling data on periodical financial returns, estimates of income and expenditure; collecting, collating, evaluating and documenting audit evidence; and ascertaining the adequacy of co-operative societies internal control systems including computer systems.

(b) Requirements for Appointments

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

- (i) Served in the grade of Chief Co-operative Auditor or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines:-
Commerce (Accounting/Finance option), Economics,
Mathematics, Statistics or Business Administration from a
recognized institution;

And

- i. Diploma in any of the following disciplines: Co-operative Management Co-operative Auditing, Internal Auditing or Finance from a recognized Institution and Senior Management Course lasting not less than four (4) weeks from a recognized institution;

Or

- ii. Certified Public Secretaries (CPS) Kenya Part II or Certified Public Accountants (CPA) Kenya Part II or Certified Internal Auditors (CIA) Part III from a recognized institution and Senior Management Course not lasting less than four (4) weeks from a recognized institution;

Or

- iii. Diploma in any of the following disciplines:- Co-operative Management, Co-operative Auditing, Internal Auditing or Finance from a recognized Institution and Management Course lasting not less than four (4) weeks from a recognized institution;

Or

- iv. Certified Public Secretaries (CPS) Kenya Part II or Certified Public Accountants (CPA) Kenya Part II or Certified Internal Auditors (CIA) Part III from a recognized institution and Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in computer applications skills; and
- vi. Demonstrated a high degree of professional competence and administrative capability

2. Chief Cooperative Auditor, Job Group 'M'- Two(2) Posts

a. Duties and Responsibilities

An officer at this level may be in charge of an audit team. Duties and responsibilities at this level will entail:- observing and preparing primary audit reports/queries on co-operative societies' financial statements and making detailed audit reports on periodical financial returns and estimates of income and expenditure: and evaluating and documenting audit evidence.

b. Requirements for appointment

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

- I. Served in the grade of Senior Cooperative Auditor or in a comparable and relevant position in the public Service for a minimum period of three (3) years.
- II. Bachelor's Degree in any of the following disciplines: - Commerce (Accounting /Finance option) Economics, Mathematics, statistics or Business administration from a recognized institution.

And

Diploma in any of the following disciplines: - Cooperative Management, Cooperative Auditing, Internal or Finance from a recognized Institution.

Or

Certified public Secretaries (CPS) Kenya Part II or Certified Public accountants (CPA) Part II or certified Internal Auditors (CIA) Part III from a recognized Institution:

Or

Diploma in any of the following disciplines: Cooperative Management, Cooperative Auditing, Internal Auditing or finance from a recognized institution and supervisory skills Course not less than two weeks() weeks from a recognized institution:

Or

Certified Secretaries (CPS) Kenya Part II or Certified Public Accountants (CPA) Kenya Part II or Certified Internal Auditors (CIA) Part III from a recognized institution and supervisory skills course lasting not less than two (2) weeks from a recognized institution:

- III. Certificate in computer applications from a recognized institution: and
- IV. Demonstrated merit and shown ability as reflected in work performance and results.

3. Senior Hospitality Officer, Job Group-L-One(1) Post

Duties and Responsibilities

An officer at this level may be deployed either in the housekeeping, kitchen or service area, Duties and responsibilities will involve; directing the daily operations of the hospitality services; ensuring the general welfare of clients; facilitating work flow in the hospitality service areas, supervision and management of staff; taking appropriate action on any feedback received from customers, and ensuring full compliance to the standard operating procedures.

Requirements for appointment

For appointment to the grade of senior Hospitality, an officer must have;

- i. Served in the grade of Hospitality Officer 1 for at least three (3) years
- ii. Bachelor's degree in either Hotel and Catering Management or Hotel and Hospitality Management or its equivalent qualification from a recognized institution;
- iii. Attended supervisory management /management skills Development course from a recognized institution.
- iv. Demonstrated merit and ability as reflected in work performance and results; and
- v. Certificate in computer applications

4. Chief Clerical Officer J/G J Number Of Posts-1 (One)

Duties and Responsibilities

This is the highest grade in cadre. An officer at this level will handle complex clerical tasks of diverse nature and may be deployed to be in charge of Clerical Officers within a section or deployed as a caretaker. Specific duties and responsibilities will involve coordination of clerical work in a section maintenance of general cleanliness and security of buildings and equipment, planning of office accommodation and layout, processing of document for issue of licenses or certificates under relevant Acts. In addition, the officer will induct new clerical officers and supervise and guide staff working under him/her.

Requirement for appointment

For appointment to this grade, an officer must;

- i. Have served in the grade of senior clerical officer at least three (3) years.
- ii. Possess a certificate in any of the following disciplines: human resource management, business administration, Kenya Account Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution.
- iii. Be in possession of an ICT certificate and be proficient in WORD Processors, spread sheets, presentation and Database and
- iv. Have shown merit and ability as reflected in work performance and results.

5. Supply Chain Management Assistant Iii, J/G 'H'-One(1) Post

(a) Duties and Responsibilities

An officer at this level will be deployed in a Supply Chain Management unit in a Department and will handle a variety of tasks such as issuing and receiving stores; assisting in Stock ; assisting in stock taking, reconciliation, preparation and maintenance of records.

(b) Requirements for Appointment

- i. Served in the grade of Supply Chain Management Assistant IV or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- ii. An advanced Certificate in supply Chain Management from Chartered Institute of Purchasing and Supplies(CIPS) or its approved equivalent from a recognized Institution: and
- iii. Shown merit and ability as reflected in work performance and results.

6. Assistant Office Administrator I- J/G H Number Of Posts-1 (One)

Duties and Responsibilities

Taking oral dictation, managing the 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 correspondences,

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 petty cash, and undertaking any other office administrative service duties that may be assigned.

Requirement for appointment

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

OR

Business education Single and Group certificates (BES & CG) stages I, II and III from the Kenya National Examination Council in the following subjects;

- a) Shorthand III minimum 100 w.p.m.)
 - b) Typewriting II (50 p.m.) Computerised 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 Studies 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 government training institute
 - iv. Certificate in Computer application from a recognized institution and
 - v. Shown merit and ability as reflected in work performance and results.

7. Clerical Officer J/G 'G' Number of Posts-1 (One)

Duties and Responsibilities

An officer at this level will supervise and provide guidance to officers working under him/her. Specific duties and responsibilities will include: -

- Verifying compiled statistical records for accuracy; processing of human resource statistics; preparation of indents;
- ensuring implementation of County Public Service Commission and County Human Resource Management Advisory Committee;
- Maintenance of stores, records and equipment inventory;
- Preparation of estimates of expenditure for general office services;
- Assisting in planning office accommodation and layout; safe custody of invoices,
- Receipts and other records;
- Processing of documents for issue of licenses or certificates under relevant Acts;
- Preparation and maintenance of records and ensuring proper maintenance of filing systems.

Requirements for Appointment

For appointment to this grade, an officer must:

- Have served in the grade of Clerical Officer 1 for a minimum period of three (3) years;
- Have passed the Proficiency Examination for Clerical Officers;
- Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- Be in possession of an Information Communication Technology (ICT) certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and
- Have shown merit and ability as reflected in work performance and results.