



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: INTERNAL ADVERTISEMENT: VARIOUS POSTS IN THE DEPARTMENT WATER, ENVIRONMENT AND SANITATION

Applications are invited from suitably qualified serving officers in the County Government of Nyeri for the positions shown herein in the Department of Water, Environment and Sanitation.

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. Senior Assistant Director, Irrigation Water Management, J/G Q-1 Post

This position is responsible for leadership direction and enhancement of water availability through development of irrigation, drainage & water storage infrastructure and dissemination of appropriate technologies.

Duties and responsibilities

Duties and responsibilities at this level will entail: formulating standards for irrigation water management, interpreting and guiding the implementation of policies and programmes for irrigation water management, analyzing and interpreting data for irrigation planning, coordinating and implementation of irrigation water management work plans and action plans, coordinating irrigation extension and research, establishing irrigation management information systems for effective decision making, organizing and facilitating irrigation water management training programmes, coordinating socio-economic surveys during feasibility studies, promoting transfer and adoption of modern appropriate irrigation water management technologies, participating in formulation of appropriate statutory and policy framework and promoting private sector participation in irrigation development.

Requirements for appointment:

For appointment to this grade an officer must have:

- (i) Served in the grade of Assistant Director Irrigation Water Management for a minimum period of three (3) years.

- (ii) Bachelors degree in any of the following disciplines: - Agriculture, Horticulture, Agronomy, Agricultural Economics, Agribusiness, or Agricultural Resources Management from a recognized institution.
- (iii) Masters degree in any of the following disciplines: Agronomy, Soil Science, Horticulture, Agriculture Economics, Agriculture Extension or Land and Water Management from a recognized institution.
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (v) Certificate in Computer Applications from a recognized institution.
- (vi) Demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results

2. Assistant Director, Irrigation Water Management, J/G P (1 Post)

Duties and responsibilities

Duties and responsibilities at this level will entail: supervising irrigation water management activities; implementing policy and programmes for irrigation water management, maintaining data on irrigation water users association (IWUAs) for capacity building, analyzing and interpreting data for irrigation planning, coordinating implementation of irrigation water management action plans, organizing training of farmers on irrigation practices and technologies, establishing linkages with relevant research institutions and the farmers, managing irrigation management information systems for effective decision making, organizing and facilitating irrigation water management training programmes, undertaking social economic surveys during feasibility studies, preparing training materials, promoting private sector participation in irrigation development, and participating in conflict resolutions amongst irrigation water users.

Requirements for appointment:

For appointment to this grade an officer must have.

- (i) Served in the grade of Principal Irrigation Water Management Officer for a minimum period of three (3) years.
- (ii) Bachelors degree in any of the following disciplines:-Agriculture, Horticulture, Agronomy, Agricultural Economics, Agribusiness, or Agricultural Resources Management from a recognized institution

- (iii) Masters degree in any of the following disciplines: - Agronomy, Soil Science, Horticulture, Agriculture Economics, Agriculture Extension or Land and Water Management from a recognized institution.
- (iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (v) Certificate in Computer Applications from a recognized institution.
- (vi) Have demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results

3. Principal Irrigation Water Management Officer J/G 'N' 1 Post

Duties and responsibilities

Duties and responsibilities at this level will entail: analyzing and maintaining data for irrigation planning and decision making, maintaining data on Irrigation Water Users Association (IWUAs) for capacity building, coordinating farmers for irrigation participatory development, preparing and implementing irrigation water management water action plans, training and advising farmers and for frontline extension staff on sustainable irrigation management and technologies, participating in conflict resolutions amongst irrigation water users, establishing linkages with relevant research institutions and the farmers, preparing irrigation training materials, undertaking social economic surveys during feasibility studies and organizing and facilitating farmers training programmes.

Requirements for appointment:

For appointment to this grade an officer must have.

- (i) Served in the grade of Senior Agricultural Officer/Chief Irrigation Water Management Officer for a minimum period of three (3) years.
- (ii) Bachelors degree in any of the following disciplines; Agriculture, Horticulture, Agronomy, Agricultural economics, Agribusiness or Agricultural resource management from a recognized.
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (iv) Certificate in Computer Applications from a recognized institution.

(v) Have demonstrated merit and shown ability as reflected in work performance and results.

4. Principal Superintendent (Irrigation) J/G 'N' 1 Post

Duties and responsibilities

Duties and responsibilities will entail:- Supervising irrigation development activities; analyzing data for irrigation planning; preparing irrigation training materials; coordinating irrigation development; and developing and reviewing operational standards.

Requirements for appointment:

For appointment to this grade an officer must have:

(i) Served in the grade of/Senior Irrigation Superintendent (Irrigation) Chief Assistant Irrigation Water Management Officer for a minimum period of three (3) years.

(ii) Technician Part II Certificates in any of the following disciplines:- Agricultural Engineering, soil and water Engineering, Irrigation or Surveying from a recognized institution;

OR

(iii) Diploma in any of the following disciplines; Agricultural Engineering, soil and water Engineering, Irrigation or Surveying from recognized institutions;

(iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.

(iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.

(iv) Certificate in Computer Applications from a recognized institution.

(v) Demonstrated a high degree of technical competence merit and ability as reflected in work performance and results.

5. Senior Principal Superintendent (Water And Sewerage) J/G 'P' (3) Posts

Duties and responsibilities

This is the highest grade for this cadre. Specific duties and responsibilities will entail: developing and reviewing operational standards, formulating water tariffs guidelines and strategies for both urban and rural water supplies systems, and providing advice to other institutions on water supply, development and management issues. In addition, the officer will be responsible for managing, supervising, mentoring, coaching and developing staff under him or her.

Requirements for appointment:

For appointment to this grade an officer must have.

1. Served in the grade of principal Superintendent (Water & Sewerage) for a minimum period of three (3) years.
2. Higher Diploma in either Water Supply Technology or Water Engineering from a recognized institution
3. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
4. Certificate in computer applications from a recognized institution and
5. Have demonstrated outstanding professional competence and administrative ability as reflected in work performance and results

6. Senior Superintending Engineer (Water And Sewerage) J/G 'N'1 Post

Duties and responsibilities

Duties and responsibilities at this will include: carrying out feasibility studies, planning and designing water supply and sewerage infrastructure, carrying out research activities in various aspects of water, sewerage and hydraulic systems, ensuring professional standards and undertaking quality control during construction of water supply and sewerage infrastructure, supervising the construction of water and sewerage works undertaken directly or by contract, maintaining water supply and sewerage systems, and monitoring and evaluation of physical and financial progress of development projects and programmes.

Requirements for appointment:

For appointment to this grade an officer must have.

- (i) Served in the grade of Superintending Engineer (Water and Sewerage) for a minimum period of three (3) years.

- (ii) Bachelor's degree in Civil Engineering from a recognized institution
- (iii) Be registered by Engineers Registration Board of Kenya as an engineer.
- (iv) Be a member of the Institution of Engineers of Kenya (IEK)
- (v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (vi) Certificate in computer applications from a recognized institution.
- (vii) Have demonstrated merit and shown ability as reflected in work performance and results.

7. Principal Superintendent (Water And Sewerage) J/G 'N'16 Posts

Duties and responsibilities

Duties and responsibilities at this level entail: preparing bills of quantities for water projects, checking the adherence of specifications and standards ensuring that work is progressing on schedule, supervising complex water works, preparing water supply and sewerage programs, and evaluating and advising on technical reports.

Requirements for appointment:

For appointment to this grade an officer must have.

1. Served in the grade of Chief Superintendent (Water & Sewerage) for a minimum period of three (3) years
2. Three(3) years Certificate in Technical Training from a recognized institution;
OR
Diploma in Water Supply Technology or Water Engineering from a recognized institution;
3. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.
4. Have demonstrated merit and shown ability as reflected in work performance and results

8. Principal Laboratory Technologist J/G 'N' 1 Post

Duties and responsibilities

Duties and responsibilities at this level will entail;- coordinating provision of laboratory services in a number of units/sections; preparing work plans and programs for laboratory activities; submitting samples to reference laboratories and institutes for further analysis; preparing laboratory manuals and quality specifications; supervising safe laboratory waste disposal; carrying out drug efficacy tests; initiating requisition proposals and undertaking technical evaluation for laboratory supplies/ equipment; and formulating technical standards .

Requirements for appointments

For appointment to this grade an officer must have:-

- Served in the grade of chief laboratory technologist for a minimum period of three (3) years;

Diploma in any of the following fields:- applied sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), food science and technology, medical laboratory technology, building/ civil engineering, earth or science biotechnology from a recognized institution;

- Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- Certificate in computer application skills from a recognized institution;
- Shown merit and ability as reflected in work performance and results.

9. Chief Superintendent (Water And Sewerage) J/G ‘M’ (11) Posts

Duties and responsibilities

Duties and responsibilities at this level will entail: ensuring availability of requirements for the operation and maintenance of water supply, preparing bills of quantities for the water projects, checking the adherence of specifications and standards, supervising complex water works, preparing water supply and sewerage programs and ensuring that work is progressing on schedule.

Requirements for appointment:

For appointment to this grade an officer must have:

1. Served in the grade of Senior Superintendent (Water & Sewerage) for a minimum period of three (3) years.
2. Three(3) years Certificate in technical training from a recognized institution or
OR
Diploma in either Water Supply Technology or Water Engineering from a recognized institution.
3. Certificate in Supervisory Skills Development Course Programme lasting not less than two (2) weeks from a recognized institution.
4. Certificate in computer applications from a recognized institution and
5. Have demonstrated merit and shown ability as reflected in work performance and results.

10. Senior Superintendent Water And Sewerage J/G ‘L’ (2) Posts

Duties and responsibilities

Carry out feasibility studies; planning and designing water supply and sewerage infrastructures; preparing bills of quantities for water and sewerage projects; checking adherence to specification and standards; ensuring work is progressing on schedule; supervising complex water and sewerage works; coordinating water supply and sewerage programs; compiling and evaluating of technical reports.

Requirements for appointment:

For appointment to this grade an officer must have.

1. Served in the grade of Superintendent Water & Sewerage for a minimum period of three (3) years.
2. Three (3) years Certificate in Water Technology from a recognized institution;
OR
Diploma in either Water Supply Technology or Water Engineering or its equivalent from a reputable institution
3. Certificate in computer applications from a recognized institution and
4. Demonstrated merit and shown ability as reflected in work performance and results.

11. Superintendent Water And Sewerage J/G ‘K’ (1) Post

Duties and responsibilities

Coordinating water supply, sewerage works and pollution control; ensuring availability of water supply and provision of sewerage services and collecting, analyzing data and preparing technical reports.

Requirements for appointment:

For appointment to this grade an officer must have.

1. Served in the grade of Senior Inspector (Water and Sewerage) for a minimum period of three (3) years.
2. Three (3) years Certificate in Technical training from a recognized institution.

OR

Diploma in either Water Supply Technology or Water Engineering from a recognized institution.

3. Certificate in computer applications from a recognized institution and
4. Demonstrated merit and shown ability as reflected in work performance and results.

12. Senior Inspector (Water And Sewerage) J/G 'J'1 Post

Duties and responsibilities

Planning and supervising construction works for water supplies and sewerage schemes; compiling operation and maintenance data; supervising operations and maintenance of water supplies and sewerage treatment works.

Requirements for appointment:

For appointment to this grade an officer must have.

1. Served in the grade of Inspector (Water and Sewerage) for a minimum period of three (3) years.
2. Three (3) years Certificate in Technical training from a recognized institution.

OR

Diploma in either Water Supply Technology or Water Engineering from a recognized institution.

3. Certificate in computer applications from a recognized institution and
4. Demonstrated merit and shown ability as reflected in work performance and results.

13. Senior Charge Hand J/G 'K'- 2 Posts (Upgrading)

Duties and responsibilities

An officer at this level will be the overall in-charge of the artisans and chargehands 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 workshops, supervising, training and guiding other staff.

Requirements for appointment:

For appointment to this grade an officer must have.

1. Served in the grade of Chargehand or in a comparable and relevant position in the public service for at least three (3) years.
2. Demonstrated ability to organize works, train and supervise junior staff, and
3. Shown merit and ability in work performance and results.

14. Senior Charge Hand J/G 'J' 2 post

An officer at this level will be the overall in-charge of the artisans and chargehands 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 workshops, supervising, training and guiding other staff.

Requirements for appointment:

For appointment to this grade an officer must have.

1. Served in the grade of Artisan 1 or in a comparable and relevant position in the public service for at least three (3) years.
2. Shown merit and ability in work performance and results.

15. Charge Hand 1 posts J/G 'H'

Duties and responsibilities

An officer at this level will coordinate and supervise staff in improvement works, general repairs and maintenance. The officer will be responsible for record keeping, allocation of duties, management of workshops and training of junior staff in line with their area of specialization (carpentry, masonry, welding, painting and plumbing)

Requirements for appointment:

For appointment to this grade an officer must have.

1. Served in the grade of Artisan 1 or in a comparable and relevant position in the public service for at least three (3) years.
2. shown merit and ability in work performance and results.

16. Senior Water Supply Operator J/G ‘H’7 Posts

This position is the highest grade for this cadre.

Duties and responsibilities

An officer at this level will oversee operations of a water supply, coordinate and supervise staff in improvement of works, general repairs and maintenance of plant and equipment in the water treatment works. Ensure analysis tests are conducted for treatment process control. Determine chemical feed rates and adjust chemical dosages. The officer will be responsible for record keeping of operation charts, allocation of duties, and management of treatment plants and training of junior staff.

Requirements for appointment:

For appointment to this grade an officer must have.

1. Water Supply Operator’s Certificate or its equivalent related field from a recognized institution.
2. shown merit and ability in work performance and results.

17. Principal Assistant Office Administrator /Principal Office Administrator J/G ‘N’ 2 Posts

Duties and responsibilities

An officer at this level will be deployed to work in either of the 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; handling customer inquiries and complaints, coordinating schedules of meetings and appointments; coordinating travel arrangements, ensuring security of office records, equipments and documents, including classified materials; ensuring security, integrity and confidentiality of data, establishing and monitoring procedures for record keeping of correspondence and file movements, maintaining an up to date filing system in the office, preparing responses to routine correspondence; managing office protocol and etiquette; managing petty cash and any other office administrative services, duties that may be assigned. in addition the officer will guide and supervise other office administrative services personnel.

Requirements for appointments

For appointment to this grade a candidate must have.

- a) Served in the grade of Chief Assistant Office Administrator for a minimum period of three (3) years.
- b) Diploma in secretarial studies from the Kenya National Examination council.

OR

Business Education Single and Group Certificates (BES & GC)
STAGES 1, 11 and 111 from the Kenya National Examinations Council in the following subjects.

- a) Shorthand 111 (minimum 120 w.p.m),
 - b) Typewriting 111 (50 w.p.m)/computerized document processing 111,
 - c) Business English 111/Communications 11,
 - d) Commerce 11,
 - e) Office practice 11,
 - f) Office management 111/Office Administration and Management 111,
 - g) Secretarial Duties 11,
- (iii) Certificate in Secretarial management course lasting not less than three (3) weeks from Kenya school of Government or any other recognized training institution,
- (iv) Certificate in Supervisory Skills Management Course lasting not less than two (2) weeks from a recognized institution ,
- (v) Must be Computer Literate
- (vi) Demonstrated professional competence in office administrative services.

18. Chief Assistant Office Administrator / Chief Office Administrator J/G ‘M’ 2 Posts

Duties and responsibilities

An officer at this level will be deployed to work for a Head of 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, equipments 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 update 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.

Requirements for appointment

For appointment to this grade a candidate 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 Examination council.

OR

Business Education Single and Group Certificates (BES&GC) STAGES1,11 and 111 from the Kenya National Examinations Council in the following subjects.

- h) Shorthand 111(minimum 120 w.p.m),
- i) Typewriting 111 (50 w.p.m)/computerized document processing111,
- j) Business English111/Communications11,
- k) Commerce 11,
- l) Office practice11,
- m) Office management111/Office Administration and Management 111,
- n) Secretarial Duties 11,

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

19. Senior Office Administrative Assistant J/G ‘K” 1 Post

Duties and responsibilities

Duties and responsibilities at this level will entail: taking oral dictation, word and data processing, operating office equipment, ensuring security of office equipment, document and records, attending to visitors/clients, handling telephone calls and appointments, maintaining diary and scheduling of meetings, ensuring an up to date filing system in the office, supervision of office cleanliness, handling routine correspondences, managing office petty cash and undertaking any other office administrative services duties that may be assigned.

Requirements for appointment

For appointment to this grade a candidate must have.

- (i) Served in the grade of Office Administrative1 for a minimum period of three (3) years
- (ii) Business Education Single and Group Certificates (BES&GC) STAGES1, 11 and 111 from the Kenya National Examinations Council in the following subjects.
 - a) Shorthand 111(minimum 100 w.p.m),
 - b) Typewriting 111 (50 w.p.m)/computerized document processing111,
 - c) Business English111/Communications11,
 - d) Commerce 11,
 - e) Office practice11,
 - f) Office management111/Office Administration and Management 111,
 - g) Secretarial Duties 11,

OR

Craft Certificate in Secretarial Studies from the Kenya National Examination Council.

(iii) Certificate in public relations and customer care course lasting not less than two (2) weeks from 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.

20. Senior Supply Chain Management Assistant /Senior Supply Chain Management Officer J/G 'L'- 1 Post

(a) Duties and Responsibilities

The officer at this level will be expected to supervise and provide guidance and advice in areas pertaining to supply chain management to officers working under the officer. Specifically, duties will entail assisting in procurement, preparation of procurement plans, market survey and research, disposal of stores and equipment in accordance to the laid down regulations and procedures and preparation of periodical and annual supply chain management reports/returns.

Requirements for Appointment

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

- (i) served in the grade of Supply Chain Management Officer I or in a comparable and relevant position II in the Public Service for a minimum period of three (3) years.
- (ii) a Diploma in supplies management or its equivalent from a recognized institution; and
- (iii) .shown merit and ability as reflected in work performance and results.

In addition to the above requirements an officer must have the following key performance attributes and core competences:-

(i) *Personal Qualities*

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills.
- Ability to take instructions
- Good organizational and supervisory skills,

(ii) *Core Competences*

- Team playing skills
- Accuracy

- Care for resources
- Manual dexterity
- Execution of instructions
- interpersonal skills
- Analytical skills
- Records Management skill

21. Principal Clerical Officer Job Group "K" 9 Posts

(a) *Duties and Responsibilities*

This is the highest grade in the cadre. An officer at this level will supervise a group of clerical officers in a specific area deployment. Specific duties and responsibilities will entail: verifying compiled statistical records for accuracy; coordinating processing of human resource records and accounting transactions ; ensuring maintenance of efficient filing system; safe custody processing appointments, promotions, discipline cases, transfers and other related duties in human resource management: verifying payment vouchers: computing financial or statistical records based on routine or special sources of information; drafting complex routine correspondences, drafting, indents for advertisement, processing pension documents ,processing documents for issuance of academic records, inducting new clerical personnel and mentoring and guiding other clerical officers.

(b) *Requirements for Appointment*

For appointment to this grade, an officer must have:

- served in the grade of Chief Clerical Officer for a minimum period of three (3) years;
- Kenya Certificate of Secondary Education (KCSE) mean grade C-(minus) or its equivalent qualification,
- Supervisory Skills Management Course lasting not less than two (2) weeks from a recognized institution.
- Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six(6) months from a recognized institution
- Passed the proficiency Examination for Clerical Officers;
- Certificate in computer application skills from a recognized institution, and
- Shown merit and ability as reflected in work performance and results.

22. Chief Clerical Officer J/G 'J' 2 Posts

(a) Duties and Responsibilities

An officer at this level may be deployed in any of the following units/sections to carry out clerical duties; Human resource management, general registry, supplies, accounts or general administrative services.

specific duties and responsibilities will entail ; compiling statistical records, carrying out transactions related to accounts or personnel information; filing receipts, receiving, sorting out, filing and dispatching correspondence, preparing initial documents for issuance of stores, preparing pay change advices(PCAs) checking general office cleaning and securing of buildings and equipment, verifying pension claims, processing documents for issuance of licenses, maintaining an efficient filing system and safe keeping of invoices, drafting agenda for cases due for presentation to the ministerial human resource management and advisory committee (MHRMAC) and (MTC) meetings, processing documents, managing registers, controlling movement of records and files, drafting correspondences and ensuring safe custody of equipment, documents and records

(b) Requirements for Appointment

For appointment to this grade, an officer must:

- (i) have served in the grade of Senior Clerical Officer for a minimum period of three (3) years;
- (ii) Kenya Certificate of Secondary Education (KCSE) mean grade C-(minus) or its equivalent qualification,
- (iii) Passed the proficiency examination for clerical officers
- (iv) Certificate in any of the following disciplines; Human Resource Management(HRM), Business administration, Kenya Accounts Technician Certificate (KATC), Supply

Chain Management or Records Management lasting not less than six(6) months from a recognized institution

- (v) Certificate in computer application skills from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

23. Senior Clerical Officer J/G 'H' 4 Posts

(a) Duties and Responsibilities

An officer at this level may be deployed in any of the following units/sections to carry out clerical duties; Human resource management, general registry, supplies, accounts or general administrative services.

specific duties and responsibilities will entail ; compiling statistical records, carrying out transactions related to accounts or personnel information; filing receipts, receiving, sorting out, filing and dispatching correspondence, recording, folioing, and filing applications for registration and licensing documents, preparing initial documents for issuance of stores, preparing pay change advices(PCAs) checking general office cleaning and security of buildings and equipment, verifying pension claims, processing documents for issuance of licenses, maintaining and updating files, controlling movement of records and files and managing registers.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

- (i) have served in the grade of Clerical Officer 1 for a minimum period of three (3) years;
- (ii) Kenya certificate of secondary education(KCSE) mean grade C-(minus) or its equivalent qualification,
- (iii) passed the proficiency examination for clerical officers
- (iv) Certificate in any of the following disciplines; Human resource management(HRM),business administration, Kenya accounts technician certificate

(KATC),Supply chain management or records management lasting not less than six(6)months from a recognized institution

(v) certificate in computer application skills from a recognized institution; and

(vi) shown merit and ability as reflected in work performance and results.

24. Clerical Officer 1 J/G ‘G’ 2 Posts

(a) Duties and Responsibilities

An officer at this level may be deployed in any of the following units/sections to carry out clerical duties; Human resource management, general registry, supplies, accounts or general administrative services.

specific duties and responsibilities will entail ; compiling statistical records, carrying out transactions related to accounts or personnel information; filing receipts, receiving, sorting out, filing and dispatching correspondence, recording, folioing, and filing applications for registration and licensing documents, preparing initial documents for issuance of stores, preparing pay change advices(PCAs) checking general office cleaning.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

(i) have served in the grade of Clerical Officer 1I for a minimum period of three (1)

years;

(ii) Kenya certificate of secondary education (KCSE) mean grade C-(minus) or its equivalent qualification,

(iii) passed the proficiency examination for clerical officers

(v) certificate in computer application skills from a recognized institution; and

(vi) shown merit and ability as reflected in work performance and results,