



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT OF VACANT POSITION:

The County Government of Nyeri wishes to recruit competent and qualified persons to fill the above stated positions.

A. DEPARTMENT OF GENDER, YOUTH AND SOCIAL SERVICES

1. COUNTY CHIEF OFFICER, DEPARTMENT OF GENDER, YOUTH AND SOCIAL SERVICES, JOB GROUP ‘S’- 1 POST

Duties and Responsibilities

The Chief Officer will be the Accounting Officer and Authorized Officer for the respective Department. The officer, reporting to the respective County Executive Secretary will be responsible for the following:

- i) General administration and coordination of the respective County Department.
- ii) Development, implementation and review of policies, sector plans and budget.
- iii) Overseeing management of Departmental resources, preparation of budget estimates, annual work plans and programmes.
- iv) Implementation and monitoring of Performance Management Systems.
- v) Building capacity of departmental staff.
- vi) Organizing and coordinating consultative forums with stakeholders

- vii) Promotion of National Values and Principles of Good Governance as outlined in article 10 and 232 of the Constitution of Kenya.
- viii) Any other duties as may be assigned by the Governor, Deputy Governor or the County Executive Secretary from time to time.

Requirements for Appointment

- i) Be a Kenyan Citizen
- ii) Be in possession of at least first degree in the relevant field from a University recognized in Kenya.
- iii) Have relevant knowledge and experience of not less than seven (7) in a senior management position in public Service or Private Sector.
- iv) Demonstrate understanding of Devolved Governance and Vision 2030.
- v) A strategic and result oriented individual.
- vi) Satisfy the requirements of Chapter six of the constitution of Kenya 2010 on Leadership and Integrity.
- vii) Be computer literate.
- viii) Knowledge and experience in programme based budgeting, Planning and Financial analysis.
- ix) A Master's degree in the relevant field will be an added advantage.

2. FIRE-ENGINE OPERATORS, JOB GROUP 'F'

Duties and Responsibilities

Reporting to the Chief Officer, the Officer will be responsible for the following duties:

- i. Making routine daily checks and inspection of the fire engine to ensure it is in sound mechanical condition
- ii. Ensuring general routine maintenance of the fire engine and equipment in line with the manufacturer's manual / specifications
- iii. Reporting any malfunctioning of the vehicle/fire engine systems
- iv. Driving/operating the fire engine as authorised
- v. Ensuring security and safety of the fire engine on and off the road
- vi. Maintenance of work tickets for vehicle/fire engine assigned
- vii. Responding to fire and emergency calls in order to prevent and/or minimize loss of life, property or injury

- viii. Safely and efficiently driving the fire engine to the scene of fire in response to an emergency
- ix. Operating the fire engine pumps and other fire/rescue apparatus safely and efficiently
- x. Perform any other function of a fire fighter
- xi. Any other duties as may be assigned by the supervisor

Requirements for Appointment

The candidate must:

- i. Be a Kenyan citizen
- ii. Be a holder of a Kenya Certificate of Secondary Education / O-level education; (minimum grade D)
- iii. Possess a First Aid Certificate lasting not less than seven(7) days
- iv. Possess a certificate in defensive driving
- v. Possess a valid motor vehicle driving license class BCE;
- vi. Have a minimum three (3) years proven experience in fire engine/firefighting equipment operation;
- vii. Basic mechanical knowledge of vehicles
- viii. Demonstrate experience in managing disasters
- ix. Be physically and medically fit as certified by a Government Doctor;
- x. Be a holder of a firefighting/rescue service certificate from an institution recognized in Kenya
- xi. Possess a valid certificate of good conduct
- xii. Possession of a Grade III and above certificate in vehicle mechanics/maintenance will be an added advantage;
- xiii. Former members of the disciplined forces and the NYS who have undergone firefighting training or ex-fire fighters/fire engine operators will have an added advantage

Copies of the above certificates **MUST** be attached to the application form.

B) DEPARTMENT OF WATER, ENVIRONMENT, SANITATION AND NATURAL RESOURCES

1. FORESTER, JOB GROUP ‘K’

Reporting to the Director – Environment and Natural Resources.

Duties and Responsibilities

Coordinate devolved forestry activities in the county including:

- i) Conservation, rehabilitation and monitoring of ecological health of county forests.
- ii) All forest field operations /forest extension services.
- iii) Development and maintenance of forest infrastructure.
- iv) Liaison with KFS and KEFRI on forestry regulations.
- v) Tree planting and tree growing in the county including establishment of tree nurseries
- vi) Maintenance of data on county tree and forest cover.
- vii) Organisation of sensitization and awareness creation meetings, as well as development of training materials for forest related activities in the county.
- viii) Supporting communities to establish nature-based enterprises.
- ix) Development of policies and regulations to guide county forestry.
- x) Establishment of management plans for county forest lands and resources.
- xi) Planning and directing forest mapping, survey and related studies, preparing reports and recommendations
- xii) Handling emerging forestry issues including climate change, green energy, carbon traders and eco-tourism
- xiii) Any other duties as may be assigned

Requirements for appointment

The candidate must:

- i) Be a Kenyan citizen
- ii) Be a holder of a Bachelor’s Degree in Forestry, Environmental Studies, Ecological Studies or Agricultural Extension or any other qualification from a university recognized in Kenya
- iii) Demonstrate computer proficiency.
- iv) Be a member of and in good standing with Forest Society of Kenya.
- v) Possess a certificate of good conduct
- vi) Possess a tax compliance certificate
- vii) Demonstrated passion for environmental conservation will be an added advantage

2. ENVIRONMENTAL FIELD OFFICER, JOB GROUP ‘K’

Reporting to the Director – Environment and Natural Resources.

Duties and Responsibilities

- i) Coordinating and proactively managing environmental activities and projects at the sub county level.
- ii) Representing the Department in all sub county forums in relation to the environmental management.
- iii) Organizing sensitization and awareness creation meetings for environment and natural resources management.
- iv) Carrying out site visits to assess progress of programmes, dealing with complaints and raising environmental concerns as deemed necessary.
- v) Supervise stock taking of national resources at the sub county level as well as identification of significant, sensitive and degraded sites for rehabilitation.
- vi) Assisting in decision making and advising on the best practices in environmental management
- vii) Liaising and partnering with various stakeholders on environmental management within the sub county.
- viii) Taking appropriate enforcement action in cases of non-compliance or breach of licence/permit conditions as issued by the Directorate
- ix) Assisting in screening and reviewing EIA and EA reports within the sub county
- x) Any other duties as may be assigned by the Director

Requirements for appointment

The candidate must:

- i) Be a Kenyan citizen
- ii) Be a holder of a Bachelor’s Degree in Environmental Studies, Natural Resources Management or a related field from a university recognized in Kenya.
- iii) Demonstrate computer proficiency.
- iv) Be a member of and in good standing with EIK or any other relevant professional body.
- v) Possess a certificate of good conduct
- vi) Possess a tax compliance certificate

Experience in GIS will be an added advantage

3. ENVIRONMENTAL PLANNING OFFICER, JOB GROUP ‘K’

Reporting to the Director – Environment and Natural Resources.

Duties and Responsibilities

- i) Coordinating preparation of status reports on the environment and environmental action plans at the county level.
- ii) Undertaking policy research and analysis to support integration of environment in natural resources concerns into development plans within the county.
- iii) Preparing and publishing operational manuals, codes or guidelines relating to environmental management
- iv) Assisting in screening and reviewing EIA and EA reports at county level.
- v) Coordinating preparation of proposals for environmental management activities.
- vi) Planning and directing mapping, survey and related studies on the environment, preparing reports and recommendations
- vii) Monitoring compliance with national and county environmental plans.
- viii) Coordinating implementation of relevant agreements in the field of environmental management at county level
- ix) Handle emerging environmental issues
- x) Any other duties as may be assigned.

Requirements for appointment

The candidate must:

- i) Be a Kenyan citizen
- ii) Be a holder of a Bachelor’s degree in Environmental Studies, Natural Resources Management or a related field from a recognized institution.
- iii) Knowledge in computer studies.
- iv) Be a member of and in good standing with EIK
- v) Experience in GIS will be an added advantage.
- vi) Possess a certificate of good conduct
- vii) Possess a tax compliance certificate

Possession of a NEMA expert license will be an added advantage

Demonstrated resource mobilization skills will be an added advantage

C) DEPARTMENT OF FINANCE

1. DRIVER GRADE III, JG 'D'

a) Duties and Responsibilities

- i) Carrying out routine checks to ensure proper functioning of the assigned vehicle;
- ii) Detecting and reporting any malfunctioning of vehicle systems;
- iii) Maintenance of work tickets for vehicles assigned to the driver;
- iv) Driving the vehicles as authorized;
- v) Carrying out minor mechanical adjustments/repairs;
- vi) Security and safety of the vehicle on and off the road;
- vii) Safety of the passengers and/or goods therein; and
- viii) Ensuring cleanliness and roadworthiness of the assigned vehicle.
- ix) Any other duties as maybe assigned by the supervisor.

b) Requirements for Appointment

- i) Must be a Kenyan Citizen;
- ii) Have a Kenya Certificate of Secondary Education mean grade D (Plain) or its approved equivalent from a recognized institution;
- iii) Have a valid BCE driving license;
- iv) Have undergone a First Aid course lasting not less than seven(7) days;
- v) Be a holder of a suitability test certificate for Drivers Grade III;
- vi) Be a holder of an Occupational Trade Tests III/II/I certificate for Drivers;
- vii) Be in possession of a Certificate in Defensive Driving;
- viii) Be in possession of a current Refresher course certificate for drivers lasting not less than seven (7) days;
- ix) Have at least five (5) years previous satisfactory driving experience after obtaining the driving license.
- x) Possession of a Valid Certificate of Good Conduct;
- xi) Basic Mechanical knowledge of vehicles.
- xii) Experience in the disciplined forces or in the public service will be an added advantage

Copies of the above certificates **MUST** be attached to the application form.

2. MOTOR CYCLE RIDER REVENUE CLERKS, JOB GROUP ‘D’

Duties and Responsibilities

- i) Undertake clerical duties
- ii) Collecting revenue in the designated areas in the county
- iii) Undertake routine check of the assigned motor cycle
- iv) Maintain the work ticket for the motor cycle
- v) Detect and report any malfunction of the motor cycle
- vi) Any other duty as may be assigned by the supervisor

Requirements for the Appointment

(i) Be a Kenyan Citizen

- (ii) Kenya Certificate of Secondary Education (KCSE) Mean Grade D
- (iii) Be in possession of valid Driving/Riding license
- (iv) Experience of riding not less than two(2) years
- (v) Certificate of good conduct

Salary:

As per the Salary and Remuneration Commission guidelines

Benefits:

- 31% service gratuity upon completion of the contract
- Medical cover for self, spouse and children below 21 years.

Contract:

Three (3) years contract

How to Apply

Duly filled Employment Form together with the required documents should be sent or hand delivered to:

**THE SECRETARY,
NYERI COUNTY PUBLIC SERVICE BOARD,
KARSON’S PHOTO HOUSE KIMATHI STREET
P.O BOX 90-10100,
NYERI
Email: cpsb@nyeri.go.ke
CELLPHONE: 0745342000 / 0733977003**

The applications should be received on or before **20th October 2019**.

NB

1. Please note the deadline indicated on the Daily Nation Newspaper of **September 30th, 2019** erroneously indicated the submission deadline for applications to be **6th September 2019**. The actual deadline for submission is **20th October 2019**.
2. That all communications/correspondences will be through the Board's **official cell phone contacts and/or emails**.