



COUNTY GOVERNMENT OF NYERI

P. O BOX 90- 10100

Tel ephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: ADVERTISEMENT FOR VACANT POSITIONS

The County Government of Nyeri wishes to recruit competent and qualified persons to fill the following positions:

1. OFFICE OF THE COUNTY SECRETARY

- **Legal Officer II, Job Group 'K' (2 posts)**

The holder of the position will be reporting to the Head of Legal Unit – County Executive

a) Duties and Responsibilities

- Assist in drafting legislative proposals and policies
- Assist in ensuring compliance to the statutory requirements
- Assist in reviewing and documenting information relevant to a case, including generating pre-trial preparation documents;
- Preparing legal documents under the direction of the head of legal unit.
- Assist in preparation of contracts and agreements to be entered into by the County Government;
- Assist in conducting legal research;

- vii) Attendance to court and supervising outside counsel as instructed by the head of legal services
- viii) Preparing legal briefs and legal opinions under the direction of the head of legal services;
- ix) Assist in maintaining and updating information on new developments in law
- x) Any other duty that may be assigned by the supervisor.

b) Requirements for appointment

- i) Must be a Kenyan Citizen
- ii) Bachelor of Laws degree from a university recognized in Kenya
- iii) Post graduate diploma in legal studies
- iv) Advocate of the High Court of Kenya
- v) Possession of a current practicing certificate
- vi) Proficiency in computer applications.
- vii) Certificate of good conduct

2. DEPARTMENT OF AGRICULTURE, LIVESTOCK AND FISHERIES

A) Senior Assistant Director of Agriculture (Agri-Business) Job Group ' Q (1 Post)

The holder will be the Head of the Agribusiness Unit and will be reporting directly to the Chief Officer.

a) Duties and responsibilities

- i) Upscale community food security and value addition initiatives.
- ii) Develop a County agricultural sector priority manual.
- iii) Fund mobilization for County Agriculture development activities
- iv) Organize and participate in agricultural shows and trade fairs locally and internationally.
- v) Improve input supply.
- vi) Provide market information

- vii) Promote value addition in agriculture, livestock and fisheries development.
- viii) Promote commercial agriculture, livestock and fisheries development.
- ix) Promote market development.
- x) Enhance access to appropriate credit packages and awareness creation
- xi) Any other duty that may be assigned by the supervisor.

b) Requirements for appointment

- i) Be a Kenya Citizen
- ii) Be a holder of at least a Degree in Agribusiness or agricultural economics from recognized institution in Kenya.
- iii) Not less than eight (8) years' experience after the year of graduation
- iv) Demonstrate a high degree of professional and technical competence in work performance and results.
- v) Demonstrate a thorough understanding of devolution, the County Development objectives and Vision 2030.
- vi) Be a strategic thinker and results oriented.
- vii) Be computer literate.

B) Plant Operator III - Job Group 'D' (13 posts)

a) Duties and responsibilities

- i. Operating machines of 'difficult rating' C
- ii. Assisting machine attendants in identifying possible breakdowns
- iii. Liaising with mechanics for servicing
- iv. Making daily and weekly oil checks
- v. Maintaining the cleanliness of the plants
- vi. Any other duty that may be assigned by the supervisor.

b) Requirements for appointment

- i) Must be a Kenyan Citizen
- ii) Kenya Certificate of Secondary Education mean grade D (Plain) or an equivalent qualification from a recognized institution in Kenya;
- iii) Have passed the suitability test for plant operators;
- iv) Possess a valid Driving License free from current endorsements for class(es) of machine(s) that one may be required to operate;
- v) Be able to operate at least two (2) plants of difficult rating 'C'
- vi) attended a First Aid Certificate Course lasting not less than one (1) week from St John Ambulance or the Kenya Institute of Highways and Technology (KIHBT) or any other recognized institution in Kenya;
- vii) Training in plant mechanics will be an added advantage

3. DEPARTMENT OF GENDER, YOUTH & SOCIAL SERVICES

• Fire-Engine Operators, Job Group 'F' (4 posts)

a) Duties and Responsibilities

- 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 authorized
- 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

b) 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

4. DEPARTMENT OF EDUCATION, SPORTS, SCIENCE & TECHNOLOGY

- **ECDE Caregivers (10 posts)**

The officers will be reporting to the Principal Education Officers (PEO) in the Sub-County and the Head Teacher in the respective primary school in which the ECDE centre is domiciled.

a) Duties and responsibilities

- i) Develop schedules and enforce routines for pupils under his/her care, ensuring that the children have adequate physical activities and equal rest.
- ii) Maintain within the ECDE Centre, a safe and comfortable environment for the pupils.
- iii) Provide age appropriate supervision and discipline to the pupils.
- iv) Plan and implement lessons as guided by the Kenya Institute of Curriculum Development (KICD)
- v) Observe the children's behavior and assess their development.
- vi) Communicate the pupils' behavior and development by making regular reports to parents.
- vii) Caring and nurturing the spiritual, moral, social, mental and physical growth of children
- viii) Using play and other instructional techniques and learning materials to assist children learn about the world, explore interests and develop talents including but not limited to storytelling and rhyming games.
- ix) Address and cater to special needs, if any, of the pupils under his/her care.
- x) Any other duty as may be assigned by the Head Teacher or PEO

b) Requirement for Appointment

- i) Bachelor of Education degree in Early Childhood Development and Education **Or** Diploma in Early Childhood Development and Education **Or** Certificate in Early Childhood Development and Education

- ii) Must be conversant with the current trends in Early Childhood Development and Education, Curriculum design and ECDE code of conduct and ethics.
- iii) Applicants must have a working experience in an ECDE centre or equivalent for a minimum period of 3 years.
- iv) Possesses excellent communication and facilitation skills;
- v) Should be computer literate;
- vi) Demonstrate ability to work independently as well as in a team

Terms of service

- **Two (2) years** contract for the ECDE caregivers
- **Three (3) years** contract for all the other posts

Salary and benefits

- ECDE Caregivers (As per the County Public Service Board remuneration)
- For all the other posts, the salary will be as per the regulations by Salaries and Remuneration Commission

The following clearance certificates should be attached to the application

- Higher Education Loans Board Clearance Certificate;
- Valid Certificate of Good Conduct;
- Credit Reference Bureau Clearance Certificate from a recognized body;
- Kenya Revenue Authority Clearance Certificate;
- Clearance From Ethics & Anti-corruption commission of Kenya

How to Apply

Hard copy of 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
CELLPHONE: 0745342000 / 0733977003**

All applications (hard delivered or through post office) should be received on or before **3rd April 2020** at **5 00p m**

Note:

1. Any communication from the County Public Service Board **SHALL** be through the above provided address and cell phone.
2. The County Public Service Board **does not charge** for any of the recruitment exercises, including shortlisting and appointment. Any request for payment or favor should therefore be reported to the police for appropriate action.
3. The County Government of Nyeri is an equal opportunity employer.
4. People living with disability are encouraged to apply.
5. Only the short-listed candidates will be contacted by the Board.