



COUNTY GOVERNMENT OF NYERI

BOX 90– 10100

Telephone 0745342000

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:

INSPECTORATE DIRECTORATE

1. ASSISTANT INSPECTORATE OFFICER II, JOB GROUP ‘F’- 38 POSTS

The holders will report to the respective Inspectorate Officers

(a) Duties and Responsibilities

- (i) Collecting information and reporting on security matters
- (ii) Conducting preliminary investigations and recording statements
- (iii) Controlling traffic flow;
- (iv) Assisting in customer care desk staff in receiving and directing visitors to the relevant offices;
- (v) Hoisting of flags;
- (vi) Responding to distress calls from the public;
- (vii) Guarding and securing County Government buildings and vital installations;
- (viii) Screening people and vehicles entering county offices, public places;
- (ix) Ensuring compliance with county laws in conjunction with other law enforcement agencies;
- (x) Execute all orders and warrants lawfully issued to county law breakers and giving evidence in court;
- (xi) Maintaining order and sanity in markets, bus parks and other business premises;
- (xii) Conducting frequent inspections on regulated activities to ensure compliance;
- (xiii) Enhancing collection of revenue through imposing prescribed penalties as per the law.
- (xiv) Any other duty that maybe assigned by the superiors

(b) Requirements for Appointment

- (i) Must be a Kenyan Citizen
- (ii) Kenya Certificate of Secondary Education (KCSE) Mean Grade of D+ (plus) or its equivalent from the Kenya National Examination Council (KNEC) or equivalent examination bodies;
- (iii) Be physically and medically fit; must have a medical report from a government health facility.
- (iv) Have no criminal record and any pending criminal charges;
- (v) Must be below 45 years of age
- (vi) Certificate in computer application skills from a recognized institution.
- (vii) Compliance with Chapter Six of the Constitution of Kenya.

2. INSPECTORATE OFFICER I, JOB GROUP 'K'- 8 POSTS

The holders will report to the Chief Inspectorate Officer.

(a) Duties and Responsibilities

- (i) Ensuring compliance with county laws in conjunction with other law enforcement agencies;
- (ii) Conducting preliminary investigations and recording statements
- (iii) Liaising with relevant Government agencies to arrest people breaking the enforced laws;
- (iv) Giving evidence in court, marking and preserving exhibits;
- (v) Hoisting of flags;
- (vi) Performing customer care desk duties such as receiving and directing visitors to the relevant offices;
- (vii) Responding to distress calls from the public;
- (viii) Guarding and securing County Government buildings and vital installations;
- (ix) Screening people entering county offices, public places and providing VIP protection;
- (x) Executing all orders and warrants lawfully issued to county law breakers
- (xi) Maintaining order and sanity in markets, bus parks and other business premises;
- (xii) Conducting frequent inspections on regulated activities to ensure compliance;
- (xiii) Ensuring orderly parking and traffic management in county town centers;
- (xiv) Apprehending, undertaking investigations and assisting in prosecution of county law breakers;
- (xv) Collection of information and reporting on security matters;
- (xvi) Drawing and Supervision of work schedules and duty rosters
- (xvii) Supervision and training of junior officers;

- (xviii) Developing security, enforcement and inspection programs within his or her area of assignment;
- (xix) Any other duty that may be assigned by the supervisor.

b) Requirements for appointment

- i) Must be a Kenyan Citizen
- ii) Served in a comparable and relevant position in the Public Service or Private Sector for a minimum period of three (3) years;
- iii) Diploma or Bachelor's Degree in any of the following disciplines: -Security Management, Criminology and Fraud Management, Criminology and Security Studies, Criminal Justice; Police Science, Military Science, Forensic Investigations and Penology or its equivalent from a recognized institution;
- iv) Certificate in computer application skills
- v) Compliance with Chapter Six of the Constitution of Kenya

3. CHIEF INSPECTORATE OFFICER, JOB GROUP 'M'- 1 POST

The holder will report to the Principal Inspectorate Officer

(a) Duties and Responsibilities

- (i) Undertaking day-to-day administrative and operational responsibility in his or her area of jurisdiction;
- (ii) Ensuring imposed and prescribed penalties are paid as per the law;
- (iii) Managing Shift register;
- (iv) Developing security and enforcement programs within his or her area of assignment;
- (v) Screening people entering county offices, public places and providing VIP protection;
- (vi) Ensuring compliance to Values and Principles of the Public Service in area of jurisdiction;
- (vii) Initiating sanctions and rewards for officers;
- (viii) Responsible for orderly conduct and discipline of junior officers; and
- (ix) Executing orders and warrants lawfully issued to county law breakers.
- (x) Any other duty as may be assigned by the supervisor.

(b) Requirements for Appointment

- (i) Must be Kenyan Citizen
- (ii) Served in a comparable and relevant position in the Public Service or Private Sector for a minimum period of six (6) years;
- (iii) Bachelor's Degree in any of the following disciplines: -Security Management, Criminology and Fraud Management, Criminology and Security Studies, Criminal Justice; Police Science, Military Science, Forensic Investigations and Penology or its equivalent from a recognized institution;

- (iv) Certificate in First Aid lasting not less than two (2) weeks from a recognized institution will be an added advantage;
- (v) Certificate in computer application skills
- (vi) Compliance with Chapter Six of the Constitution of Kenya

4. PRINCIPAL INSPECTORATE OFFICER, JOB GROUP 'N'- 1 POST

Holder will report to the Director, Administrative Services or to any other designated office in charge of Inspectorate

(a) Duties and Responsibilities

- (i) Undertaking day-to-day administrative and operational responsibility in his or her area of jurisdiction;
- (ii) Responsible for developing security and enforcement programs within his or her area of assignment;
- (iii) Identifying areas that require enforcement activities within his area of jurisdiction;
- (iv) Receiving, scrutinizing and signing of charge sheets from investigation officers;
- (v) Supervision and training of junior officers;
- (vi) Executing orders and warrants lawfully issued to county law breakers;
- (vii) Preparing and conducting frequent inspection programs on regulated activities to ensure compliance;
- (viii) Overall Shift Supervisor;
- (ix) Ensuring compliance to Values and Principles of the Public Service in area of jurisdiction;
- (x) Preparing and forwarding reports on all inspectorate matters at the Sub- county;
- (xi) Ensuring enforcement personnel welfare is catered for at the county.
- (xii) Any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

- (i) Must be a Citizen Kenyan
- (ii) Served in a comparable and relevant position in the Public Service or Private Sector for a minimum period of nine (9) years;
- (iii) Bachelor's Degree in any of the following disciplines:- Security Management, Criminology and Fraud Management, Criminology and Security Studies, Criminal Justice; Police Science, Military Science, Forensic Investigations and Penology or its equivalent from a recognized institution;
- (iv) Certificate in First Aid lasting not less than two (2) weeks from a recognized institution will be an added advantage;
- (v) Master's degree in a relevant degree will be an added advantage;
- (vi) Certificate in computer application skills;
- (vii) Compliance with Chapter Six

RE-ADVERTISEMENT

1. Plant Operator III - Job Group 'D' (8 posts)

Holders will reported to the designated supervisor

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 with endorsements for respective class(es) of plant machine(s) from the National Transport and Safety Authority(NTSA)
- v) Be able to operate at least two (2) plants of difficult rating 'C'
- vi) A First Aid Certificate will be an added advantage
- vii) Training in plant mechanics will be an added advantage

2. Fire-Engine Operators, Job Group 'F' – 4 Posts

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 duty 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 certificate in defensive driving
- iv. Possess a valid motor vehicle driving license class BCE;
- v. Have a minimum three (3) years proven experience in fire engine/firefighting equipment operation;
- vi. Basic mechanical knowledge of vehicles
- vii. Be physically and medically fit as certified by a Government Doctor;
- viii. Be a holder of a firefighting/rescue service certificate from an institution recognized in Kenya
- ix. Possess a valid certificate of good conduct
- x. Demonstrate experience in managing disasters
- xi. A First Aid Certificate will be an added advantage
- 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

Terms of service

- Three (3) years contract.

Salary and benefits

- Salary will be as per the regulations by Salaries and Remuneration Commission.

The following clearance certificates should be attached to the application:

- A Higher Education Loans Board Clearance Certificate;
- A Valid Certificate of Good Conduct / Police clearance
- A Credit Reference Bureau Clearance Certificate from a recognized body;
- A Kenya Revenue Authority Clearance Certificate;

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 **1st July 2020 at 5.00pm**

Note:

1. Any communication from the County Public Service Board **SHALL** be through the above provided address and cellphone.
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 be reported to the police or to the County Public Service Board. You can use our cellphone numbers: 0745342000 / 0733977003**
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.