



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90 – 10100
Telephone 0745 342 000

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:

EXTERNAL ADVERTISEMENT

OFFICE OF THE COUNTY ATTORNEY

1. SENIOR LEGAL OFFICER, JOB GROUP ‘N’ (2 Posts)

a) Duties and Responsibilities

- i) Coordinating and facilitating research on legal issue to inform the advice provided by the legal department
- ii) Co-ordinating and organizing appointments and meetings including meeting rooms.
- iii) Coordinating and facilitating research on legal issue to inform the advice provided by the legal department.
- iv) Ensuring implementation and realization of strategic plans and objectives in respect of the legal function.
- v) Assisting in implementation and realization of strategic plans and objectives in respect of the legal function
- vi) Assisting in keeping and managing documentations on approved projects for the County Government to track and monitor progress of the said projects and prepare reports
- vii) Assisting in complex litigation on behalf of the County Government
- viii) Diligently executing the functions and exercise the authority provided for in the County Attorney’s Act

- ix) Supporting the County Attorney in discharge of duties as assigned in respective technical unit
- x) Attending court and/or monitoring external counsel case management
- xi) Maintaining accurate filling and recording system and track file movement for efficient record management and record keeping
- xii) Generating office reports
- xiii) Supporting the designated county departments and agencies on legal matters
- xiv) Drafting contracts, lease agreements and memorandum of understanding between the county government and its collaborators.
- xv) Drafting legislative proposals
- xvi) Articulating county attorney's position in meetings, seminars, negotiations and conventions.
- xvii) Initiating and undertaking research on complex and emerging issues
- xviii) Preparing legal opinions and briefs on behalf of the County government
- xix) Attending all monthly departmental and county meetings to ensure efficiency of the County functions
- xx) Performing any other duties as may be assigned by the supervisor.

b) Requirements for Appointment

- i) Bachelor of Laws Degree from a recognized Institution in Kenya.
- ii) Kenya School of Law Post Graduate Diploma
- iii) At least 4 Years post admission experience
- iv) Advocate of the High Court of Kenya
- v) Valid Practicing Certificate
- vi) Compliance with Chapter Six of the Constitution
- vii) Experience in legislative drafting and litigation shall be an added advantage

2. LEGAL OFFICER (LEGAL CLERK ASSISTANT I,) JOB GROUP 'K' (2

Posts)

a) Duties and Responsibilities

- i) Supporting the County Attorney in discharge of duties as assigned in respective technical unit
- ii) Supporting and maintaining accurate filling and recording system and track file movement for efficient record management and record keeping

- iii) Drafting contracts, lease agreements and memorandum of understanding between the county government and its collaborators.
- iv) Articulating county attorney's position in meetings, seminars, negotiations and conventions.
- v) Initiating and undertaking research on complex and emerging issues
- vi) Preparing legal opinions and briefs on behalf of the County government
- vii) Researching different information to make sure the County government is acting in accordance with all applicable laws and offers recommendations on the same
- viii) Drawing up and submitting service legal agreements, contracts, agreements and other legal documents in which the County government is a party
- ix) Presenting information on a written or oral platform that all counsels and staff can understand
- x) Attending all monthly departmental and county meetings to ensure efficiency of the County functions.
- xi) Supporting the designated county departments and agencies on legal matters
- xii) Performing any other duties as may be assigned by the supervisor.

b) Requirements for appointment

- i) Bachelor of Laws Degree from a recognized institution in Kenya.
- ii) Kenya School of Law Post Graduate Diploma
- iii) At least 1 year post admission experience
- iv) Advocate of the High Court of Kenya
- v) Valid Practicing Certificate.

Remuneration: As per Salaries and Remuneration Commission (SRC)

Terms of Employment: Three (3) Years Contract

DEPARTMENT OF AGRICULTURE, LIVESTOCK & FISHERIES

1. ASSISTANT ANIMAL HEALTH OFFICER III, JOB GROUP 'H'(20 Posts)

a) Duties and Responsibilities

- i) Participating in animal health field demonstrations and agricultural shows;
- ii) Participating in sample collection and dispatch, inspecting livestock routes;
- iii) Collecting data and writing technical reports;
- iv) Demonstrating and training on milking techniques and external parasite control such as dipping, spraying and dusting;
- v) Carrying out vaccinations, closed castration, dehorning, ear tagging, branding, deworming, disbudding, docking, de-beaking and hoof trimming;
- vi) Carrying out simple treatment of animals;
- vii) Participating in animal disease research and reporting;
- viii) Keeping records on animal breeding, animal health, milk production, dipping data,
- ix) Maintaining dairy units and meat inspection
- x) Performing any other duties as may be assigned by the supervisor.

c) Requirements for Appointment

- i) Diploma in any of the following disciplines: Animal Health, Animal Health and Production, Veterinary Public Health and Meat Technology, Animal Production and Health Management or Animal Husbandry from a recognized institution in Kenya.
- ii) Be registered by the Kenya Veterinary Board

- iii) Certificate in Meat Inspection from a recognized institution will be an added advantage

2. ANIMAL HEALTH ASSISTANT II, JOB GROUP 'G' (15 Posts)

a) Duties and Responsibilities

- i) Participating in disease research and reporting;
- ii) Demonstrating and training on milking techniques;
- iii) Demonstration of external parasite control techniques such as dipping, spraying and dusting;
- iv) Carrying out vaccination and undertaking closed castration, dehorning, deworming, disbudding, docking, de-beaking, hoof trimming and meat inspection
- v) Performing any other duties as may be assigned by the supervisor.

b) Requirements for Appointment

- i) A certificate lasting not less than two (2) years in either Animal Health or Animal Health and Production from a recognized institution in Kenya.
- ii) Be registered by the Kenya Veterinary Board
- iii) A Certificate in meat inspection from a recognized Institution will be an added advantage.

Remuneration: As per Salaries and Remuneration Commission (SRC)

Terms of Employment: Three (3) Years Contract

THE SECRETARY
NYERI COUNTY PUBLIC SERVICE BOARD OFFICES
(LOCATED AT FORMER DIVISIONAL SUPPLIES DIVISION)
P.O. BOX 90-10100
NYERI
CELL PHONE: 0745342000/0733977003

All applications (hand delivered or through post office) should be received on or before **24th August 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 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.