



# REPUBLIC OF KENYA

## COUNTY GOVERNMENT OF NYAMIRA COUNTY PUBLIC SERVICE BOARD

P.O Box 434-40500, NYAMIRA



### ADVERTISEMENT FOR VACANCIES

Nyamira County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the constitution of Kenya 2010 under Articles 176 and County Government Act No.17 of 2012

#### OFFICE OF THE GOVERNOR

##### **Position (1)**

##### **Director Governor's Delivery Unit**

Terms of service: 2 years Contract

Job Group: JG 'R'

**Salary:** As per relevant SRC circulars

The holder of this post will be responsible to the Chief of Staff on performance of his duties of the unit

##### **Requirements for Appointment**

- Be a Kenyan citizen;
- Be in possession of a Bachelor's Degree from a recognized University in Kenya;
- Possession of a Master's degree in a related field will be an added advantage;
- Have a vast knowledge and experience in the related field;
- Be conversant with the Constitution of Kenya and all the devolution laws;
- Demonstrate thorough understanding of County development objectives and vision 2030;
- Be a strategic thinker and result oriented;
- Have excellent communication, organizational and interpersonal skills;
- Have capacity to work under pressure to meet strict deadlines;
- Demonstrate understanding and commitment to the values and principles espoused in Article 10 and 232 of the Constitution of Kenya;
- Have a working experience and knowledge of using computers; and
- Satisfy the requirements of chapter six of the constitution of Kenya 2010.

##### **Duties and Responsibilities**

- Coordinating the day-to-day activities relating to the prioritized operations in the County;
- To build capacities for project and service managers within the County;
- To conduct feasibility studies on projects in order to inform decision making to be undertaken by H.E the Governor and County Executive Committee members;
- Working with the County Executive Committee members to fast-track the delivery of Governor's Flagship projects in the County;

- Working hand in hand with the Monitoring and Evaluation teams in departments to ensure HE the Governor gets briefs for M&E reports regularly and ensure impact and value for money in all projects;
- Coordinate efficiency in monitoring unit at the Office of the Governor to enhance efficiency and effectiveness of project implementation;
- Ensure that the Governor receive timely progress reports of all donor funded projects as well as ensuring that project execution is timely as per donor condition;
- Develop framework for monitoring implementation of CIDP projects in respective Departments;
- Ensure to follow up action on Executive decisions and directives with relevant departments; and
- Performing any other duties that may be assigned from time to time by the Governor.

### **Position (1)**

#### **Deputy Director, Governor's Delivery Unit**

Terms of service: 2 years Contract

Job Group: JG 'Q'

**Salary:** As per relevant SRC circulars

The holder of this post will be responsible to the Director Delivery Unit on performance of his duties of the unit

### **Requirements for Appointment**

- Be a Kenyan citizen;
- Be in possession of a Bachelor's Degree from a recognized University;
- Possession of a Master's degree in a related field will be an added advantage;
- Be conversant with the Constitution of Kenya and all the devolution laws;
- Demonstrate thorough understanding of County development objectives and vision 2030;
- Be a strategic thinker and result oriented;
- Have excellent communication, organizational and interpersonal skills;
- Have capacity to work under pressure to meet strict deadlines;
- Demonstrate understanding and commitment to the values and principles espoused in Article 10 and 232 of the Constitution of Kenya;
- Have a working experience and knowledge of using computers; and
- Satisfy the requirements of chapter six of the constitution of Kenya 2010.

### **Duties and Responsibilities**

Assist the Director in

- Coordinating the day-to-day activities relating to the prioritized operations in the County;
- Project monitoring and follow ups within the County;
- Linkage with the project management committees (PMCs);
- Preparing reports and briefs;
- Develop framework for monitoring implementation of CIDP projects in respective Departments;

- Follow up action on Executive decisions and directives with relevant departments; and
- Performing any other duties that may be assigned from time to time by the Director.

### **Position (1)**

#### **Communication Officer**

Terms of service: 2 years Contract

Job Group: JG 'H'

**S alary:** As per relevant SRC circulars

The holder of the office shall be answerable to the Director, Governor's Press

#### **Requirements for Appointment**

- Have Kenya Certificate of Secondary Education (KCSE) mean grade of C;
- Have a Diploma in any of the following disciplines: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations or any other approved equivalent qualifications from a recognized Institution;
- Be proficient in computer applications;
- Good interpersonal skills: the ability to communicate clearly and effectively at all levels, taking into account cultural and language difficulties; and
- Knowledge of photography and digital camera use.

#### **Duties and Responsibilities**

- Create, edit, and publish engaging content for County Government's website, social media platforms, newsletters, and other communication channels;
- Manage and grow County Government's presence on social media platforms, including Facebook, Twitter, Instagram, LinkedIn, and others;
- Develop and implement social media campaigns to increase engagement and reach;
- Monitor social media trends and analytics to optimize performance;
- Develop creative ways to document programmatic processes, successes, and achievements (e.g. through photos/infographics/case stories, in periodic newsletters, brochures, briefs, website, social sites, etc.); and
- Store, sort, and maintain a database of photographs of projects and their activities.

**Position (1)**  
**Communication Officer**

Terms of service: 2 years Contract

Job Group: JG 'K'

**Salary:** As per relevant SRC circulars

The holder of the office shall be answerable to the Director, Governor's Press

**Requirements for Appointment**

- Be in possession of a Bachelors' degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations, Social Sciences or any other approved equivalent qualifications from a recognized University/Institution;
- Possess good oral and written communication skills in both English and Kiswahili;
- Be proficient in computer applications;
- Strong organizational skills and attention to detail;
- Knowledge of how to present information to different audiences including the general public, media to high-level decision-makers;
- Analytical and conceptual skills to think and plan strategically; and
- Skills and experience in communication programs, monitoring, review, and evaluation.

**Duties and Responsibilities**

- Develop and implement comprehensive communication strategies to enhance County Governments visibility and outreach;
- Coordinate with program teams to identify communication needs and objectives;
- Monitor and evaluate the effectiveness of communication strategies and adjust plans accordingly;
- Develop press releases, media advisories, and other external communication materials;
- Manage and grow County Government's presence on social media platforms, including Facebook, Twitter, Instagram, LinkedIn, and others;
- Develop and implement social media campaigns to increase engagement and reach;
- Monitor social media trends and analytics to optimize performance;
- Build and maintain relationships with journalists, media outlets, and other stakeholders; and
- Develop creative ways to document programmatic processes, successes, and achievements (e.g. through photos/infographics/case stories, in periodic newsletters, brochures, briefs, website, social sites, etc.).

**Position (1)****Principal Social Welfare Officer**

Terms of service: 2 years Contract

Job Group: JG 'N'

**Salary:** As per relevant SRC circulars

Answerable to the Director, Governor's Delivery Unit

**Requirements for Appointment**

- Be in possession of a Bachelors degree in any of the following disciplines: social sciences, social studies, health related Studies, Public Relations, or any other approved equivalent qualifications from a recognized University/Institution;
- Possess good oral and written communication skills in both English and Kiswahili;
- Be conversant with the Constitution of Kenya and all the devolution laws;
- Demonstrate thorough understanding of County development objectives and vision 2030;
- Be a strategic thinker and result oriented;
- Have excellent communication, organizational and interpersonal skills;
- Have capacity to work under pressure to meet strict deadlines;
- Demonstrate understanding and commitment to the values and principles espoused in Article 10 and 232 of the Constitution of Kenya;
- Have a working experience and knowledge of using computers;
- Satisfy the requirements of chapter six of the constitution of Kenya 2010; and
- Possession of a Master's degree in a related field will be an added advantage.

**Duties and Responsibilities**

- Acts as liaison between special groups, community project management committees (PMC) and the Governor's Delivery Unit (GDU);
- Attend PMC meetings, community organizations for the purpose of developing a district presence in the community;
- Serving as a liaison between community and the GDU;
- Collaborates with Governor's Delivery Unit, internal and external stakeholders for the purpose of building effective communication, enhancing relationships with respective communities;
- Develops, plans, and/or coordinates countywide activities (e.g. community outreach, media/public relations functions, etc.) for the purpose of enhancing community relationships, and promoting a positive public image;
- Develop in conjunction with Directorate of Public Participation a framework for solicitation of feedback from community and other stakeholders; and
- Impact Monitoring of county programs in the communities.

**Position (1)****Senior Social Welfare Officer**

Terms of service: 2 years Contract

Job Group: JG 'L'

**Salary:** As per relevant SRC circulars

Answerable to Principal Social Welfare Officer, Governor's Delivery Unit

**Requirements for Appointment**

- Be in possession of a Bachelor's degree in any of the following disciplines: social sciences, social studies, health related studies, public relations, or any other approved equivalent qualifications from a recognized University/Institution;
- Possess good oral and written communication skills in both English and Kiswahili; and
- Be conversant with the Constitution of Kenya and all the devolution laws;
- Demonstrate thorough understanding of County development objectives and vision 2030;
- Have excellent communication, organizational and interpersonal skills;
- Have capacity to work under pressure to meet strict deadlines;
- Demonstrate understanding and commitment to the values and principles espoused in Article 10 and 232 of the Constitution of Kenya;
- Have a working experience and knowledge of using computers;
- Satisfy the requirements of chapter six of the constitution of Kenya 2010; and
- Possession of a Master's degree in a related field will be an added advantage.

**Duties and Responsibilities**

- Acts as liaison between special groups, community project management committees (PMC) and the Governor's Delivery Unit (GDU);
- Attend PMC meetings, community organizations for the purpose of developing a district presence in the community;
- Serving as a liaison between community and the GDU;
- Collaborates with Governor's Delivery Unit, internal and external stakeholders for the purpose of building effective communication, enhancing relationships with respective communities;
- Develops, plans, and/or coordinates countywide activities (e.g. community outreach, media/public relations functions, etc.) for the purpose of enhancing community relationships, and promoting a positive public image;
- Develop in conjunction with Directorate of Public Participation a framework for solicitation of feedback from community and other stakeholders; and
- Impact Monitoring of county programs in the communities.

***How to apply***

Interested and qualified persons willing to apply should submit their hard copy applications accompanied with a copy of National ID card, a detailed CV and copies of all relevant certificates and testimonials addressed to the undersigned.

**The Secretary,  
County Public Service Board,  
P.O BOX 434-40500,  
Nyamira.**

Hand delivery applications should be dropped at the County Public Service Board's Offices located in Nyamira Town MEA COMPLEX building 2<sup>nd</sup> floor on or before **Monday 16<sup>th</sup> June, 2025.**

**Note:** Only shortlisted candidates will be contacted.

**NYAMIRA COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER. QUALIFIED WOMEN, YOUTH AND PERSONS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**