



**COUNTY GOVERNMENT OF MARSABIT
COUNTY PUBLIC SERVICE BOARD OF MARSABIT**

Pursuant to County Government Act 2012, section 59 (1) (a) and (b), the County Public Service Board of Marsabit wishes to recruit competent and qualified person to fill the following position in the County department of health services.

CPSBM01/31/01/2020: Medical Officers – Job group M (4 posts)

Terms of Service: Permanent and Pensionable

Responsibilities

The officer at this level may be deployed in the County or Sub County Hospital(s) and will be responsible for:

- Formulation, implementation and review of all health policies, regulations, standards, guidelines and protocols
- Provision of clinical care, general/community diagnosis and treatment and rehabilitation of patients
- Undertake medical examinations and write reports
- Conduct disease prevention, surveillance and control
- Provision of emergency response and clinical care services during disaster
- Provision of forensic and medico-legal services
- Provision of medical psychosocial interventions
- Provision of medical health education and promotion
- Facilitation of Medical Boards' proceedings
- Facilitation of training of interns and other health personnel
- Establishment and management of health information systems
- Management of health facilities

Requirements for Appointment

- Be a Kenyan Citizen
- Bachelor of Medicine and Bachelor of Surgery degree (MBChB) or its equivalent from a recognized institution
- One-year internship from a recognized institution
- Registration certificate from Medical Practitioners and Dentists Board
- Valid practicing license from Medical Practitioners and Dentists Board
- Certificate in computer application skills.

CPSBM02/31/01/2020: Community Oral Health Officers – Job group H (2 posts)

Terms of Service: Permanent and Pensionable

Responsibilities

- Promotion of oral health services
- Planning and Co-ordination of oral health awareness
- Conduct Dental check-ups
- Carry out basic community oral health status surveys
- Conducting chemical tests and analysis on water samples to determine fluoride content, interpreting the results of the tests and offering relevant oral health advice to the authorities and communities and diagnosing and treating of common dental conditions.
- Further the officer will be involved in teaching, training, counselling and giving guidance to community oral health students in medical training institutions.

Requirements for Appointment

- Be a Kenyan Citizen
- Diploma in Community Oral Health from a recognized institution
- Registered with appropriate body.
- Clinical working experience is added advantage
- Have a Certificate in computer application.

CPSBM03/31/01/2020: Medical Laboratory Technologists– Job group H (17 posts)

Terms of Service: Permanent and Pensionable

Responsibilities

- Conduct basic and molecular virology assays, interpret and document results using manual, automated or semi-automated lab machines.
- Standardized, calibrate and carry out preventive maintenance and basic troubleshooting on laboratory equipment and instrument.
- Receive samples and ensure that relevant support documentation is provided.
- Liaise with the study team in order to ensure that relevant samples are taken/provided, resolve discrepancies and to communicate results in line with laid down procedures.
- Participate in various QAQC, EQA, IQC and regulatory agency activities within the assigned section, including developing and documenting QC monitors.
- Prepare and collate results, update relevant databases and prepare reports as required.
- Monitor lab resources and inform relevant staff on the replenishment.
- Manage and dispose of waste in line with laid down guidelines including segregation and use of specified waste disposal facilities.
- Continually comply with all laid down QMS guidelines/ standards/ SOPs and comply with all health and safety guidelines.

Requirements for Appointment

- Be a Kenyan Citizen
- Have a Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board
- Have a Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board.
- Have a valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board
- Have a Certificate in Computer application from a recognized institution.

CPSBM04/31/01/2020: Radiographer – Job group H (4 posts)

Terms of Service: Permanent and Pensionable

Responsibilities

- Ensure Radiation Protection Rules, policies, standards and procedures are adhered to;
- Undertake Radiographic and Imaging examinations as required;
- Participate in continuous medical education activities in the hospital on health facilitation;
- Perform routine daily inspection of equipment and quality assurance procedures and report any deficiencies or malfunctions;
- Keep up-to-date with current techniques and developments in Radiographic and imaging procedures and endeavor to achieve a high standard of image quality;
- Supervise and train assistant staff and student radiographers;
- Ensure effective and economic use of resources and report all occurrences of defects which may affect health and safety

Requirements for Appointment

- Be a Kenyan Citizen
- Have a Diploma in any of the following: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging
- Have a certificate of registration from the Society of Radiographers in Kenya
- Have a current certificate of practice from Radiation Protection Board
- Have a certificate in any computer application from a recognized institution.

CPSBM05/31/01/2020: Registered Clinical Officer – Job group H (2 posts)

Terms of Service: Permanent and Pensionable

Responsibilities

- Seeing and examining patients;
- Ordering investigations and interpreting results;
- Diagnosing and Management of patients in out-patient and in-patient;

- Appropriate referral and preferred treatment; and follow up;
- Periodic self-assessment;
- Supervising students in the department.

Requirements for Appointment

- Be a Kenyan Citizen
- Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- Certificate of Registration from the Clinical Officers' Council; and
- Have Certificate in computer application skills from a recognized institution

CPSBM06/31/01/2020: Health Records & Information Officers– Job group H (3 posts)

Terms of Service: Permanent and Pensionable

Responsibilities

- Patient's reception (CCC).
- Registering and booking appointments for patients/clients (patient scheduling) Storing and retrieving medical Records and Documents.
- Gathering data from different sources e.g. Laboratory, X-Ray, etc.
- Maintaining Record safety and Confidentiality in the CCC.
- Support adoption of monitoring and evaluation tools for the HIV prevention, care and treatment program.
- Perform data entry into the Ministry of Health database (DHIS) including triangulation of data and collation into MOH summary tools (MOH 731 and 711) actively interrogate data for discrepancies, errors, and missing data, in order to verify the accuracy and validity of the data.
- Updating the Electronic Medical Records on daily basis.
- Undertake data analysis relevant to project activities and dissemination at facility level.
- Work closely with the clinical team and community link persons in data collection, review of facility data and data for community activities with a view of identifying missed opportunities in HIV service delivery and strengthening the referral mechanism.
- Assisting with the production of summary tables and graphics for health facility data and provide monthly performance feedback to health facilities on HIV service delivery against set targets.
- Support clinical and community staff in utilization of data collection tools, collation and dissemination of data.
- Review facility achievements against indicator targets with a view to strengthening reporting as well as decision making.
- Support the M&E Officer in organizing identified program assessments such as DQA, CQI and need assessment for CME on data tools and data management. Keep up to date facility related data and reports for reference by the program team as well as other stakeholders.
- Providing data for internal (MOH) and donor reports
- Editing patient case Records
- Directing patients to the relevant clinics or consulting rooms.
- Enhance team work and management cohesion of the facility staff.
- Directly supervise the data clerks and indirectly supervise community link persons in the facility on all M & E areas.

Requirements for Appointment

- Be a Kenyan Citizen
- Diploma in Health Records and Information Technology from a recognized institution;
- Registered with relevant professional body
- Use of EMR and DHIS is an added advantage; and
- Certificate in computer application skills from a recognized institution;

CPSBM07/31/01/2020: Kenya Registered Community Health Nurse – Job group H (15 posts)

Terms of Service: Permanent and Pensionable

Responsibilities

- Provide Nursing Care to Patient
- Ensure availability of Supply and Equipment and maintain their inventory
- Provide counselling and health education to patients
- Provision of preventive, promotive, curative and rehabilitative health care services in respect of psychological and spiritual care to the patients
- Co-ordination health care activities/management of Nursing services/ Classification and maintenance of information relating to patient's admission
- Formulation and execution of Nursing policies /objectives and programs

Requirements for Appointment

- Be a Kenyan Citizen.
- Be a holder of a Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenyan Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing / mental health from an institution recognized in Kenya;
- Have a Registration Certificate issued by the Nursing Council of Kenya;
- Have a valid practicing license from the Nursing Council of Kenya;
- Certificate in computer application skills from a recognized institution

CPSBM08/31/01/2020: Nutritionists – Job group H (2 posts)

Terms of Service: Permanent and Pensionable

Responsibilities

- Researching how the body's functions are affected by nutrient supply.
- Investigating the relationship between genes and nutrients.
- Studying how diet affects metabolism.
- Examining the process of nourishment and the association between diet, disease and health.
- Providing health advice and promoting healthy eating.
- Educating health professionals and the public about nutrition.
- Working as part of a multi-disciplinary team/supporting the work of other health care professionals.

Requirements for Appointment

- Must be a Kenyan Citizen.
- Have a Diploma in Community Nutrition and Dietetics from Kenya Medical Training College or recognized institution.
- Registered with Kenya Nutrition and Dietetic institute (KNDI).
- Certificate in computer application skills from a recognized institution

CPSBM09/31/01/2020: Community Health Assistants– Job group G/H (3 posts)

Terms of Service: Permanent and Pensionable

Responsibilities

- Collecting health related data at household level for analysis.
- Maintaining and updating community health unit registers and keeping records. Identifying common ailments and minor injuries at community level.
- Identifying and referring health cases to appropriate health facilities.
- Visiting homes to determine the health situation and dialogue with household members; identifying and sensitizing communities on health interventions.
- Monitoring growth of children under the age of five years.
- Identifying defaulters of health interventions and referring them to the appropriate health facilities.
- Managing community health resource Centre.
- Convening and coordinating monthly community meetings and action days.

Requirements for Appointment

- Be a Kenyan citizen
- Holder of Kenya certificate of secondary Education with at least mean grade D+ or its equivalent
- Be a holder of at least diploma in Community Health or its equivalent.
- Have Two years' work experience in Community Health work.
- Proficiency in computer applications.

CPSBM10/31/01/2020: Clerk–Job group G/H (3 posts)

Terms of Service: Permanent and Pensionable

Responsibilities

- Ensure that all HIV Counseling and Testing related data is entered into the electronic data base and registers in a timely and accurate manner.
- Ensures that all data entered into the electronic data base is regularly cleaned to remove all errors before utilization in analysis and generation of reports.
- Liaise with the data manager to fix all inconsistencies/errors identified in the data
- Monitor performance of the data capture applications and immediately report mal functions to the data manager to trouble shoot.

- Ensure that data is kept confidential at all times including the data entry room.
- Regularly validate data received vs data entered to facilitate reconciliation with the HIV testing commodities consumption. This will entail physical counts.
- Generate reports as requested by the data manager to inform programmatic performance on a regular basis.
- Ensure that all entered hard copy data are properly labeled and archived/stored in a systematic manner to facilitate easy retrieval when necessary.
- Document and report all incidents arising to the data manager immediately for appropriate action to be taken.

Requirements for Appointment

- Certificate in records management, statistics or ICT from a recognized institution
- Proficiency in computer packages for generating and analyzing reports
- Familiar with the experience in NASCOP/MOH reporting requirements and data collection tools
- First-hand experience in handling confidential health records
- Should have exceptional knowledge in use of applications like MS Word, MS Excel, MS Access and Internet Explorer with some computer troubleshooting skills

Application Procedure

Interested persons who meet the above qualifications should download prescribed application form from our website www.marsabitcpsb.go.ke and submit dully filled form together with cover letter, updated curriculum vitae, copies of academic and professional certificates and identification card (ID) either by hand delivery to the address below on or before close of business **Friday 14th February 2020**;

**The Acting Secretary/CEO
County Public Service Board of Marsabit
P.O. Box 110 – 60500
MARSABIT**

Or alternatively submit your application online to the email: jobs@marsabitcpsb.go.ke on or before close of business Friday **14th February 2020**;

The applicant should meet the requirement of **chapter six** of the Constitution of Kenya 2010.

Only shortlisted candidates will be contacted, The County Public Service Board of Marsabit is an equal opportunity employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons are encouraged to apply.**