



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

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**INTERNAL PROMOTIONAL ADVERT IN THE COUNTY DEPARTMENT OF  
HEALTH SERVICES**

County Public Service Board of Marsabit wishes to run an internal promotional advert in the County Department of Health Services from among competent and qualified serving officers to fill the following position as per the Constitution of Kenya 2010 and the County Government Act 2012 Sections 63(1) and 70(1) respectively.

**CPSB01/6/11/2020 - ASSISTANT DIRECTOR OF MEDICAL SERVICE /MEDICAL  
SPECIALIST II JOB GROUP P (12 POSTS)**

**Duties and Responsibilities**

- i. Reviewing patient and instructing in writing all the recommendations
- ii. Undertaking “first- on -call” duties including clerking, investigating and Managing Patients
- iii. Conducting weekly clinic and theatre days
- iv. Managing health facilities at various tiers in communities
- v. Responding to interns call
- vi. Training, Supervising and Mentoring medical officers (intern) and other students
- vii. Performing Emergency Surgeries
- viii. Undertaking medico-legal duties Including Filling of P3 Forms, court attendance and Performing post mortems
- ix. Undertaking Medical Examinations and preparing Medical board proceedings
- x. Caring out Community diagnosis, care and Treatment
- xi. Ensuring data and information is collected, transmitted and utilize to benefit the customer and service provider
- xii. Conducting disease surveillance, prevention and control
- xiii. Carrying out health education and promotion and preparing medical report

**Requirement for this Appointment**

For appointment to this grade an officer must have

- i. Served as senior medical officer for a minimum period of three (3) years
- ii. Bachelor of medicine and bachelor of surgery(M.B.CH.B) Degree from an institution recognize by medical practitioners and practice board
- iii. Registration certificate by the Medical Practitioners and Dentist board

- iv. Valid Practicing License from Medical Practitioners and Dentist board
- v. Certificate in senior management Board course lasting not less than (4weeks) From a recognize Institution
- vi. Certificate in computer application skill from a recognize institution and
- vii. Shown merit and ability as reflected in work performance and results

## **CPSB02/6/11/2020 - SENIOR MEDICAL OFFICER JOB GROUP N (6 POSTS)**

### **Duties and Responsibilities**

- i. Undertaking “first- on -call” duties including clerking, investigating and Managing Patients
- ii. Conducting weekly clinic and theatre days
- iii. Performing Emergency Surgeries
- iv. Working with medical specialists in wards, theatres and clinics
- v. Undertaking medico-legal duties Including Filling of P3 Forms, court attendance and Performing post mortems
- vi. Undertaking medical examinations, responding to intern calls, training and supervising Medical Officers (inter and other student)
- vii. Caring outreach services, ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider.
- viii. Preparing Medical report

### **Requirement for this Appointment**

- i. Served as senior medical officer for a minimum period of one (1) year
- ii. Bachelor of medicine and bachelor of surgery(M.B.CH.B) Degree from an institution recognize by medical practitioners and practice board
- iii. Registration certificate by the Medical Practitioners and Dentist board
- iv. Valid Practicing License from Medical Practitioners and Dentist board
- v. Certificate in senior management Board course lasting not less than (4weeks) From a recognize Institution
- vi. Certificate in computer application skill from a recognize institution and
- vii. Shown merit and ability as reflected in work performance and results

## **CPSB03/6/11/2020 – ASSISTANT DIRECTOR PHARMACEUTICAL SERVICES JOB GROUP P (4 POSTS)**

### **DUTIES AND RESPONSIBILITIES**

- i. Selecting, qualifying, procuring and warehousing of medical supplies
- ii. Monitoring effect storage of specialized medical supplies requiring cold storage
- iii. Making entries into the relevant inventory management records and registers
- iv. Participating in ward rounds to monitor medicine use

- v. Interactions and adverse drug reactions
- vi. Carrying out continuing medical education for health workers in general
- vii. Conducting health education on appropriate use of medicines to patients
- viii. Participating in multidisciplinary clinical team activities of patient care
- ix. Reporting adverse drug reactions and poor quality medicines
- x. Timely preparation of relevant monthly reports and submission to relevant offices
- xi. Training and mentoring of in turns and students attached to facilities
- xii. Keep safe custody and maintenance of up to date narcotic and psychotropic substance records
- xiii. Running of poison information centres
- xiv. Disseminating and providing new drug information to health workers and the general public
- xv. Supervising pharmaceutical service at lower level health facilities

### **Requirement for this Appointment**

- i. Served in the grade of senior pharmaceutical technologist for at least two (2) years
- ii. Bachelor of Pharmacy (B Pharm) degree from an institution recognized by the Pharmacy and Poison Board
- iii. Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board
- iv. Valid practicing license from Pharmacy and Poison Board
- v. Certificate in senior management course lasting not less than four (4) weeks from a recognized institution
- vi. Certificate in computer application skills from a recognized institution
- vii. Shown merit and ability as reflected in work performance and results

### **CPSB04/6/11/2020 - SENIOR ASSISTANT CHIEF PHARMACEUTICAL TECHNOLOGIST JOB GROUP N (1 POST)**

#### **Duties and Responsibilities**

- i. Determine numbers and suitability of staff requirement per work volume
- ii. Planning-determine future operations to meet the objective set
- iii. Organizing assign specific tasks to individuals according to their suitability for the tasks
- iv. Control, monitor and evaluate the performance of pharmaceutical technologists to achieve the set objective.
- v. Quantify drugs/medicines as per Hospital requirement
- vi. Assess drug requirements based on disease patterns and emergency out-breaks

#### **Requirements for Appointment**

- i. Served in the grade of assistant chief pharmaceutical technologist for at least three (3) years
- ii. Demonstrated considerable experience professional competence and administrative capability in organizing pharmaceutical services
- iii. Any additional relevant qualification will be an added advantage

**CPSB05/6/11/2020 - ASSISTANT CHIEF PHARMACEUTICAL TECHNOLOGIST JOB GROUP M (1 POST)**

**Duties and Responsibilities**

- i. To prepare and execute plans to ensure efficient running of the Hospital Pharmaceutical services and any other special programs attached
- ii. Draw duty roster and allocate duties to those offices in the Hospital Pharmacy unit
- iii. Prepare and submit reports monthly, quarterly, annually or as per schedules
- iv. Quantify drugs/medicines as per hospital requirements
- v. Order and receive drugs/medicines
- vi. Provide drug information to patients and medical personnel
- vii. Maintain books/register of drugs showing amounts in and out daily
- viii. An officer will do stock take of drugs and medicine devices monthly

**Requirements for Appointment**

- i. Served in the grade of senior pharmaceutical technologist for at least three (3) years
- ii. Demonstrated considerable experience professional competence and administrative capacity in organizing pharmaceutical services
- iii. Higher National Diploma in pharmacy.
- iv.

**CPSB06/6/11/2020 - SENIOR PHARMACEUTICAL TECHNOLOGIST JOB GROUP L (2 POSTS)**

**Duties and Responsibilities**

- i. Receiving, interpreting and processing of prescriptions
- ii. Recording prescriptions in a unit pharmacy
- iii. Pre-pack, repack and write instructions on the label
- iv. Counseling patients on drug usage

**Requirements for Appointment**

- i. Served in the grade of pharmaceutical technologist I For at least three (3) years
- ii. Shown professional competence and administrative ability of handling pharmaceutical services

**CPSB07/6/11/2020 - ASSISTANT DIRECTOR CLINICAL SERVICES JOB GROUP 'P' (1 POST)**

## **Duties and Responsibilities**

Duties and responsibilities at this level will include:

- (i) Implementing clinical service programmes, procedures, guidelines, standards, ethics and quality assurance system
- (ii) Providing clinical and family health care in health institutions and communities
- (iii) Reviewing medico-legal standards and guidelines
- (iv) undertaking disease surveillance, control and management
- (v) Undertaking research on critical health issues and emerging trends
- (vi) Implementing referral strategies and guidelines in liaison with other stakeholders
- (vii) Identifying skills mix and training for quality service provision in the relevant specialized service areas including Ear, Nose and Throat/Audiology, Ophthalmology and Cataract Surgery Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner and Forensic Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services
- (viii) Capacity building for disaster preparedness and emergency response and coaching and mentoring of staff

## **Requirement for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Clinical Officer for a minimum period of three (3) years
- (ii) Bachelor's degree in Clinical Medicine from a recognized institution
- (iii) Masters Degree in any of the following discipline Clinical Medicine, Public Health, Reproductive Health, Tropical Medicine, Coroner and Forensic Medicine, Family Health, Health Systems Management, International Health, Community Health and Development, Health Economics or Disaster Management from a recognized institution
- (iv) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution
- (v) Certificate of Registration from the Clinical Officers' Council
- (vi) Certificate in Computer Application Skills from a recognized institution and
- (vii) Demonstrated Professional competence and managerial capability as reflected in work performance and results

## **CPSB08/6/11/2020 - PRINCIPAL REGISTERED CLINICAL OFFICER II, JOB GROUP 'N' (2 POSTS)**

### **Duties and Responsibilities**

Duties and responsibilities at this level will include: -

- (i) Implementing clinical service procedures, guidelines, quality assurance standards in the provision of clinical services
- (ii) Providing clinical and family health care in health institutions and communities
- (iii) Implementing medico-legal standards and guidelines
- (iv) Undertaking disease surveillance, control and management
- (v) Undertaking research on critical health issues and emerging trends
- (vi) Providing clinical outreach and school health services
- (vii) Monitoring patients, making appropriate referrals and providing necessary guidance and counselling
- (viii) Providing specialized service including Ear, Nose and Throat/Audiology, Ophthalmology/Cataract Surgery Child Health and Pediatrics, Anesthesia, Orthopedics, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner and Forensic Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services
- (ix) Providing emergency clinical care during disasters

### **Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Registered Clinical Officer for a minimum period of three (3) years
- (ii) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community health from a recognized institution
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution
- (iv) Certificate of Registration from the Clinical Officers' Council
- (v) Certificate in Computer Application Skills from a recognized institution and
- (vi) Shown merit and ability as reflected in work performance and result

## **CPSB09/6/11/2020 - CHIEF REGISTERED CLINICAL OFFICER, JOB GROUP 'M' (7 POSTS)**

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:

- (i) Providing clinical services in a health facility
- (ii) Conducting ward rounds, reviewing and making appropriate referrals
- (iii) Carrying out surgical procedures as per training and skills
- (iv) Offering specialized clinical services including Ear, Nose, and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology
- (v) Compiling and analyzing clinical data
- (vi) Implementing community health care activities in liaison with other health workers
- (vii) Guiding and counselling patients, clients and staff on health issues
- (viii) Sensitizing patients and clients on preventive and promotive health
- (ix) Providing clinical outreach and school health services
- (x) Assessing, preparing and presenting medico-legal reports
- (xi) Coaching and mentoring students on attachment
- (xii) Organizing health management teams and convening health management committee meeting
- (xiii) Carrying out disease surveillance, and recommending appropriate control measures

### **Requirement for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Registered Clinical Officer for a minimum period of three (3) years
- (ii) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution
- (iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution
- (iv) Certificate in Computer Application Skills from a recognized institution
- (v) And shown merit and ability as reflected in work performance and results

## **CPSB10/6/11/2020 - SENIOR REGISTERED CLINICAL OFFICER, JOB GROUP 'L' (2 POSTS)**

## **Duties and Responsibilities**

Duties and responsibilities at this level will include:

- (i) Implementing Community Health Care activities in liaison with other health works
- (ii) History taking examining, diagnosing, treating and managing diseases and conditions in outpatient or inpatient health facility
- (iii) Sensitizing patients and clients on preventive and promotive health
- (iv) Providing clinical outreach and school health service coaching and mentoring students on attachment
- (v) Carrying out surgical procedure as per training and skill
- (vi) Guiding and counselling patients, clients and staff health issues
- (vii) Assessing, preparing and presenting medico-legal reports
- (viii) Organizing health management teams and convening health management committee meeting conducting ward rounds, reviewing and making appropriate referrals
- (ix) Carrying surgical procedures as per training and skill
- (x) Offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology
- (xi) Collecting and compiling clinical data

## **Requirement for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Registered Clinical Officer I for a minimum period of three (3) years
- (ii) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution
- (iii) Certificate of Registration from the Clinical Officers' Council
- (iv) Certificate in Computer Application Skills from a recognized institution and
- (v) Shown merit and ability as reflected in work performance and results

**CPSB11/6/11/2020 -REGISTERED CLINICAL OFFICER I JOB GROUP 'K' (1 POST)**

## **Duties and Responsibilities**



Duties and responsibilities at this level will include:

- (i) Taking history, examining, diagnosing and treating patient's common ailment at an outpatient or inpatient health facility
- (ii) Guiding and counselling patients, clients and staff on health issues
- (iii) Referring patients and clients to appropriate health facilities
- (iv) Assessing, preparing and presenting medico-legal reports
- (v) Organizing health management teams and convening health management committee meetings
- (vi) Implementing community health care activities in liaison with other health workers
- (vii) Sensitizing patients and clients on preventive and promotive health
- (viii) Providing clinical outreach and school health services
- (ix) Carrying out minor surgical procedures as per training and skill
- (x) Collecting data and compiling clinical data

### **Requirement for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Registered Clinical Officer II for a minimum period of three (3) years
- (ii) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution
- (iii) Certificate of Registration from the Clinical Officers' Council and
- (iv) certificate in computer Application Skills from a recognized institution

### **CPSB12/6/11/2020 - CHIEF MEDICAL LABORATORY TECHNOLOGIST JOB GROUP M (2 POSTS)**

#### **Duties and Responsibilities**

- i. Implementing policies, guidelines, strategies and programs
- ii. Preparing media for culture and sensitivity testing
- iii. Requisition of laboratory consumables and apparatus
- iv. Investigating disease outbreak in liaison with other health care providers
- v. Archiving specimens of medical importance for reference
- vi. Monitoring and coaching trainees on practical attachment
- vii. Coordinating the preparation of reagents, stains and examine specimen
- viii. Verifying and approving results
- ix. Screening for blood transfusion, transmissible infections
- x. Preparing blood products
- xi. Preparing operational research proposal
- xii. Supervising the disinfection, washing and sterilization of apparatus
- xiii. Maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation

- xiv. Preparing laboratory periodical report
- xv. Validating and calibrating equipment

### **Requirement for this Appointment**

For appointment to this grade, an officer must have:

- i. Serve in grade of senior medical laboratory technologist for a minimum period of three (3) years
- ii. Diploma in medical laboratory science or any other equivalent qualification from an institution recognized by Kenya medical laboratory technician and technologist board
- iii. Registration certificate issued by the Kenya Medical Laboratory Technician and Technologist Board
- iv. Valid practicing license from Kenya medical laboratory technicians and technologist
- v. Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution
- vi. Certificate in computer application skills from a recognize institutions
- vii. Shown merit and ability as reflected in work performance and result

### **CPSB13/6/11/2020 - SENIOR MEDICAL LABORATORY TECHNOLOGIST JOB GROUP L (1 POST)**

#### **Duties and Responsibilities**

- i. Processing and analyzing specimens for special techniques such as viral load and CD4 count
- ii. Undertaking quality control measures on working reagents to ensure conformity with set standards
- iii. Writing and recording of results
- iv. Verification of results, verification of results
- v. Sensitizing the community on importance blood donation with other health care providers
- vi. Recruiting, preparing and bleeding of blood donors
- vii. Rearing and maintaining of laboratory animal for research and mentoring and coaching of trainees on practical attachment

### **Requirement for this Appointment**

- i. Serve in grade of senior medical laboratory technician II for a minimum period of three (3) years

- ii. Certificate in Medical Laboratory Science or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board
- iii. Certificate of Good Clinical Laboratory Practice(GCLP) techniques from a recognized institution
- iv. Registration certificate issued by Kenya Medical Laboratory Technicians and Technologists Board
- v. Valid practicing license issued by Kenya Medical Laboratory Technicians and Technologists Board
- vi. Certificate in computer skills Application from a recognized institution and
- vii. Shown merit and ability as reflected in work performance results

## **CPSB14/6/11/2020 - MEDICAL LABORATORY TECHNOLOGIST 1 JOB GROUP K (3 POSTS)**

### **Duties and Responsibilities**

- i. Recruiting, preparing and bleeding of blood donors for transfusion service
- ii. Performing blood grouping
- iii. Storing blood products according to their requirement
- iv. Screening for blood transfusion infections
- v. Issuing blood and blood products
- vi. Collecting and analyzing laboratory findings and results data
- vii. Processing specimen according to specific standard operating procedure(SOP)
- viii. Supervising the disinfection, washing and sterilization of apparatus
- ix. Mentoring and coaching trainees on practical attachment
- x. Receiving and scrutinizing laboratory requisition forms and specimen
- xi. Preparing clients for collection of specimens
- xii. Disaggregating specimen for quality
- xiii. Writing and recording of laboratory findings and results
- xiv. Dispatching laboratory results for use in clinical management and preparing stains and reagents

### **Requirement for this Appointment**

- i. Served in the grade of Medical Laboratory Technologist II for a minimum period of three (3) years
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and technologists board
- iii. Valid practicing license from Kenya Medical Laboratory Technicians and technologists board and
- iv. Certificate in computer application skills 4from a recognized institution and
- v. Shown merit ability as reflected in work performance and results

### **CPSB15/6/11/2020 - CHIEF RADIOGRAPHER JOB GROUP 'M' (1 POST)**

#### **Duties and Responsibilities**

- i. Implementing policies and regulations on Medical Imaging Services in the Hospital;
- ii. Ensuring safety of radiography equipments in the department;
- iii. Establishing and Co-coordinating procurement;
- iv. Ensuring safe custody of radiographic and photographic supplies in the department and supervising junior staff and/or students on attachment in the department.

#### **Requirements for Appointment**

**For appointment to this grade, an officer must have: -**

- (i) served in the grade of Senior Radiographer, Job Group 'L' or in a comparable and relevant position in the Public Service for at least three (3) years;
- (ii) (ii) Management course lasting not less than four (4) weeks form Kenya Institute of Administration or any other recognized institution; and
- (iii) (iii) demonstrated considerable technical competence and administrative capabilities in organizing radiographic services

### **CPSB16/6/11/2020 - RADIOGRAPHER I JOB GROUP 'K' (1 POST)**

#### **Duties and Responsibilities**

Work at this level will involve: -

- i. providing medical Imaging Services at a Sub County or County Hospital;
- ii. processing, verifying and maintaining information related to patients;
- iii. providing care and counseling patients and their relatives before, during and after examination.

In addition, the officer will be: -

- i. Safeguarding and providing basic maintenance and safety of medical imaging equipment in the hospital; establishing and maintaining Quality Assurance Programs in the department;
- ii. Coordinating procurement and safe storage of departmental supplies of radiographic materials and preparing reports on radiography activities.

### **Requirements for Appointments**

For appointment to this grade, an officer must have: -

- i. Served in the grade of Radiographer II, or in a comparable and relevant position in the Public Service for at least three (3) years; and
- ii. Shown merit and ability as reflected in work performance and results.

### **CPSB17/6/11/2020 - CHIEF HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JOB GROUP M (1 POST)**

#### **Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- i. implementing health records and information policies and guidelines;
- ii. providing advice on disclosure, confidentiality, security and exchange of health records and information;
- iii. analyzing: health; records data;
- iv. carrying out health records and information system review;
- v. designing medical and surgical indices;
- vi. developing health data quality audit tools;
- vii. designing health records monitoring and evaluation tools;
- viii. disseminating health information;
- ix. preparing 'medical records and reports;
- x. maintaining\_ record safety and confidentiality;
- xi. maintaining diagnostic and surgical indices;
- xii. maintaining Patients Master Index;
- xiii. coding Diseases and Surgical Procedures according to the International Classification of Diseases and Procedures in Medicine; and
- xiv. Indexing diseases, and surgical, procedures.

### **Requirements for Appointment**

**For appointment to this grade, an officer must have: -**

- i. Served in the grade of Senior Health Records and Information Management Officer' for a minimum period of three (3) years;
- ii. Bachelor's degree in Health Records and Information Management from a recognized institution;
- iii. Certificate in computer application skills-from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results.

**CPSB18/6/11/2020 - CHIEF PHYSIOTHERAPISTS JOB GROUP M (1 POST)**

**Duties and responsibilities**

Duties and responsibilities at this level will entail: -

- i. Assessing and evaluating patients with neuro-musculo skeletal and cardio respiratory problems and designing appropriate therapeutic exercise, manual therapy, electro therapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution
- ii. Monitoring patient's outcomes on physiotherapy treatment
- iii. Carrying out physical disability assessments for categorization, registration and other support
- iv. Providing health promotion and education to patients/clients on neuro musculo skeletal disorders and health living
- v. Training, counselling, guiding and supervising students on clinical attachment and internship and participate in curriculum development and review
- vi. Verifying and maintaining information, records and progress reports relating to patients
- vii. Ensuring availability of physiotherapy supplies and equipments, and keeping and maintaining inventory
- viii. Analyzing data for research and preparing periodic reports

**Requirements for appointment**

**For appointment to this grade, an officer must have: -**

- i. Served in the grade of Senior Physiotherapist for a minimum period of three (3) years
- ii. Bachelor's Degree in Physiotherapy from a recognized institution
- iii. Certificate of registration from the Physiotherapy Council of Kenya (PCK)
- iv. Current certificate of practice from Physiotherapy Council of Kenya (PCK)
- v. Certificate in any Computer application skills, and
- vi. Shown merit and ability as reflected in work performance and results

**CPSB19/6/11/2020 - SENIOR PHYSIOTHERAPISTS JOB GROUP L (1 POST)**

## **Duties and responsibilities**

Duties and responsibilities at this level will entail: -

- i. Assessing and evaluating patients with neuro-musculo skeletal and cardio respiratory problems and designing appropriate therapeutic exercise, manual therapy, electro therapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution
- ii. Carrying out physical disability assessments for categorization, registration and other support
- iii. Providing health promotion and education to patients/clients on neuro musculo skeletal disorders and health living
- iv. Verifying and maintaining information, records and progress reports relating to patients
- v. Ensuring availability of physiotherapy supplies and equipments, and keeping and maintaining inventory
- vi. Monitoring patient's outcomes on physiotherapy treatment
- vii. Sensitizing the community on physiotherapy issues
- viii. Collating and compiling data for research, and
- ix. Preparing periodic reports

## **Requirements for appointment**

**For appointment to this grade, an officer must have: -**

- i. Served in the grade of Physiotherapist for a minimum period of one (1) year
- ii. Bachelor's Degree in Physiotherapy from a recognized institution
- iii. Certificate of registration from the Physiotherapy Council of Kenya (PCK)
- iv. Current certificate of practice from Physiotherapy Council of Kenya (PCK)
- v. Certificate in any Computer application skills, and
- vi. Shown merit and ability as reflected in work performance and results

## **CPSB20/6/11/2020 - PRINCIPAL ASSISTANT OCCUPATIONAL THERAPIST JOB GOUP N (1 POST)**

### **Duties and responsibilities**

Duties and responsibilities at this level will entail: -

- i. Assessing, formulating and implementing patient's treatment plan
- ii. Carrying out vocational assessments and recommending appropriate placement
- iii. Maintaining up-to-date records
- iv. Keeping information relating to patients/clients
- v. Preparing occupational therapy health education materials
- vi. Promoting health education in the area of disability
- vii. Analyzing data for research
- viii. Inducting students on practical training on occupational therapy services
- ix. Preparing and compiling periodic reports

- x. Evaluating occupational therapy activities in the area of deployment

### **Requirements for appointment**

#### **For appointment to this grade, an officer must have: -**

- i. Served in the grade of chief assistant occupational therapist for a minimum period of three (3) years
- ii. Diploma in occupational therapy from a recognized institution
- iii. Certificate in management course lasting not less than four (4) weeks from a recognized institution
- iv. Certificate in Computer application skills from a recognized institution and
- v. Shown merit and ability as reflected in work performance and results

### **CPSB21/6/11/2020 - PRINCIPAL PUBLIC HEALTH OFFICER, JOB GROUP 'N' (12 POSTS)**

#### **Duties and Responsibilities**

An officer at this level will be responsible for the following duties:

- i. Monitoring and evaluating environmental health risks;
- ii. Implementing promotive and preventive health programmes;
- iii. Monitoring and evaluating compliance to urban and rural sanitation standards in dwellings, commercial premises and work places;
- iv. Monitoring and evaluating the management of solid/liquid and other hazardous wastes;
- v. Promoting hygiene education including school health programmes; implementing international health regulations and rules at ports, airports, frontiers and border posts;
- vi. Educating the public on health and safety at work place;
- vii. Coordinating community based health care programmes; carrying out surveillance on, environmental health pollutants and advising on prevention and control of disease incidences and outbreaks;
- viii. Liaising with other stakeholders in carrying out disaster preparedness and response;
- ix. Compiling research reports on public health;
- x. Compiling and analyzing public health data and reports; and promoting modern information and communication technology in the provision of public health services.

### **Requirements for Appointment**

#### **For appointment to this grade, an officer must have:**

- i. Served in the grade of Chief Public Health Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in Environmental Health or Public Health from a recognized Institution;
- iii. Certificate of competence from the Association of Public Health Officers;
- iv. Certificate in Computer Application Skills from a recognized institution;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and



- vi. Shown merit and ability as reflected in work performance and results.

## **CPSB22/6/11/2020 - CHIEF ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP 'M' (6 POSTS)**

### **Duties and Responsibilities**

An officer at this level will coordinate environmental health activities in the area of deployment. Specific duties and responsibilities will include:

- i. Implementing promotive and preventive health programmes;
- ii. Ensuring safety and quality of food and water for both domestic and industrial use;
- iii. Abating sanitary nuisances; promoting hygiene education including school health programmes;
- iv. Implementing international health regulations and rules at 'ports, airports, frontiers and border posts;
- v. Undertaking inspection for preventive maintenance of health facilities;
- vi. Vetting and approving building plans; inspecting and issuing occupancy certificates of new buildings;
- vii. Inspecting commercial and trading premises for maintenance of set standards;
- viii. Overseeing exhumation process and authorizing disposal of unclaimed bodies;
- ix. Educating the public on health and safety at work place; and
- x. Implementing community based health care programmes.

### **Requirements for Appointment**

**For appointment to this grade, an officer must have:**

- i. served in the grade of Senior Assistant Public Health Officer for a minimum period of three (3) years;
- ii. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in Computer Application Skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

## **CPSB23/6/11/2020 - CHIEF PUBLIC HEALTH OFFICER, JOB GROUP ' M (4 POSTS)**

### **Duties and Responsibilities**

An officer at this level will coordinate environmental health activities in the area of deployment. Specific duties and responsibilities will include:

- i. Implementing promotive and preventive health programmes;
- ii. Monitoring compliance to urban and rural sanitation standards in dwellings, commercial premises and work places;
- iii. Monitoring the management of solid/liquid and other hazardous wastes;
- iv. Ensuring safety and quality of food and water for both domestic and industrial use;
- v. Carrying out surveillance on environmental health pollutants;
- vi. Promoting hygiene education including school health programmes;
- vii. Implementing international health regulations and rules at ports, airports, frontiers and border posts;
- viii. Carrying out surveillance and advising on prevention and control of disease incidences and outbreaks;
- ix. Liaising with other stakeholders in carrying out disaster preparedness and response;
- x. Compiling research reports on public health;
- xi. Compiling and analyzing of public health data and reports; and promoting modern information and communication technology in the provision of public health services.

### **Requirements for Appointment**

**For appointment to this grade, an officer must have:**

- i. Served in the grade of Senior Public Health Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in Environmental Health or Public Health from a recognized Institution;
- iii. Certificate of competence from the Association of Public Health Officers;
- iv. Certificate in Computer Application Skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

### **CPSB24/6/11/2020 - SENIOR PUBLIC HEALTH OFFICER, JOB GROUP 'L' (2 POSTS)**

#### **Duties and Responsibilities**

An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include:

- i. Identifying environmental health issues at community level;
- ii. Assessing health needs of the community;
- iii. Coordinating sanitation and hygiene programmes in the community;
- iv. Sensitizing communities on food and water safety measures;
- v. Conducting Training for Public Health Trainees, Community Own Resource Persons (CORPS), Community-based' Health Workers (CHWs) and Community Health Committees (CHCs) on Public Health issues;
- vi. Implementing environmental health programmes and projects;
- vii. Collecting water and food samples for bacteriological and chemical analysis;
- viii. Initiating and implementing Community Based Health Care Programmes;

- ix. Implementing integrated mosquito control and other public health strategies;
- x. Following up on proper collection and disposal of solid waste in markets and other dwelling premises in towns;
- xi. Carrying out disease surveillance, prevention and control; and
- xii. Coordinating immunization programmes.

### **Requirements for Appointment**

**For appointment to this grade, an officer must have:**

- i. Served in the grade of Public Health Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in Environmental Health or Public Health from a recognized Institution;
- iii. Certificate of Competence from the Association of Public Health Officers;
- iv. Certificate in Computer Application Skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

### **CPSB25/26/10/2020 - SENIOR ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP L (2 POSTS)**

#### **Duties and Responsibilities**

An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties' and responsibilities will include:

- i. Identifying environmental health issues at community level;
- ii. Maintaining up to date records of services rendered;
- iii. Implementing vector, vermin and, rodent control measures;
- iv. Implementing integrated mosquito control strategies; issuing of and statutory notices;
- v. Inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water;
- vi. Undertaking inspection for preventive maintenance of health care facilities;
- vii. Overseeing construction of sanitary facilities in schools, trading centers and commercial premises;
- viii. Collecting water and food samples for bacteriological and chemical analysis;
- ix. Carrying out immunizations; initiating and implementing Community Based Health Care Programmes;
- x. Implementing integrated mosquito control and other public health strategies; and
- xi. Following up on proper collection and disposal of solid waste.

### **Requirements for Appointment**

**For appointment to this grade, an officer must have:**

- i. served in the grade of Assistant Public Health Officer 1 for a minimum period of three (3) years;

- ii. Diploma in either Environmental 1 health Science or Public Health Inspection from a recognized institution;
- iii. Certificate in Computer Application Skills from a recognized institution; and shown merit and ability as reflected in work performance and results.

## **CPSB26/26/10/2020 - CHIEF NUTRITION AND DIETETICS TECHNOLOGIST, JOB GROUP 'M' (3 POSTS)**

### **Duties and Responsibilities**

Duties and responsibilities at this level will include –

- i. Providing nutrition services in health care facilities
- ii. Providing therapeutic nutrition support in disease management in hospital wards and kitchens
- iii. Managing in patient feeding programmes
- iv. Initiating nutrition projects
- v. Providing nutrition services in Tuberculosis, diabetic and renal clinics
- vi. Providing specialized nutrition support for inpatient
- vii. Conducting nutrition data audits in the facility
- viii. Carrying out nutrition research and preparing reports for the station or facility
- ix. Planning and formulating therapeutic diets for outpatient and in-patients
- x. Providing specifications for the procurement of nutrition equipment
- xi. Facilitating nutrition health and inter-sectoral teams and
- xii. Assessing, implementing and reviewing nutrition health programmes in health care facilities

### **Requirement for Appointment**

For appointment to this grade an officer must have: -

- i. Served in the grade of Senior Nutrition and Dietetic Technologist for a minimum period of three (3) years
- ii. Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized training institution
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution
- iv. Certificate in Computer Application Skills from a recognized institution and
- v. Shown merit and ability as reflected in work performance and results

## **CPSB27/6/11/2020 - NUTRITION AND DIETETICS OFFICER I JOB GROUP 'K' (1 POST)**

### **Duties and Responsibilities**

Duties and responsibilities at this level will include-

- i. Preparing and implementing therapeutic diets for outpatients and in patients
- ii. Providing guideline on therapeutic diets for existing and emerging diseases for hospital use and home based care and other institutions

- iii. Treating and counseling patients using specialized dietetic nutritionally modified products
- iv. Implementing the nutrition and dietetic process including screening, assessing, formulating and implementing nutrition interventions and evaluating outcomes
  - v. Providing nutrition support in patient management in health care facilities
- vi. Developing and disseminating nutrition behavior change communication, information, education and communication materials
- vii. Implementing nutrition health programmes and
- viii. Collecting and compiling nutrition and dietetic data

### **Requirement for Appointment**

For appointment to this grade an officer must have: -

- i. Bachelor's Degree in any of the following discipline; Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition or Home Economics from a recognized institution
- ii. Registration by Council of the Institute of Nutrition and Dieticians (CIND) and
- iii. Certificate in Computer Application Skills from a recognized institution

### **CPSB28/26/10/2020 - PRINCIPAL REGISTERED NURSE JOB GROUP N (1 POST)**

#### **Duties and Responsibilities**

- i. Implementing application of the nursing process at the health service delivery point
- ii. Coordinating the provision of appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization, reproductive health
- iii. Designing health education and counselling interventions for patients/clients and community on identified health needs
- iv. Managing a service delivery department; monitoring and evaluating health care at the health service delivery department
  - v. Preparing training plans/programs for nurses at the service delivery department
- vi. Facilitating the referral of patients and clients appropriately
- vii. Facilitating patients' admission and initiate discharge plans and keeping up-to-date records of nursing staff
- viii. Facilitating availability of resources for keeping clinical environment tidy and safe
  - ix. Ensuring effective utilization and safety of assigned medical supplies and equipment
  - x. Coordinating school health programs, occupational health activities and home based care services
  - xi. Conducting clinical teaching and assessment of nursing staff and students
- xii. Conducting desk reviews on health reports and implementing recommendations related to nursing and analyzing data for research and compiling reports

#### **Requirements for Appointment**

- i. Served in the grade of Chief Registered. Nurse for a minimum period of three (3) years
- ii. Diploma in any of the following. disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing; - Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental, Health and Psychiatry from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya
- iv. Valid practicing license from the Nursing Council of Kenya;
- v. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution
- vi. Certificate in computer application skills from a recognized institution.
- vii. Shown a high degree of professional, competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programs

## **CPSB29/6/11/2020 - CHIEF REGISTERED NURSE, JOB GROUP M (12 POSTS)**

### **Duties and Responsibilities**

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes
- ii. Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses
- iii. (IMAI), immunization and reproductive health.
- iv. Providing health education and counselling to patients/clients and community on identified health needs
- v. Facilitating patient's/clients referral appropriately and ensuring tidy and safe clinical environment;
- vi. Conducting clinical teaching and assessment of nursing staff and students
- vii. Evaluating healthcare outcomes on patients/clients and preparing individualized reports
- viii. Conducting occupational health needs assessment and making appropriate recommendations
- ix. Managing a health service delivery sections/units
- x. Ensuring effective utilization and safety of assigned medical supplies and equipment
- xi. Conducting desk reviews on health reports and implementing recommendations related to nursing
- xii. Caring for patients at the health service delivery unit using the nursing process
- xiii. Monitoring healthcare outcomes at the service delivery unit and preparing reports and analyzing data for research and compiling reports

### **Requirements for Appointment**

- i. served in the grade of Senior Registered Nurse for a minimum period of three (3) years

- ii. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid Practicing License from the Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

## **CPSB30/6/11/2020 - CHIEF NURSING OFFICER JOB GROUP M (1 POST)**

### **Duties and Responsibilities**

- i. Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan
- ii. Performing a comprehensive physical examination within various settings
- iii. Assessing, formulating, planning and implementing evidence-based nursing care for client/patient
- iv. Ensuring a safe nursing care environment for client/patient
- v. Conducting patient audits to improve client/patient care
- vi. Conducting patient audits to improve client/patient care;
- vii. Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families
- viii. Conducting community health risk assessment and providing outcome based interventions
- ix. Conducting nursing teaching and assessment of nursing staff and students;
- x. Referring patients and clients appropriately and facilitating patients' admission and initiating discharge plans;
- xi. Maintaining nursing records on patients/clients personal and health condition/care;
- xii. Conducting assessment of school health needs and implementing
- xiii. Conducting community diagnosis and providing feedback;
- xiv. Conducting desk reviews, collecting and collating data implementing recommendations of findings for improvement of nursing care
- xv. Conducting ward rounds and reviewing patients' conditions and coaching and mentoring nursing

### **Requirements for Appointment**

- i. Served in the grade of Senior Nursing Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid Practicing License from the Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution; and
- vi. shown merit and ability as reflected in work performance and results.

## **CPSB31/6/11/2020 - SENIOR REGISTERED NURSE JOB GROUP L (4 POSTS)**

### **Duties and Responsibilities**

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes
- ii. providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses(IMAI), immunization and reproductive health
- iii. Providing health education and counselling to patients/clients and community on identified health needs
- iv. Referring patients and clients appropriately and facilitating patients' admission and initiating discharge plans
- v. Maintaining records on patients'/clients health condition and care
- vi. Ensuring tidy and safe clinical environment and conducting home visits
- vii. Conducting nursing teaching and assessment of nursing staff and students
- viii. Evaluating healthcare outcomes on patients/clients and preparing individualized report
- ix. conducting assessment of school ' health needs; planning, implementing, interventions and preparing periodic reports; conducting occupational health needs
- x. Assessment and making appropriate recommendations and managing a health service delivery unit;
- xi. Ensuring effective utilization and safety of assigned medical supplies and equipment and implementing recommendations of research findings for improvement of nursing care.

### **Requirements for Appointment**

- i. Served in the grade of Registered Nurse I for a minimum period of three (3) years:
- ii. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from the Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

## **CPSB32/6/11/2020 – KENYA REGISTERED COMMUNITY HEALTH NURSE I JOB GROUP K (12 POSTS)**

### **Duties and Responsibilities**

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes
- ii. Diagnosing common health conditions on patients'/clients health conditions and care



- iii. Providing appropriate healthcare service including Integrated Management of Childhood illnesses (IMCI), Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health
- iv. Providing health education and counselling to patients/clients and community on identified health needs
  - v. Referring patients and clients appropriately
  - vi. Facilitating patients' admission and initiating discharge plans
  - vii. Maintaining records on patients'/clients health condition and care
- viii. Ensuring a tidy and safe clinical environment
- ix. Collecting and collating data for research evaluating healthcare outcomes on patients/clients and preparing individualized reports
- x. Conducting assessment of schools' health needs
- xi. Planning, implementing interventions and preparing periodic reports and identifying occupational health needs and making appropriate recommendations.

### **Requirements for Appointment**

- i. Served in the grade of Registered Nurse II for a minimum period of three (3) years:'
- ii. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from the Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results

### **CPSB33/6/11/2020 - SENIOR ENROLLED NURSE I JOB GROUP L (11 POSTS)**

#### **Duties and Responsibilities**

- i. Assessing patients and clients and establishing health care needs
- ii. Planning and implementing nursing care interventions based on patients'/clients' health needs
- iii. providing health education and counselling on identified health and socio-economic needs to patients/clients!
- iv. Referring patients and clients appropriately
  - v. facilitating patients' admission and discharge in a health facility
  - vi. Ensuring a tidy and safe clinical environment
- vii. Ensuring safe custody of in-patients' belongings
- viii. Maintaining records on patients/clients personal and health condition/care
- ix. conducting assessment of school health needs
- x. Planning, evaluating, implementing interventions, making recommendations and preparing periodic reports

- xi. Conducting occupational health needs assessment
- xii. providing appropriate healthcare services including immunization, reproductive health
- xiii. Guiding and orienting staff, students and health personnel and carrying out health outreach activities

#### **Requirement for this Appointment**

- i. Served in the grade of Senior Enrolled Nurse II for a minimum period of three (3) years;
- ii. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;
- iii. Enrolment Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

#### **CPSB34/6/11/2020 - SENIOR ENROLLED NURSE II JOB GROUP K (6 POSTS)**

#### **Duties and Responsibilities**

- i. Assessing patients and clients and establishing health care needs
- ii. planning and implementing nursing care interventions based on patients'/clients' health needs;
- iii. providing health education and counselling on identified health and socio-economic needs to patients/clients;
- iv. Referring patients and clients appropriately
- v. Facilitating patients' admission and discharge in a health facility
- vi. making appropriate discharge plan for patients
- vii. Ensuring a tidy and safe clinical environment
- viii. Ensuring safe custody of in-patient's belongings
- ix. Maintaining records on patients/clients personal and health condition/care
- x. Conducting assessment of school health needs
- xi. planning, implementing interventions and preparing periodic reports
  - i. conducting occupational health needs assessment
  - ii. providing appropriate healthcare services including immunization, reproductive health
  - iii. Guiding and orienting staff and students and carrying out health outreach activities.

#### **Requirement for this Appointment**

For appointment to this grade, an officer must have:

- i. Served in the grade of Enrolled Nurse I for a minimum period of three (3) years;
- ii. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya;

- iii. Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya, Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;
- iv. Enrolment Certificate issued by the Nursing Council of Kenya;
- v. Valid practicing license from Nursing Council of Kenya;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

## **CPSB35/6/11/2020 - ENROLLED NURSE I, JOB GROUP J (3 POSTS)**

### **Duties and Responsibilities**

- i. Assessing patients and clients and establishing health care needs
- ii. Planning and implementing nursing care interventions based on patients'/clients' health needs
- iii. Providing appropriate healthcare service including immunization, Prevention of Mother to Child Care, Transmission of HIV (PMTCT), Ante-natal care and delivery
- iv. Providing health education and counselling on identified health and socio-economic needs to patients'/clients and referring patients and clients appropriately
- v. Facilitating patients' admission and discharge in a health facility
- vi. Ensuring a tidy and safe clinical environment and ensuring safe custody of in-patients' belongings
- vii. Maintaining records on patients/clients personal and health condition/care
- viii. Conducting assessment of school health needs
- ix. Evaluating healthcare outcomes on patients/clients and preparing individualized reports
- x. Planning, implementing interventions and preparing periodic reports and guiding and orienting students

### **Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Served in the grade of Enrolled Nurse II. For a minimum period of three (3) years;
- ii. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;
- iii. Enrolment Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from Nursing Council' of Kenya;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

## **CPSB36/6/11/2020 - DEPUTY CHIEF COMMUNITY ORAL HEALTH OFFICER JOB GROUP M (1 POST)**

### **Duties and Responsibilities**

An officer at this level will be in-charge of a County hospital or section of a department in a medical training institution dealing with community oral health. Specific duties will include: -

- i. Managing community oral health services in hospital. This will involve coordinating the provision of oral health supplies;
- ii. Allocating of duties and deployment of staff and County/Sub County hospitals and health centres.
- iii. In a medical training institution, the officer will be involved in development of curriculum, teaching, training and counselling of students taking oral health studies.

### **Requirements for Appointment**

For appointment to this grade, an officer must have: -

- i. Served as Senior Community Oral Health Officer, Job Group 'L' for a minimum period of three (3) years;
- ii. Considerable working knowledge and experience in the management and provision of community oral health services; and
- iii. Demonstrated outstanding professional competence and administrative ability in overall community oral health services.
- iv. Shown merit and ability as reflected in work performance and results.

## **CPSB37/6/11/2020 - SENIOR HEALTH ADMINISTRATIVE OFFICER JOB GROUP L (1 POST)**

### **Duties and Responsibilities**

An officer at this level will be deployed in a busy County/ Sub County Hospital and will be responsible for the management of all administrative services. Specific duties and responsibilities will entail: -

- i. Co-ordination of all support services
- ii. Ensuring timely completion of the hospital reports and budget estimates
- iii. Co-ordination of all hospital administrative functions in County/Sub County hospitals
- iv. Supervision and development of staff

## Requirements for Appointment

For appointment to this grade, an officer must have: -

- i. Served in the grade of Health Administrative Officer I or in a comparable position for a minimum period of three (3) years
- ii. A six (6) Months Certificate course in either Health Management/Administration/ or Business Administration/ Management from a recognized institution, and
- iii. Shown merit and ability as reflected in work performance and results

## CPSB38/6/11/2020 - OFFICE ADMINISTRATIVE ASSISTANT I JOB GROUP K (1 POST)

### Duties and Responsibilities

- i. Taking Oral dictation, word and data processing and managing e-office
- ii. Operating office equipment
- iii. Attending visitors/clients
- iv. Handling telephone calls and appointments
- v. Maintaining office diary and travel itineraries
- vi. Ensuring security of office records, equipment and documents e.g. Classified material
- vii. Preparing responses to simple routine correspondence
- viii. Establishing and monitoring procedure for record keeping of correspondence and file Movements
- ix. Maintaining an up to date filing system in the office
- x. Ensuring security integrity and confidentiality of data
- xi. Managing office protocols and etiquette
- xii. Managing petty cash
- xiii. Supervising office cleanliness and undertaking any other office administrative service duties that may be assigned.

## Requirements for Appointment

- i. Bachelor degree in secretarial studies or Bachelor of business and office management from a recognized institution
- OR**
- ii. Bachelor's degree in social science plus Diploma in secretarial studies from a recognized institution
  - iii. Certificate in Secretarial management course from Kenya School of Government or any other Government training institution
  - iv. Certificate in computer applications from a recognized institution and
  - v. Shown merit and ability as reflected in work performance and results

## CPSB39/6/11/2020 - OFFICE ADMINISTRATIVE ASSISTANT II JOB GROUP J (1 POST)

## **Duties and Responsibilities**

- i. Taking Oral dictation, word and data processing and managing e-office
- ii. Operating office equipment
- iii. Handling telephone calls and appointments
- iv. Maintaining office diary and travel itineraries
- v. Managing office protocols
- vi. Ensuring security of office records
- vii. Documents and equipment
- viii. Maintaining an up to date filing system in the office
- ix. Managing office petty cash
- x. Supervision of office cleanliness and undertaking any other office administrative services duties that may be assigned

## **Requirements for Appointment**

- i. Bachelor's Degree in secretarial studies or Bachelor of business and office management from a recognized institution OR
- ii. Bachelor's Degree in social sciences plus a Diploma in secretarial studies from a recognized institution
- iii. Certificate in computer applications from a recognized institution

## **CPSB40/6/11/2020 - CHIEF DRIVER JOB GROUP H (2 POSTS)**

### **Duties and Responsibilities**

Duties and responsibility entail the following: -

- i. Driving the assigned Vehicle
- ii. Carry out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake systems
- iii. Detecting and reporting malfunctioning of the vehicle systems
- iv. Maintenance of work ticket(s) for the vehicle(s) assigned
- v. Ensuring security and safety of the vehicle on and off the road
- vi. Overseeing safety of the passengers and/or goods therein
- vii. Maintaining cleanliness of the vehicle and
- viii. May be required to supervise and guide staff working under him/her in a small transport unit

## **Requirement for Appointment**

For appointment to this grade, an officer must have: -

- i. Served in the grade of Senior Driver for a minimum period of three (3) years
- ii. Passed Occupational Trade Test I for Drivers
- iii. A valid driving license free from any current endorsement (s) for class(es) of vehicle(s) the officer is required to drive
- iv. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution
- v. Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution
- vi. A valid certificate of good conduct from the Kenya Police
- vii. Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution and
- viii. Demonstrated outstanding professional competence and integrity in work performance and results

## **CPSB41/6/11/2020 - SENIOR TELEPHONE OPERATOR JOB GROUP H (1 POST)**

### **Duties and Responsibilities**

- i. Routine testing of exchange lines and switchboard facilities and telephone exchange clerical work
- ii. An officer at this level may also be deployed as in-charge of a telephone exchange of one to two (1-2) switchboard positions with a maximum capacity of twenty (20) exchange lines and approximately two hundred (200) extension lines.
- iii. The officer will be responsible for carrying out head set coaching to new entrants
- iv. Liaising with telephone engineers/technicians on maintenance of telephone equipment/facilities with accounts section on settlement of telephone bills and with supplies section on procurement of telephone facilities/spare parts and stationery

### **Requirements for Appointment**

- i. Have Served in the grade of Telephone Operator I or in a comparable and relevant position in the public service for a minimum period of three (3) years
- ii. Have passed a four (4) months certificate course for Government Telephone Operators from a Government training institute or any other recognized institution
- iii. Be proficient in computer applications
- iv. Possess good oral and written communication skills in both English and Kiswahili and
- v. Have shown merit and ability as reflected in work performance and results

## **CPSB42/6/11/2020 - SENIOR ACCOUNTANT, JOB GROUP 'L' (1 POST)**

## **Duties and Responsibilities**

An officer at this grade will be responsible for timely and accurate preparation of quality management reports that fall under his/her section (s). Work at this level will also include: -

- i. Planning, directing, coordinating, supervising areas of control;
- ii. Training and development of staff under him/her and setting targets for the section(s)
- iii. The officer may occasionally be required to undertake ad hoc assignments relating to accounting services;
- iv. He/She may be assigned responsibilities to authorize payments and sign cheques subject to limit set.
- v. He/She will certify and verify returns, documents, vouchers, monitor collection of revenue including inspection and responsible for Government assets, records and custody of Accountable Documents under his/her sections(s).

## **Requirements for Appointment**

**For appointment to this grade, an officer must have: -**

- i. Served in the grade of Accountant I, Job Group 'K' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- ii. Passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification OR A Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent.
- iii. Certificate in Computer Applications
- iv. Shown merit and ability as reflected in work performance and results.

## **CPSB43/6/11/2020 - PRINCIPAL MEDICAL ENGINEERING TECHNOLOGIST JOB GROUP 'N' (1 POST)**

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- i. Providing specifications on procurement of appropriate medical equipment
- ii. Installing, maintaining and repairing medium technology medical equipment/plant and furniture
- iii. Supervising installation and commissioning /decommissioning of medium technology medical equipment
- iv. Supervising medical engineering works in a health facility
- v. Analyzing information for research
- vi. Preparing planned preventive maintenance schedule (PPM)
- vii. Ensuring quality of medical equipment in terms of performance and safety



- viii. Maintaining information on medical engineering service for input into the Health information management system
- ix. Training users on use and maintenance of medical equipments and
- x. Coaching and mentoring of staff working under the officer

### Requirements for appointment

For appointment to this position an officer must have: -

- i. Served in the grade of Chief Medical Engineering Technologist for a maximum period of three (3) years
- ii. Diploma in Medical Engineering or any other equivalent qualification from a recognized institution
- iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution and
- iv. Shown merit and ability as reflected in work performance

### Application Procedure

Hand delivery written applications enclosing current Curriculum Vitae, Copies of academic and professional certificates, ID card and last promotion letter (If any) should be submitted in a sealed envelope and addressed to;

**The Secretary/Chief Executive Officer  
County Public Service Board of Marsabit  
P.O. Box 110 – 60500  
MARSABIT**

All the applications should reach the Secretary/CEO, County Public Service Board, on or before **Thursday 19<sup>th</sup> November 2020** close of Business.

Only shortlisted candidates will be contacted and CANVASSING will lead automatic disqualification.