



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

Pursuit to the county Government Act 2012, section 59 (1) (a) and (b), the County Public Service Board of Marsabit wishes to recruit competent and qualified citizens to fill the following position in the Department of Health Service.

**CPSBM/01/25/10/2023: Consultant Obstetrician and Gynecologist -Job Group Q (2 Posts) Terms of Service: Permanent and Pensionable**

**a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care providing psycho-social interventions, providing clinical services to patients;
- iii. Training, consulting and performing surgeries in various health facilities, carrying out forensic and medico-legal services;
- iv. Coordinating disease surveillance, prevention, and control;
- v. Coordinating health education and promotion;
- vi. Implementing health projects and programmes;
- vii. Maintaining up-to-date health information systems;
- viii. Monitoring provision of health treatment and care;
- ix. Undertaking health research; and analyzing medical reports.

**b) Requirements for Appointment**

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

- i. Be a Kenyan Citizen
- ii. Served as an Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years.
- iii. Bachelor of Medicine and Bachelor of Surgery (M.B. Ch. B) degree from an institution recognized by Medical Practitioners and Dentists Board;
- iv. Master's degree in Obstetrician and gynecology or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board
- v. Certificate of Registration by the Medical Practitioners and Dentist board
- vi. Valid practicing license from Medical Practitioners and Dentists Board;
- vii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution,
- viii. Certificate in computer application skills from a recognized institution
- ix. Demonstrated professional competence and managerial capability as related in work preference and results

### **c) Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to get on well with the diverse workforce
- ii. Good knowledge in the professional field of specialization
- iii. Good communication skills
- iv. Ability to work with minimum supervision
- v. Good organizational and supervisory skills

**CPSBM/02/25/10/2023: Consultant Pediatrics & Child Health -Job Group Q (2 Posts) Terms of Service: Permanent and Pensionable**

### **a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care providing psycho-social interventions, providing clinical services to patients;
- iii. Training, consulting and performing surgeries in various health facilities, carrying out forensic and medico-legal services;
- iv. Coordinating disease surveillance, prevention, and control;
- v. Coordinating health education and promotion;
- vi. Implementing health projects and programmes;
- vii. Maintaining up-to-date health information systems;
- viii. Monitoring provision of health treatment and care;
- ix. Undertaking health research; and analyzing medical reports.

### **b) Requirements for Appointment**

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

- i. Be a Kenyan Citizen
- ii. Served as an Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years.
- iii. Bachelor of Medicine and Bachelor of Surgery (M.B. Ch. B) degree from an institution recognized by Medical Practitioners and Dentists Board;
- iv. Master's degree in Pediatrics & Child Health or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board
- v. Certificate of Registration by the Medical Practitioners and Dentist board
- vi. Valid practicing license from Medical Practitioners and Dentists Board;
- vii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution,
- viii. Certificate in computer application skills from a recognized institution
- ix. Demonstrated professional competence and managerial capability as related in work preference and results

### **c) Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to get on well with the diverse workforce
- ii. Good knowledge in the professional field of specialization
- iii. Good communication skills
- iv. Ability to work with minimum supervision
- v. Good organizational and supervisory skills

**CPSBM/03/25/10/2023: Consultant Physician - Job Group Q (2 Posts) Terms of Service: Permanent and Pensionable**

**a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care providing psycho-social interventions, providing clinical services to patients;
- iii. Training, consulting and performing surgeries in various health facilities, carrying out forensic and medico-legal services;
- iv. Coordinating disease surveillance, prevention, and control;
- v. Coordinating health education and promotion;
- vi. Implementing health projects and programmes;
- vii. Maintaining up-to-date health information systems;
- viii. Monitoring provision of health treatment and care;
- ix. Undertaking health research; and analyzing medical reports.

**b) Requirements for Appointment**

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

- i. Be a Kenyan Citizen
- ii. Served as an Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years.
- iii. Bachelor of Medicine and Bachelor of Surgery (M.B. Ch. B) degree from an institution recognized by Medical Practitioners and Dentists Board;
- iv. Master's degree in internal medicine or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board
- v. Certificate of Registration by the Medical Practitioners and Dentist board
- vi. Valid practicing license from Medical Practitioners and Dentists Board;
- vii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution,
- viii. Certificate in computer application skills from a recognized institution
- ix. Demonstrated professional competence and managerial capability as related in work preference and results

**c) Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to get on well with the diverse workforce
- ii. Good knowledge in the professional field of specialization
- iii. Good communication skills
- iv. Ability to work with minimum supervision
- v. Good organizational and supervisory skills

**a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care providing psycho-social interventions, providing clinical services to patients;
- iii. Training, consulting and performing surgeries in various health facilities, carrying out forensic and medico-legal services;
- iv. Coordinating disease surveillance, prevention, and control;
- v. Coordinating health education and promotion;
- vi. Implementing health projects and programmes;
- vii. Maintaining up-to-date health information systems;
- viii. Monitoring provision of health treatment and care;
- ix. Undertaking health research; and analyzing medical reports.

**b) Requirements for Appointment**

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

- i. Be a Kenyan Citizen
- ii. Served as an Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years.
- iii. Bachelor of Medicine and Bachelor of Surgery (M.B. Ch. B) degree from an institution recognized by Medical Practitioners and Dentists Board;
- iv. Master's degree in surgery or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board
- v. Certificate of Registration by the Medical Practitioners and Dentist board
- vi. Valid practicing license from Medical Practitioners and Dentists Board;
- vii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution,
  - i. Certificate in computer application skills from a recognized institution
  - ii. Demonstrated professional competence and managerial capability as related in work preference and results

**c) Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to get on well with the diverse workforce
- ii. Good knowledge in the professional field of specialization
- iii. Good communication skills
- iv. Ability to work with minimum supervision
- v. Good organizational and supervisory skills

**a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care providing psycho-social interventions, providing clinical services to patients;
- iii. Training, consulting and performing surgeries in various health facilities, carrying out forensic and medico-legal services;
- iv. Coordinating disease surveillance, prevention, and control;
- v. Coordinating health education and promotion;
- vi. Implementing health projects and programmes;
- vii. Maintaining up-to-date health information systems;
- viii. Monitoring provision of health treatment and care;
- ix. Undertaking health research; and analyzing medical reports.

**b) Requirements for Appointment**

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

- i. Be a Kenyan Citizen
- ii. Served as an Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years.
- iii. Bachelor of Medicine and Bachelor of Surgery (M.B. Ch. B) degree from an institution recognized by Medical Practitioners and Dentists Board;
- iv. Master's degree in orthopedic surgery or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board
- v. Certificate of Registration by the Medical Practitioners and Dentist board
- vi. Valid practicing license from Medical Practitioners and Dentists Board;
- vii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution,
- viii. Certificate in computer application skills from a recognized institution
- ix. Demonstrated professional competence and managerial capability as related in work preference and results

**c) Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to get on well with the diverse workforce
- ii. Good knowledge in the professional field of specialization
- iii. Good communication skills
- iv. Ability to work with minimum supervision
- v. Good organizational and supervisory skills

**CPSBM/06/25/10/2023: Medical Officers -Job Group M (4 Posts) Terms of Service: Permanent and Pensionable**

**a) Duties and Responsibilities**

An officer at this level will work under guidance of a senior officer. Duties and responsibilities will entail:

- i. Diagnosing, caring and treating diseases;
- ii. Performing medical and surgical procedures;
- iii. Preparing and responding to emergencies and disasters;
- iv. Participating in management of medicines, medical instruments and equipment;
- v. Providing health education;
- vi. Maintaining medical records, health Information and data;
- vii. Counselling patients and their relatives on diagnoses and bereavement;
- viii. Teaching and coaching medical students, nursing students and clinical officer interns; and preparing requisite documents for registration.

**b) Requirements for Appointment**

For appointment to this grade a candidate must have:

- i. Be a Kenyan Citizen
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B.) degree from recognized institution by Medical Practitioners and Dentists Board;
- iii. successfully completed one (1) year Internship from a recognized institution;
- iv. Registration license from the Medical Practitioners and Dentists Board and
- v. Certificate in computer application skills from a recognized institution.

**c) Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to get on well with the diverse workforce
- ii. Good knowledge in the professional field of specialization
- iii. Good communication skills
- iv. Ability to work with minimum supervision  
Good organizational and supervisory skills

**CPSBM/07/25/10/2023: Dental Officer -Job Group M (1 Post) Terms of Service: Permanent and Pensionable**

**a) Duties and Responsibilities**

An officer at this level will work under supervision of a senior and experienced officer.

Duties and responsibilities at this level will entails: -Providing dental care including:

- i. Diagnosing common oral conditions, treating, prescribing and referring;
- ii. Carrying out minor oral and maxillofacial surgery, prosthetic, and conservative dentistry
- iii. Facilitating admission, disease investigations of patients, report writing and assisting in theatre activities;

- iv. Collecting information on dental health information system;
- v. Organizing discharge summaries and follow-up of patients; and acting as the first on call on duty.

**b) Requirements for Appointment**

For appointment to this grade, a candidate must have: -

- i. Be a Kenyan Citizen
- ii. Bachelor of Dental Surgery (DS) degree or any other, equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;
- iii. successfully completed one (1) year Internship from a recognized institution;
- iv. Certificate of Registration by the Medical Practitioners and Dentists Board; and
- v. Certificate in computer application skills from a recognized institution.

**b) Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to get on well with the diverse workforce
- ii. Good knowledge in the professional field of specialization
- iii. Good communication skills
- iv. Ability to work with minimum supervision
- v. Good organizational and supervisory skills

**CPSBM/08/25/10/2023: Dental Technologist III- Job Group H (1 Post) Terms of Service: Permanent and Pensionable**

This is the entry grade into this cadre. An officer at this level will work under supervision of a senior officer.

**a) Duties and responsibilities will include: -**

- i. Receiving and recording all patient work and interpreting patient prescription;
- ii. Performing dental prosthesis;
- iii. Adjust dental devices for people who have lost teeth or need help to correct the appearance and performance of their teeth;
- iv. Create plastic or metal devices such as braces, to straighten teeth (Orthodontics);
- v. Construct items which can be cemented in place (Crown and bridge work);
- vi. making acrylic complete/partial dentures and repairs; and
- vii. Participating in oral/dental health promotion.

**b) Requirements for Appointments**

For appointment to this grade, a candidate must have: -

- i. Be a Kenyan Citizen
- ii. Diploma in Dental Technology or its equivalent qualification from a recognized institution;
- iii. Certificate of registration from the Kenya Dental Technologists Association (KDTA)
- iv. Certificate in computer applications.
- v. Have three (3) years' experience in the relevant field

**CPSBM/09/25/10/2023: Pharmaceutical Technologist III- Job Group H (4 Posts) Terms of Service: Permanent and Pensionable**

**a) Duties and Responsibilities**

- i. Dispensing drugs/medicines
- ii. Receiving, interpreting and processing prescriptions
- iii. Recording prescriptions in a pharmacy unit
- iv. Pre-packing, repacking and writing instructions on labels
- v. Counseling patients on usage of drugs in a pharmacy unit
- vi. Maintaining drugs registers/books and
- vii. Stock-taking of drugs and medicinal devices on monthly basis

**b) Requirements for Appointment**

For appointment to this grade, a candidate must: -

- i. Be a Kenyan Citizen
- ii. Have Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution
- iii. Have Certificate of Enrolment as Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB)
- iv. Have Certificate in computer application skills from a recognized institution and
- v. Have a valid practicing Certificate.

**CPSBM/10/25/10/2023: Registered Clinical Officer (Anesthetist)- Job Group K (2 Posts) Terms of Service: Permanent and Pensionable**

**a) Duties and Responsibilities will include:**

An officer at this level will work under the guidance of a senior officer and will also be responsible for: -

- i. Taking medical history
- ii. Examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility
- iii. Guiding and counseling patients, clients and staff on health issues
- iv. Referring patients and clients to appropriate health facilities
- v. Assessing, preparing and presenting medical legal reports
- vi. Organizing health management teams and convening health management committee meetings
- vii. Implementing community healthcare activities with other health workers; sensitizing patients and clients on preventive and Promotive health
- viii. Providing clinical outreach and school health and services
- ix. Carrying out minor surgical procedures as per training skills and collecting and compiling clinical data
- x. Pre-operative preparations of patients for surgery
- xi. Administering general anesthesia to patients prior to medical procedures and reverse the situation
- xii. Monitoring, evaluating, overseeing and providing continuous assessment of patient before, during and after surgery
- xiii. Participating in management of all patients in ICU
- xiv. Preparing anesthetic plans and mentor and train students and other staff in the hospital
- xv. Performing any other duty that may be assigned by the supervisor



### **b) Requirements for Appointment**

For appointment to this grade, a candidate must: -

- i. Be a Kenyan Citizen;
- ii. Have Higher Diploma in Clinical Medicine and Surgery (Anesthesia)
- iii. Have Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iv. Have Certificate of Registration from the Clinical Officer's Council;
- v. Have Valid Practicing License; and
- vi. Have Certificate in Computer Application Skills from a recognized institution.

### **c) Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to get on well with the diverse workforce
- ii. Good knowledge in the professional field of specialization
- iii. Good communication skills
- iv. Ability to work with minimum supervision
- v. Good organizational and supervisory skills

**CPSBM/11/25/10/2023: Registered Clinical Officer III -Job Group H (8 Posts) Terms of Service: Permanent and Pensionable**

### **a) Duties and Responsibilities**

This is the entry and training grade into this cadre. An officer at this level. Will work under guidance of a senior officer. Duties and responsibilities at this level will include:

- i. Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- ii. Implementing Community Health Care activities in liaison with other health workers;
- iii. Guiding and counseling. patients, clients and staff on health issues;
- iv. Sensitizing patients and clients on preventive and promotive health;
- v. Carrying out minor surgical procedures as per training and skill;
- vi. Collecting and compiling clinical data; and
- vii. Referring patients and clients to appropriate health facilities.

### **b) Requirements for Appointment**

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

- i. Be a Kenyan Citizen
- 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 valid practicing license
- iv. Certificate in Computer Application Skills from a recognized institution.

### **c) Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- vi. Ability to get on well with the diverse workforce
- vii. Good knowledge in the professional field of specialization
- viii. Good communication skills

- ix. Ability to work with minimum supervision
- x. Good organizational and supervisory skills

**CPSBM/12/25/10/2023: Nursing Officer - Job Group K (6 Posts) Terms of Service: Permanent and Pensionable**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer.

**a) Duties and responsibilities will entail:**

- 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. Creating and maintaining a safe nursing care environment for client/patient;
- v. Carrying out patient audits to improve client/patient care;
- vi. Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families;
- vii. Carrying out therapeutic communication with the patient/client;
- viii. Conducting community health risk assessment and providing outcome based interventions;
- ix. Documenting interventions and nursing outcomes;
- x. Participating in quality improvement and quality assurance procedures; and
- xi. Diagnosing common health conditions and recommending necessary interventions.

**b) Requirements for Appointment**

For appointment to this grade, a candidate must have:

- i. Be a Kenyan Citizen
- 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; and
- v. Certificate in computer application skills from a recognized institution

**c) Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to get on well with the diverse workforce
- ii. Good knowledge in the professional field of specialization
- iii. Good communication skills
- iv. Ability to work with minimum supervision
- v. Good organizational and supervisory skills

**CPSBM/13/25/10/2023: Registered Nurse (Perioperative) - Job Group K (2 Posts) Terms of Service: Permanent and Pensionable**

**a) Duties and Responsibilities**

- i. Theatre nurses provide high standards of skilled care and support during the preoperative' journey;
- ii. Assessing, planning, implementation nursing interventions and evaluating patient's outcomes;

- iii. Preoperative assessment of patient;
- iv. Receive, assess and deliver care on the patient's arrival into the post anesthetic care unit;
- v. Monitor the patient's health and support them, providing appropriate care and treatment until the patient has recovered from the effects of the anesthesia and/or surgery and is stable;
- vi. Assess the patient in order to ensure they can be discharged back to a surgical ward area;
- vii. Evaluate the care given during the preoperative phases (anesthetics, surgery, and recovery); and
- viii. Any other duty as may be assigned from time to time.

**b) Requirements for Appointment**

- i. Be a Kenyan Citizen
- ii. Be a holder of a Diploma in any of the following disciplines: -
  - a) Kenya Registered Community Health Nursing,
  - b) Kenya Registered Nursing,
  - c) Kenya Registered Midwifery,
  - d) Kenya Registered Nursing/Midwifery or
  - e) Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iii. Must have an Advanced Diploma or a Higher Diploma in peri-operative Nursing or its equivalent qualification from a recognized institution;
- iv. Registration certificate issued by the Nursing Council of Kenya;
- v. Valid Practicing license from Nursing Council of Kenya;
- vi. Must be a professional of high integrity, intelligence and energy;
- vii. Must have good inter-personal and communication skills; and
- viii. Proficiency in computer applications.

CPSBM/14/25/10/2023: Registered Nurse III - Job Group H (21 Posts)  
Terms of Service: Permanent and Pensionable

**a) Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail: -

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery,
- iii. Providing health education and counselling to patients/clients and community on identified health needs;
- iv. Referring patients and clients appropriately;
- v. Facilitating patients' admission and initiating discharge plans; maintaining records on patients'/clients health condition and care;
- vi. Ensuring a tidy and safe clinical environment; and
- vii. Collecting and compiling data.

**b) Requirements for Appointment**

For appointment to this grade, a candidate must have: -

- i. Be a Kenyan Citizen
- ii. Diploma in any of the following disciplines;
  - a) Kenya Registered Community Health Nursing,
  - b) Kenya Registered Nursing,
  - c) Kenya Registered Midwifery,
  - d) 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 Nursing Council of Kenya; and
- v. Certificate in computer application skills from a recognized institution.

**c) Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to get on well with the diverse workforce
- ii. Good knowledge in the professional field of specialization
- iii. Good communication skills
- iv. Ability to work with minimum supervision
- v. Good organizational and supervisory skills

CPSBM/15/25/10/2023: Enrolled Nurse III - Job Group G (30 Posts) Terms of Service: Permanent and Pensionable

**a) Duties and Responsibilities**

This will be the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail:

- 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, antenatal care, delivery, referring patients and clients appropriately;
- iv. Evaluating healthcare outcomes on patients/clients preparing individualized reports;
- v. Making appropriate discharge plan for patients;
- vi. Conducting assessment of school health needs;
- vii. Planning, implementing interventions and preparing periodic reports;
- viii. Maintaining records on patients/clients personal and health condition/care;
- ix. Ensuring a tidy and safe clinical environment;
- x. Ensuring safe custody for in-patients' belongings;
- xi. Conducting home visits, following up discharged patients/clients and providing continuity of care; and
- xii. Treating minor ailments.

**b) Requirements for Appointment**

For appointment to this grade, a candidate must have:

- i. Be a Kenyan Citizen
- 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; and
- v. Certificate in computer application skills from a recognized institution

**c) Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to get on well with the diverse workforce
- ii. Good knowledge in the professional field of specialization
- iii. Good communication skills
- iv. Ability to work with minimum supervision
- v. Good organizational and supervisory skills

CPSBM/16/25/10/2023: Medical Laboratory Technologist III - Job Group H (6 Posts) Terms of Service: Permanent and Pensionable

**a) Duties and Responsibilities**

This is the entry and training grade for Diploma holders. An officer at this level will work under the supervision and guidance of a senior and experienced officer. Duties and responsibilities at this level will entail: -

- i. Decontaminating working benches
- ii. Receiving and scrutinizing laboratory requisition forms and specimens:
- iii. Preparing clients for collection of specimens
- iv. Receiving, Collecting, labelling and registering of specimens
- v. Disaggregating specimens for processing and analyses
- vi. Preparing reagents
- vii. Examining specimens
- viii. Writing and recording of results
- ix. Dispatching the results for use in clinical management
- x. Preparing stains
- xi. Performing blood grouping
- xii. Issuing blood and blood products to peripheral health facilities and
- xiii. Storing blood products according to their requirements.

**b) Requirements for Appointment**

For appointment to this grade, a candidate must have: -

- i. Be a Kenyan Citizen
- 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. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB):
- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board: and
- v. Certificate in computer application skills from a recognized institution.

**c) Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to get on well with the diverse workforce
- ii. Good knowledge in the professional field of specialization
- iii. Good communication skills
- iv. Ability to work with minimum supervision
- v. Good organizational and supervisory skills

**CPSBM/17/25/10/2023: Assistant Physiotherapist III- Job Group H (1 Post)  
Terms of Service: Permanent and Pensionable**

**a) Duties and Responsibilities**

This will be the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer

**Specific duties and responsibilities will involve: -**

- i. Providing Physiotherapy services to inpatients and outpatients at an outpatient unit/ward/health institution
- ii. Assessing patient needs including rehabilitation
- iii. Verifying and maintaining information and records relating to patients
- iv. Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan
- v. Collecting data for operational research; sensitizing the community on Physiotherapy issues and
- vi. Preparing periodic reports.

**b) Requirements for Appointment**

For appointment to this grade, a candidate must have: -

- i. Be a Kenyan Citizen
- ii. Diploma 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.

**CPSBM/18/25/10/2023: Medical Engineering Technologist III - Job Group H (2 Posts) Terms of Service: Permanent and Pensionable**

**a) Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer.

Duties and responsibilities at this level will entail: -

- i. Undertaking preventive maintenance and repairs of medical/hospital equipment, plants, instruments and furniture;
- ii. Requisitioning for spare parts and consumables;
- iii. Taking inventory of medical hospital equipment, furniture and plants;
- iv. Collecting information for research. collecting information on medical engineering services for input into the Integrated Health Information Management System;
- v. Carrying out minor repairs of health facilities and utilities; and
- vi. Implementing medical engineering programmes and projects.

## **b) Requirements for Appointment**

For appointment to this grade, a candidate must have:

- i. Be a Kenyan Citizen
- ii. Diploma in Medical Engineering or any other equivalent qualification from a recognized institution; and
- iii. Certificate in computer application skills from a recognized institution

## **c) Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to get on well with the diverse workforce
- ii. Good knowledge in the professional field of specialization
- iii. Good communication skills
- iv. Ability to work with minimum supervision
- v. Good organizational and supervisory skills

**CPSBM/19/25/10/2023: Orthopedic Trauma Technologist III - Job Group H (2 Posts)  
Terms of Service: Permanent and Pensionable**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of an experienced officer.

## **a) Duties and responsibilities will entail: -**

- i. Manipulating and reducing fractures and dislocations;
- ii. Fixing and removing casts, bandages and tractions to and from patients;
- iii. Correcting Congenital Talipes Equino-Varus (C.T.E.V.);
- iv. Counseling patients/clients on issues regarding orthopedic trauma;
- v. Cleaning and treating simple wounds resulting from orthopedic trauma;
- vi. Documenting orthopedic and trauma case; and
- vii. Assessing and referring patients with musculoskeletal conditions.

## **b) Requirements for Appointment**

For appointment to this grade, a candidate must have: -

- i. Be a Kenyan Citizen
- ii. Diploma in Orthopedic Plaster Technology from a recognized institution; and
- iii. Certificate in computer application skills from a recognized institution.

## **c) Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to get on well with the diverse workforce
- ii. Good knowledge in the professional field of specialization
- iii. Good communication skills
- iv. Ability to work with minimum supervision
- v. Good organizational and supervisory skills

**a) Duties and Responsibilities**

This will be the entry and training grade for Radiographers cadre. An officer at this level will work under the supervision and guidance of an experienced officer. Specific duties will include:

- i. Providing radiographic services to the patients;
- ii. Processing, verifying and maintaining information relating to patients;
- iii. Ordering and maintaining records of radiographic and photographic supplies.

**b) Requirements for Appointment**

For appointment to this grade, a candidate must have: -

- i. Be a Kenyan Citizen
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics; and
- iii. Diploma in any of the following:
  - a) Diagnostic Radiography/Medical Imaging Sciences,
  - b) Ultrasound,
  - c) Computerized Tomography,
  - d) Magnetic Resonance Imaging,
  - e) Mammography,
  - f) Nuclear Medicine,
  - g) Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution.

**c) Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to get on well with the diverse workforce
- ii. Good knowledge in the professional field of specialization
- iii. Good communication skills
- iv. Ability to work with minimum supervision
- v. Good organizational and supervisory skill

**a) Duties and Responsibilities**

- i. Receiving of dead bodies from wards, public and police and delivering same to relatives /parents/police
- ii. Wrapping in Mortuary sheets, labelling and storing of dead bodies in the Cold Room of the mortuary.
- iii. Keeping of appropriate registers for receipt and delivery of dead bodies at the Mortuary
- iv. Washing, cleaning and disinfecting of Mortuary equipment and instruments after postmortem examination.
- v. Embalming of bodies whenever required
- vi. Delivering of dead bodies after autopsies to relatives/parents/police



- vii. Placing of dead bodies from wards and after autopsies in appropriate coffins when required.
- viii. Assisting in postmortems
- ix. Proper cleanliness and upkeep of the Mortuary, Cold Room equipment instruments.
- x. Performing any other duties as may be assigned by the immediate supervisor.

### **b) Requirements for Appointment**

**For appointment to this grade, a candidate must have: –**

- i. Be a Kenyan Citizen
- ii. Kenya Certificate of Education (KCE) Division IV of Kenya Certificate of Secondary Education (KCSE) Mean Grade D(plain)
- iii. Certificate in Computer Application Skills from a recognized institution

**CPSBM/22/25/10/2023: Assistant Health Records & Information Officer III - Job Group H (2 Posts) Terms of Service: Permanent and Pensionable**

### **a) Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a more senior and experienced officer. Duties and responsibilities at this level will entail:

- i. Storing and retrieving medical records and documents;
- ii. Preparing clinics;
- iii. Updating bed bureau;
- iv. Editing Patient case records;
- v. Capturing data from service points;
- vi. Maintaining record safety and confidentiality;
- vii. Balancing daily bed returns;
- viii. Maintaining patient Master Index;
- ix. Scheduling of patients to the consultants and specialty clinics;
- x. Assigning codes to diseases and surgical procedures;
- xi. Indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine;
- xii. Compiling medical reports; sharing of health information with other stakeholders;
- xiii. Analyzing data;
- xiv. Compiling bio data; and preparing medical records and reports.

### **b) Requirements for Appointment**

For appointment to this grade, a candidate must have: -

- i. Be a Kenyan Citizen
- ii. Diploma in Health Records and Information Technology from a recognized institution; and
- iii. Certificate in computer application skills from a recognized institution.

### **c) Personal Qualities**

In addition to the above requirements, an officer must have the following qualities:

- i. Ability to get on well with the diverse workforce
- ii. Good knowledge in the professional field of specialization
- iii. Good communication skills
- iv. Ability to work with minimum supervision
- v. Good organizational and supervisory skills

### **CPSBM/23/25/10/2023: Theatre Technologist - Job Group H (2 Posts) Terms of Service: Permanent and Pensionable**

Theater Technologist will be responsible for maintaining and keeping the operating room ready for surgeries. Assists in bringing the patients to the operating room and handles the surgical instruments and equipment's before and after surgery as per accepted standards.

### **a) Duties and Responsibilities**

- i. Cleanse and disinfect surgical instruments and or equipment after surgeries.
- ii. Prepare surgical instruments and equipments for autoclaving/sterilization per protocol
- iii. Might also be required to prepare the area of the patient's body that's being operated on by cleaning or shaving the area maintains and keeps all surgical tools sterile and orderly.
- iv. Maintains and keeps all equipment clean and functional.
- v. Order and maintain necessary supplies in the operating room.
- vi. Prepares the patients before and after surgery by washing and disinfecting the area for surgery
- vii. Prepare necessary equipment and instrument prior to procedure / surgery.
- viii. Assists in bringing the patient to the operating room.
- ix. Attends to the needs of the patients while inside the operating room
- x. Assist surgeon during the procedure;
- xi. Under the direction of a surgeon, passes instruments that are used during an operation.
- xii. Assist nursing staff in keeping patient safe during the procedure by assisting with the application or restraints and following the recommended protocol.
- xiii. He/she might be required to cut sutures, control breathing equipment, and sterilize and restock the operating room after surgery.
- xiv. Takes care of any specimens obtained for testing following laboratory procedures by delivering specimens to the laboratory dispose of waste that's removed during an operation.
- xv. Provides assistance to the surgical team and coordinates very closely with the doctors, nurses and laboratory staff.
- xvi. Clean and disinfect operating room area after each procedure / surgeries.
- xvii. Reports any defective equipment and instrument for repair or replacement.
- xviii. Assist other staff in discharging patient as needed.

- xix. Performs other duties that may be assigned from time to time by the anesthetist in charge of theatre.

## **b) Requirement for Appointment**

- i. Be a Kenyan Citizen
- ii. Diploma in Theatre Technology
- iii. Theatre technology experience in a busy theater is an added advantage.

**CPSBM/24/25/10/2023: Chairperson, County Executive Audit Committee - (1 Post) Terms of Service: Three (3) Years Contract**

## **Duties and Responsibilities**

- i. Provide strategic direction to the Audit Committee.
- ii. Demonstrate independence and impartiality in decision making which accord with the legal constitutional and policy requirement.
- iii. Provide oversight in risk management, controls and governance processes and audit affairs of the County Government and make appropriate recommendations to the County Executive Committee regarding internal control and audit matters.
- iv. Follow up on the implementation of the recommendation of internal and external auditors.
- v. Arrange for a periodic review of the effectiveness of the audit committee alongside its mandate; and
- vi. Provide clarification to members on the audit committee's responsibilities.

## **Requirement for the Appointment**

- i. Be a Kenyan citizen.
- ii. Holds at least a Bachelor's Degree in Commerce, Business Management, Business Administration (Finance & Accounting option) from an institution recognized in Kenya.
- iii. Be a member, in good standing, of a profession body such as ICPAK, ACCCA, ACA, CIMA and any other relevant professional body.
- iv. Have at least 10 years of experience, five (5) of which must be a senior management position.
- v. Demonstrate understanding of national values and principles of governance referred in Article 10 and values and principles of public service referred in Article 232 of the constitutional of Kenya, 2010.
- vi. Demonstrate expertise in audit, financial management, or accounting with experience in public service or developed system of government and knowledge in risk management.
- vii. Demonstrate knowledge and understanding of the objects, principles and functions of the County Government of Marsabit.
- viii. Possess a good understanding of government operations and financial reporting.
- ix. Not a holder of a political office; and
- x. Satisfy the provisions of Chapter Six of the Constitution.

## Application Procedure

1. Interested applicant who meet the above qualifications should download prescribed application form from our **website [www.marsabiticpsb.go.ke](http://www.marsabiticpsb.go.ke)** and submit dully filled form together with cover letter, updated curriculum vitae, copies of academic and professional certificates and identification card (ID) by hand delivery to the address below **on or before close of business Monday 13<sup>th</sup> November, 2023.**

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

2. 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.
3. Those who had earlier applied for similar positions we advertised on 1<sup>st</sup> September 2023 need not to apply.
4. The successful candidates will be required to satisfy the requirement of chapter six of the constitution of Kenya on leadership and integrity by submitting clearance certificates from the relevant institutions as stated below:
  - Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).
  - Clearance Certificate from the Higher Education Loans Board (HELB)
  - Tax Compliance Certificate from Kenya Revenue Authority (KRA)
  - Clearance from Ethics and Anti-Corruption Commission (EACC)
  - A Clearance Certificate from an approved Credit Reference Bureau (CRB)

