

REPUBLIC OF KENYA



EMBU COUNTY PUBLIC SERVICE BOARD

OFFICE OF THE SECRETARY

P.O Box 2871 – 60100, Trade Building, 2nd Floor, Embu

EXTERNAL ADVERTISEMENT

The Public Service Board of Embu wishes to recruit externally competent and qualified persons to fill the following vacant positions

DEPARTMENT OF HEALTH

1. MEDICAL SPECIALIST I (ONCOLOGIST) JOB GROUP 'Q' 1 POST

(CPSB 28/19)

Terms of Employment: Contract

Duties and responsibilities

- i. Undertaking general diagnosis care treatment and rehabilitation of patients
- ii. Carrying out specialized clinical care
- iii. Providing psycho-social interventions
- iv. Providing clinical services to patients
- v. Training consulting and performing surgeries in various health facilities
- vi. Coordinating disease surveillance, prevention and control
- vii. Promoting health projects and programmes
- viii. Maintaining up to date health information systems
- ix. Monitoring provision of health treatment and care
- x. Analyzing medical reports

Requirements for appointment

- i. Bachelor of Medicine and bachelor of surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board.
- ii. Have a master's degree in Internal Medicine from a recognized institution by Medical Practitioners and Dentist Board.

- iii. Academic Fellowship in Oncology from a recognized institution by Medical Practitioners and Dentist Board.
- iv. Certificate of registration by the medical practitioners and dentists board
- v. Valid practicing license from medical practitioners and dentists board
- vi. Certificate in strategic leadership development program lasting not less than 6 weeks from a recognized institution
- vii. Certificate in computer application skills from a recognized institution; and
- viii. Demonstrated professional competency and managerial capability as reflected in work performance and results.

2. MEDICAL SPECIALIST I(NEPHROLOGIST) JOB GROUP 'Q' 1 POST (CPSB 29/19)

Terms of Employment: Contract

Duties and responsibilities

- i. Undertaking general diagnosis care treatment and rehabilitation of patients
- ii. Carrying out specialized clinical care
- iii. Providing psycho-social interventions
- iv. Providing clinical services to patients
- v. Training consulting and performing surgeries in various health facilities
- vi. Coordinating disease surveillance, prevention and control
- vii. Promoting health projects and programmes
- viii. Maintaining up to date health information systems
- ix. Monitoring provision of health treatment and care
- x. Analyzing medical reports

Requirements for appointment

- i. Bachelor of Medicine and bachelor of surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board.
- ii. Have a master's degree in Internal Medicine from a recognized institution by Medical Practitioners and Dentist Board.
- iii. Academic Fellowship in Nephrology/Renal Medicine from a recognized institution by Medical Practitioners and Dentist Board.

- iv. Certificate of registration by the Medical Practitioners And Dentists Board
- v. Valid practicing license from medical practitioners and dentists board
- vi. Certificate in strategic leadership program lasting not less than 6 weeks from a recognized institution
- vii. Certificate in computer application skills from a recognized institution; and
- viii. Demonstrated professional competency and managerial capability as reflected in work performance and results.

3. MEDICAL SPECIALIST I (PSYCHIATRIST) JOB GROUP 'Q' 1 POST (CPSB 30/19)

Terms of Employment: Contract

Duties and responsibilities

- i. Undertaking general diagnosis care treatment and rehabilitation of patients
- ii. Carrying out specialized clinical care
- iii. Providing psycho-social interventions
- iv. Providing clinical services to patients
- v. Training consulting and performing surgeries in various health facilities
- vi. Coordinating disease surveillance, prevention and control
- vii. Promoting health projects and programmes
- viii. Maintaining up to date health information systems
- ix. Monitoring provision of health treatment and care
- x. Analyzing medical reports

Requirements for appointment

- i. Bachelor of Medicine and bachelor of surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board.
- ii. Have a master's degree in psychiatry from an recognized institution
- iii. Certificate of registration by the medical practitioners and dentists board
- iv. Valid practicing license from medical practitioners and dentists board
- v. Certificate in strategic leadership program lasting not less than 6 weeks from a recognized institution
- vi. Certificate in computer application skills from a recognized institution; and

- vii. Demonstrated professional competency and managerial capability as reflected in work performance and results

4. MEDICAL SPECIALIST I (RADIOLOGIST) JOB GROUP 'Q' 1 POST (CPSB 31/19)

Terms of Employment: Contract

Duties and responsibilities

- i. Undertaking general diagnosis care treatment and rehabilitation of patients
- ii. Carrying out specialized clinical care
- iii. Providing psycho-social interventions
- iv. Providing clinical services to patients
- v. Training consulting and performing surgeries in various health facilities
- vi. Coordinating disease surveillance, prevention and control
- vii. Promoting health projects and programmes
- viii. Maintaining up to date health information systems
- ix. Monitoring provision of health treatment and care
- x. Analyzing medical reports

Requirements for appointment

- i. Bachelor of Medicine and bachelor of surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board.
- ii. Have a master's degree in Radiology from an recognized institution
- iii. Certificate of registration by the medical practitioners and dentists board
- iv. Valid practicing license from medical practitioners and dentists board
- v. Certificate in strategic leadership program lasting not less than 6 weeks from a recognized institution
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Demonstrated professional competency and managerial capability as reflected in work performance and results

5. MEDICAL SPECIALIST I (PATHOLOGIST) – JOB GROUP ‘Q’ 1 POST

(CPSB 32/19)

Terms of Employment: Contract

Duties & Responsibilities

- i. Undertaking general diagnosis care treatment and rehabilitation of patients
- ii. Carrying out specialized clinical care
- iii. Providing psycho-social interventions
- iv. Providing clinical services to patients
- v. Training consulting and performing surgeries in various health facilities
- vi. Coordinating disease surveillance, prevention and control
- vii. Promoting health projects and programmes
- viii. Maintaining up to date health information systems
- ix. Monitoring provision of health treatment and care
- x. Analyzing medical reports

Requirements for Appointment

- i. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board.
- ii. Have a Masters degree in pathology from an recognized institution
- iii. Certificate of registration by the medical practitioners and dentists board
- iv. Valid practicing license from medical practitioners and dentists board
- v. Certificate in Strategic Leadership Development Program lasting not less than 6 weeks from a recognized institution
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Demonstrated professional competency and managerial capability as reflected in work performance and results

6. MEDICAL SPECIALIST I (ANAESTHESIOLOGIST) JOB GROUP ‘Q’

1 POST (CPSB 33/19)

Terms of Employment: Contract

Duties and responsibilities

- i. Undertaking general diagnosis care treatment and rehabilitation of patients
- ii. Carrying out specialized clinical care
- iii. Providing psycho-social interventions
- iv. Providing clinical services to patients
- v. Training consulting and performing surgeries in various health facilities
- vi. Coordinating disease surveillance, prevention and control
- vii. Promoting health projects and programmes
- viii. Maintaining up to date health information systems
- ix. Monitoring provision of health treatment and care
- x. Analyzing medical reports

Requirements for appointment

- i. Bachelor of Medicine and bachelor of surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board.
- ii. Have a master's degree in Anaesthesiology from an recognized institution
- iii. Certificate of registration by the medical practitioners and dentists board
- iv. Valid practicing license from medical practitioners and dentists board
- v. Certificate in strategic leadership program lasting not less than 6 weeks from a recognized institution
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Demonstrated professional competency and managerial capability as reflected in work performance and results.

7. PHARMACIST JOB GROUP 'M' 1 POST (CPSB 34/19)

Terms of Employment: Contract

Duties and responsibilities

- i. Screening prescription for legal validity, drug contraindications, drug interactions, appropriateness of dosage, frequency and duration of dosing and patient convenience.
- ii. Preparing and dispensing medicines according to Good dispensing practices
- iii. Counseling patients on the use of medicines

- iv. Participating in ward rounds
- v. Identifying medicinal gaps and challenges
- vi. Recommending over the counter (OTC)medicines to patients/clients with simple medication conditions and making necessary referrals
- vii. Making entries into the relevant inventory management records and registers

Requirements for appointment

- i. Bachelors of Pharmacy Degree (B.Pharm) from an institution recognized by the Pharmacy & Poisons Board
- ii. Successfully completed one (1) year internship from a recognized institution by the Pharmacy & Poisons Board
- iii. Registration Certificate by the Pharmacy & Poisons Board
- iv. Certificate in computer application skills from a recognized institution.

8. MEDICAL OFFICER JOB GROUP 'M' 7 POSTS (CPSB 35/19)

Terms of Employment: Contract

Duties and responsibilities

- 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, maintaining medical records, health information and data.

Requirements for appointment

- i. Bachelors of medicine and bachelors of surgery (M.B; Ch.B.) degree from an institution recognized by the Medical Practitioners and Dentists Board.
- ii. Successfully completed one (1) year internship from a recognized institution
- iii. Registration license from the medical practitioners and dentists board; and
- iv. Certificate in computer application skills from a recognized institution.
- v. Age of 50 years and below

9. SENIOR REGISTERED CLINICAL OFFICER (ANAESTHETIST)

JOB GROUP 'L' 5 POSTS (CPSB 36/19)

Terms of Employment: Contract

Duties and responsibilities

- i. Provide anaesthetic care for surgical operations, before the operation, during the operation and after the operation.
- ii. Any other duties as assigned by the supervisor.

Requirements for appointment

- i. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution.
- ii. Be a holder of Higher Diploma in Clinical Anaesthesia from a recognized training institution.
- iii. Have a registration certificate from the Clinical Officers Council
- iv. Valid practice licence from the Clinical Officers Council
- v. Certificate in computer applications from a recognised institution

10. SENIOR REGISTERED NURSE (ANAESTHETIST) JOB GROUP 'L' 8 POSTS (CPSB 37/19)

Terms of Employment: Contract

Duties and responsibilities

- i. Initiate excellent anaesthetic nursing care to patients undergoing surgery.
- ii. Provide anaesthesia nursing care under the supervision of surgeon in the absence of anaesthetist.
- iii. Coordinate with attending surgeon in implementing anaesthetic care to surgical patients.
- iv. Check the availability of supplies of anaesthetic medications.
- v. Instruct patients and their families on surgical and anaesthetic procedures.
- vi. Obtain consent from patients and their families for anaesthesia and surgery.
- vii. Select anaesthetic technique general, local or regional or intravenous therapy.
- viii. Provide pre-operative and post-operative nursing care plans.
- ix. Monitor and assess any changes in anaesthetic patients during surgical procedures.
- x. Ensure compliance of hospital's procedures and guidelines in anaesthetic nursing care deliveries.

Requirements for appointment

- i. Certified in Nursing Anaesthesia (or its equivalent) and at least 2 years' experience in nursing Anaesthesia in a Theatre unit in a major hospital, or at least 3 Months in an institution based/affiliated Theatre unit
- ii. Basic and Advanced Life Support Training
- iii. All nursing staff shall have undergone formal certified training in cardiopulmonary resuscitation.
- iv. The certified training in basic life support shall be current and up-to-date
- v. Be registered with Nursing Council of Kenya
- vi. Have a valid practicing license from Nursing Council of Kenya
- vii. Higher diploma in Nursing Anaesthesia

11. SENIOR REGISTERED NURSE (THEATRE) JOB GROUP 'L' 9 POSTS (CPSB 38/19)

Terms of Employment: Contract

Duties and responsibilities

- i. General Nursing care and theatre care nursing
- ii. Present at theatre at all times to monitor the patients throughout and to be on hand to deal with any emergency that may arise, and also to alert the physician.
- iii. Conducting clinical teaching and assessment of nursing staff and students

Requirements for appointment

- i. Certified in Theatre Nursing (or its equivalent) and at least 2 years' experience in theatre nursing in theatre in a major hospital, or at least 3 Months in an institution based/affiliated theatre unit
- ii. Basic and Advanced Life Support Training
- iii. All nursing staff shall have undergone formal certified training in cardiopulmonary resuscitation.
- iv. The certified training in basic life support shall be current and up-to-date
- v. Be registered with Nursing Council of Kenya
- vi. Have a valid practicing license from Nursing Council of Kenya
- vii. Higher diploma in Theatre Nursing

12. SENIOR REGISTERED NURSE (CRITICAL CARE – ICU/HDU) JOB GROUP 'L' 8 POSTS (CPSB 39/19)

Terms of Employment: Contract

Duties and responsibilities

- i. General Nursing care and ICU and Critical care nursing
- ii. Present at ICU at all times to monitor the patients throughout and to be on hand to deal with any emergency that may arise, and also to alert the physician.
- iii. Conducting clinical teaching and assessment of nursing staff and students

Requirements for appointment

- i. Certified in ICU and Critical Care Nursing (or its equivalent) and at least 2 years' experience in ICU nursing in a ICU unit in a major hospital, or at least 3 Months in an institution based/affiliated ICU unit
- ii. Basic and Advanced Life Support Training
- iii. All nursing staff shall have undergone formal certified training in cardiopulmonary resuscitation.
- iv. The certified training in basic life support shall be current and up-to-date
- v. Be registered with Nursing Council of Kenya
- vi. Have a valid practicing license from Nursing Council of Kenya
- vii. Higher diploma in critical care Nursing

13.SENIOR REGISTERED NURSE (ACCIDENTS &EMERGENCY) JOB GROUP 'L' 2 POSTS (CPSB 40/19)

Terms of Employment: Contract

Duties and responsibilities

- i. Triage i.e. Help prioritize care based on the critical nature and severity of a patient's condition. And offering comprehensive assessment, obtaining their medical history and personal information, and seeking a doctor's evaluation immediately for life-threatening issues.
- ii. Distribute medication and treatment to patients in emergency departments
- iii. Keep detailed records of patient vital signs and recommend treatment options to attending physicians
- iv. Evaluate patient health during emergency room stays and watch for signs of improvement
- v. Consult other departments upon patient admission into hospital
- vi. Work collaboratively with the attending physicians and surgical residents to ensure continuity of care to trauma and general surgery patients
- vii. Help plan, implement and evaluate health care treatments
- viii. Perform a variety of procedures on patients daily (monitoring patient progress, assisting in wound care, providing patient and family education, etc.)
- ix. Work closely with case managers, social workers and financial counsellors to help coordinate the discharge process
- x. Function as liaison for the trauma coordinator, research nurses, bedside

nurses and ancillary staff attached to the patient

Requirements for appointment

- i. Certified in accidents and emergency care Nursing (or its equivalent) and at least 2 years' experience in accidents and emergency care nursing in a Casualty unit in a major hospital, or at least 3 Months in an institution based/affiliated Casualty unit
- ii. Basic and Advanced Life Support Training
- iii. All nursing staff shall have undergone formal certified training in cardiopulmonary resuscitation.
- iv. The certified training in basic life support shall be current and up-to-date
- v. Be registered with Nursing Council of Kenya
- vi. Have a valid practicing license from Nursing Council of Kenya
- vii. Higher diploma in Accidents and Emergency care Nursing

14. ORTHOPEDIC TRAUMA TECHNOLOGIST III JOB GROUP 'H' 1 POST (CPSB 41/19)

Terms of Employment: Contract

Duties and Responsibilities

- 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.V.E)
- iv. Counselling patients/clients on issues regarding orthopaedic trauma
- v. Documenting orthopaedic and trauma case
- vi. Assessing and referring patients with musculoskeletal conditions

Requirements for appointment

- i. Diploma in Orthopaedic Plaster Technology from a recognized institution
- ii. Certificate in computer application skills from a recognized institution

15. REGISTERED CLINICAL OFFICER III JOB GROUP 'H' 3 POSTS

(CPSB 42/19)

Terms of Employment: Contract

Duties and responsibilities

- i. Taking history, examining, diagnosing and treating patients' common ailments at outpatient and inpatients
- ii. Implementing community health care activities in liaison with other health workers
- iii. Guiding and counselling 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 combining clinical data and referring patients and clients to appropriate health facility

Requirements for appointment

- i. Diploma in clinical medicine and surgery or clinical medicine and community health from a recognized institution
- ii. Certificate of registration form the Clinical officers council;
- iii. Valid practice licence from the Clinical Officers Council
- iv. Certificate in computer applications skills from a recognized institution

16. REGISTERD NURSE III JOB GROUP 'H' 64 POSTS (CPSB 43/19)

Terms of Employment: Contract

Duties and responsibilities

- i. Assessing, Planning, Implementing nursing intervention and evaluating patient's outcome;

- ii. Providing appropriate healthcare service including integrated management of childhood illness (IMCI), immunization, PMTCT, Antenatal care and delivery.
- iii. Providing health needs and referring patients and clients appropriately.
- iv. Facilitating patient's admission and initiating discharges plans.
- v. Maintaining records on patients/clients health condition and care.
- vi. Ensuring a tidy and safe clinical environment and collecting and compiling data.

Requirements for appointment

- i. 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;
- ii. Registration Certificate issued by the Nursing Council of Kenya.
- iii. Valid practicing license from Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution.

17. MEDICAL LABORATORY TECHNICIAN III JOB GROUP 'G' 12 POSTS (CPSB 44/19)

Terms of Employment: Contract

Duties and responsibilities

- i. Decontaminating working benches
- ii. Receiving and scrutinizing laboratory requisition forms and specimens for accuracy
- iii. Preparing clients for collection of specimen
- iv. Receiving, collecting, labelling and registering of specimens
- v. Disaggregating specimens for processing and analysis
- vi. Performing routine diagnostic tests

Requirements for appointment

- i. Certificate in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologist Board
- ii. Registration Certificate issued by Kenya Medical Laboratory Technicians and Technologist Board
- iii. Valid practice License from Kenya Medical Laboratory Technicians and Technologist Board

- iv. Certificate in computer application skills from a recognized institution.

18. SENIOR SUPPORT STAFF (MORTUARY ATTENDANT) JOB GROUP 'D'

6 POSTS (CPSB 45/19)

Terms of Employment: Contract

Duties and responsibilities

- i. Mortuary services

Requirements for appointment

- i. Minimum KCSE Certificate Mean grade D Plain
- ii. Certificate in forensic training
- iii. Proficiency in computer applications
- iv. Any other relevant course will be an added advantage

19. TAILOR JOB GROUP 'D' 1 POST (CPSB 46/19)

Terms of Employment: Contract

Duties and responsibilities

- i. Cloth making and repairing of linen

Requirements for appointment

- i. Minimum KCSE Certificate Mean grade D Plain
- ii. Certificate in dressmaking and tailoring training
- iii. Proficiency in computer applications
- iv. Any other relevant course will be an added advantage

20. SENIOR SUPPORT STAFF JOB GROUP 'D' 2 POSTS (CPSB 47/19)

Terms of Employment: Contract

Duties and responsibilities

- i. Messengerial duties
- ii. Maintaining office cleanliness within and out of the office

Requirements for appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D or its approved equivalent; and
- ii. Proficiency in computer applications.
- iii. Age of 50 years and below

21. DIRECTOR – PUBLIC HEALTH JOB GROUP ‘R’ 1 POST (CPSB 48/19)

Terms of Employment: Permanent and Pensionable.

Duties and responsibilities

The director will be responsible to the respective Chief Officer for:-

- i. Operations and administration of the department
- ii. Development and management of projects and programs
- iii. Coordination of implementation of policies and plans
- iv. Promotion of public private partnership
- v. Monitoring and reporting on the activities of the development.
- vi. Capacity building.

Requirements for appointment

- i. Be a Kenyan Citizen
- ii. Must be a holder of at least a first degree from a recognized University in Kenya (Masters degree in the relevant field will be an added advantage)
- iii. Have knowledge, experience and distinguished career of at least five (5) years in the specific areas.

22. REGISTERED CLINICAL OFFICER III JOB GROUP ‘H’ 1 POST – SUPPORTED BY MEDECINS SANS FRONTIERES (MSF)

(CPSB 49/19)

Terms of Employment: Contract

Duties and responsibilities

- i. Taking history, examining, diagnosing and treating patients' common ailments at outpatient and inpatients
- ii. Implementing community health care activities in liaison with other health workers
- iii. Guiding and counselling 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 combining clinical data and referring patients and clients to appropriate health facility

Requirements for appointment

- i. Diploma in clinical medicine and surgery or clinical medicine and community health from a recognized institution
- ii. Certificate of registration form the Clinical officers council;
- iii. Valid practice licence from the Clinical Officers Council
- iv. Certificate in computer applications skills from a recognized institution

23. CHIEF EXECUTIVE OFFICER – EMBU LEVEL 5 HOSPITAL 1 POST JOB GROUP S (CPSB 50/19)

Terms of Employment: Contract

Duties and Responsibilities

- i) To provide visionary leadership and direction to the organization and to ensure that hospital policies and mandate are implemented fully and effectively in line with the Strategic Plan.
- ii) To ensure prudent management of resources for the achievement of the Hospital's mandate and strategic objectives.
- iii) To ensure that the Hospital's Strategic Plans are implemented efficiently, the Performance Contract objectives and targets are negotiated, achieved and reported in time and the Annual Operational Plans and budgets prepared and submitted in compliance with statutory requirements.

- iv) To oversee and direct the development and implementation of the Hospital's strategic initiatives and capacity building in line with goals and aspirations of Kenya's Vision 2030 and the National Health Sector Strategic Plans.
- v) To provide the needed transformational leadership of Embu Level 5 Hospital to meet citizens' expectations in line with the new constitution of Kenya.
- vi) To initiate, establish, strengthen and oversee inter-institutional collaborations and Strategic partnerships for the realization of the Hospital's mandate and strategic objectives.
- vii) To ensure that Hospital's staff remains motivated to discharge their responsibilities effectively and efficiently, and in compliance with human resource management policies and practices.
- viii) To establish and sustain effective relationships with the Board of Management, the Government, parent Ministry, regulatory bodies, partners/collaborators, funding agencies, the media, other stakeholders and staff in the interest of the Hospital and its clientele.
- ix) To promote a culture of compliance with regulations, statutory requirements, good corporate governance principles and best practices in the Hospital.
- x) To perform any other responsibilities as determined and deemed necessary by the Board of Management, in line with the Hospital's mandate.

Key Qualifications and Competence

- i) Must be a Medical Practitioner of not less than 15 years of medical practice and duly registered by the medical practitioners and Dentists' Board [of Kenya].
- ii) He/she shall hold a post-graduate specialist qualification duly recognized by the Medical Practitioners and Dentists' Board for at least eight years.
- iii) Certificate of Registration by the medical practitioners and Dentists' Board.
- iv) Valid Practising Licence from the medical practitioners and Dentists' Board.
- v) Certificate in Strategic Leadership Development Program lasting not less than six weeks from a recognized institution.

Terms of Employment

Three (3) years contract renewable subject to performance.

Chief Medical Specialist – Medical Superintendent JG 'S'

DEPARTMENT OF FINANCE

1. DIRECTOR INTERNAL AUDIT, JOB GROUP 'R' 1 POSITION (CPSB 51/19)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Management of Internal Audit services;
- ii. Formulating and implementing internal audit policies, strategies and procedures;
- iii. Advising the county on internal audit matters;
- iv. Reviewing of audit plans, programs and audit files;
- v. Reviewing the systems of internal control developed by management and advising on their adequacy and compliance;
- vi. Advising management on cost control and revenue improvement;
- vii. Coordinating investigations and special audits within the County Government;
- viii. Coordinating the preparation of management reports in accordance with the PFM Act, 2012;
- ix. Overseeing capacity building on internal controls for the county;
- x. Liaising with accounting officers on matters related to audit function, funding and recommendations of audit committee;
- xi. Reviewing and verifying budgets, financial statements, fund accounts and other statements prepared by the accounting officers;
- xii. Advising on compliance by the county and / or its entities with the PFM Act 2012, County Governments Act 2012, Public Procurement` and Disposals Act and any other relevant law; and
- xiii. Any other duty as may be assigned by a competent authority.

Requirements for Appointment

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

- i. Be a citizen of Kenya;
- ii. Be in possession of a Bachelor's degree in Accounting, Finance or its equivalent from a university recognized in Kenya;
- iii. Be in possession of a relevant Master's degree from a university recognized in Kenya;
- iv. Be a member of the Institute of Certified Public Accountants of Kenya (ICPAK), Institute of Internal Auditors (IIA) and in good standing;
- v. Have at least twelve (12) years relevant professional experience in Financial Accounting/ Audit, five years of which should have been in a Senior leadership position or at a top management level in the Public Service or Private Sector.

2. PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER JOB GROUP 'N' 1 POST (CPSB 52/19)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

An officer at this level may be deployed as the Directorate of Supply Chain Management Services or in a Ministry/Department.

As the Directorate of Supply Chain Management Services the officer at this level will be in charge of a schedule of duties consisting of a number of Ministries/Departments. The officer will be required to;

- i) Assist in compilation, collation and analysis of Supply Chain Management data/issues from Ministries/Department. Additional duties will involve
- ii) Monitoring the implementation of the Supply Chain Management policies, guidelines and procedures issued by the Directorate of Supply Chain Management from time to time and recommending appropriate action where necessary.

In the Ministries/Departments an officer at this level will perform a variety of duties which will include:

- i. Planning, coordinating, organizing and controlling activities in Supply Chain Management unit in a Ministry/Department.

Specific duties will include:

- ii. Ensuring the correct interpretation and implementation of the Public Procurement and Disposal Act, 2005, the regulations, procedures and other statutes that impact on Supply Chain Management.

Requirements for Appointment

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

(i) Served in the grade of Chief Supply Chain Management Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.

(ii) A Diploma in supplies management or its approved equivalent from a recognized Institution.

(iii) A Bachelors Degree in any of the following:- Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or their equivalent qualification from a recognized institution; and

(iv) Demonstrated general administrative ability required for direction, control and implementation of Public Procurement and Disposal Act.

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

- (i) Integrity an commitment to produce results:

- (ii) Creative an innovative, problem solving, transformative and resource management skills
- (iii) Ability to work with minimum supervision and
- (iv) Good knowledge in supply chain management.

PUBLIC SERVICE, ADMINISTRATION AND DEVOLUTION

1. DIRECTOR, DISASTER MANAGEMENT (CPSB 53/19)

Terms of Service: Contract

Duties and responsibilities

The director will be responsible to the respective Chief Officer for:-

- i. Operations and administration of the department
- ii. Development and management of projects and programs
- iii. Coordination of implementation of policies and plans
- iv. Promotion of public private partnership
- v. Monitoring and reporting on the activities of the development.
- vi. Capacity building.

Requirements for appointment

- i. Be a Kenyan Citizen
- ii. Must be a holder of at least a first degree from a recognized University in Kenya (Masters degree in the relevant field will be an added advantage)
- iii. Have knowledge, experience and distinguished career of at least five (5) years in the specific areas.

2. ASSISTANT DIRECTOR, ADMINISTRATION SERVICES/DEPUTY SUB COUNTY ADMINISTRATOR, JOB GROUP 'P' 1 POSITION (CPSB 54/19)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

An officer at this level may be deployed at the Headquarters or in the Field Office

Duties and responsibilities at the Headquarters will entail:-

- i. Initiating and implementing administrative policies, strategies, procedures and programme;
- ii. Managing and supervising the general administrative functions;
- iii. Implementing public service reforms;
- iv. Managing and supervising the general administrative functions
- v. Facilitating maintenance of infrastructure and facilities;
- vi. Overseeing transport management;
- vii. Planning and coordinating office accommodation;
- viii. Managing assets and insurance policies.

Duties and responsibilities in the Field Office will entail:-

- i. Overseeing service delivering in the area of jurisdiction;
- ii. Developing programmes and projects to empower the community;
- iii. Coordinating and facilitating citizen participation in the development of policies, plans and delivery of services;
- iv. Facilitating inter-governmental relations and conflict resolutions;
- v. Overseeing safe custody of county government assets in the area of jurisdiction;
- vi. Coordinating and liaising with other directorates and departments in the area of jurisdiction;
- vii. Ensuring compliance with legal, statutory and regulatory requirements in the area of jurisdiction;
- viii. Ensuring compliance with national values and principles of good governance;

- ix. Identifying development projects;
- x. Disseminating information to the public, and
- xi. Providing linkage between the office and the community.

Requirements for Appointment

For appointment to this grade an officer must have:-

- i. Served in the grade of Principal Administration Officer/Principal Ward Administrator for a minimum period of three (3) years or in a comparable and relevant position in the Public Service or Private Sector;
- ii. Bachelor's degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized Institution;
- iii. Master's degree in any of the following disciplines: Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized Institution;
- iv. Certificate in Management Course lasting not less than four (4) weeks from a recognized Institution;
- v. Diploma in advance Public Administration or equivalent qualification from a recognized institution
- vi. Certificate in Computer Application skills from a recognized Institution and
- vii. Demonstrated managerial, administrative and professional competence in work performance and results.

OFFICE OF THE GOVERNOR

1. COUNTY ATTORNEY JOB GROUP 'S' 1 POSITION (CPSB 55/19)

Terms of Service: Contract

Duties and Responsibilities

- i. Principal Legal Advisor to the County Government
- ii. Drafting and Publication of Legislative proposals for the county Executive
- iii. Negotiating, Drafting, Vetting and Interpreting Local and International documents, Agreements and Treaties for and on behalf of County and its Agencies

- iv. Representing the County in Legal proceedings other than Criminal proceedings
- v. Handle Public Interest Litigation and represent member of the public in matters of Public Interest
- vi. Prosecute
- vii. Advising the County on Constitutional and other Legislative Matters
- viii. Link between the County, other county governments and National government in liaison with the office of Council of Governors and the Attorney General
- ix. Monitoring Compliance & enforcement of Statutory Obligation
- x. Custodian of County Contracts and other Legal Instruments

Requirements for Appointment

- i. A citizen of Kenya
- ii. Bachelor degree in Law from a recognized University
- iii. Advocate of the High Court
- iv. At least 8 years' experience in Legal Matters
- v. Valid practicing Certificate

2. DIRECTOR LEGAL AFFAIRS (CPSB 56/19)

Terms of Service: Contract

Duties and Responsibilities

- i) Review, formulation and implementation of policies in the mandate areas of the department.- initiating policy research , formulation, development and reforms;
- ii) Coordinating and facilitating research on legal issues ;
- iii) Preparing cabinets briefs , papers and memoranda; reviewing legal documents/instruments; coordinating and facilitating the preparation of opinions and briefs;
- iv) Reviewing country/periodic report and ensuring compliance with the regional and international instrument ;
- v) Developing strategies for stakeholders consultations and engagement ;
- vi) Facilitating and managing financial support for the development plans;
- vii) Developing proposals for reform on emerging legal issues;
- viii) Ensuring compliance with principles and values of good governance ,human rights ,transparency , accountability, ethics and integrity;and
- ix) Advising ministries/department on legal policy issues.

In addition, the Director will be responsible for:-

- i) The implementation and realization of the Department's strategic plans and objectives; preparation and implementation of Department's performance appraisal systems and contracts;
- ii) Overseeing the finances and assets management of the Department ;
- iii) Instituting operational accountability; and overall supervision, control, discipline, recruitment, staff training and development.

Requirement for appointment

For appointment to this grade an Officer must have:-

- i. Served in the grade of Chief Legal Officer or in comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Bachelor of Laws (LL.B) degree from a recognized university;
- iii. Postgraduate Diploma in Legal Studies from the Council of Legal Education
- iv. Masters degree in Law or any other relevant Social Science from a recognized university;
- v. Attended a Strategic Leadership Development Course lasting not less than six(6) weeks from recognized institution;
- vi. Proficiency in computer applications; and
- vii. Demonstrate managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of legal affairs.

EMBU COUNTY INVESTMENT AND DEVELOPMENT CORPORATION

1. BOARD MEMBER – EMBU COUNTY INVESTMENT AND DEVELOPMENT CORPORATION, 4 POSITIONS (1 PER SUB COUNTY) (CPSB 57/19)

Terms of Service: Contract

The Embu County Investment and Development Corporation Act 2018 Section 6

(1) has established a Board of Directors who shall under the supervision of the Executive Member be responsible for efficient exercise of powers and performance of the functions of the corporation, approval and review of policies of the corporation and exercise discipline and control of all staff members of the corporation.

Requirements for Appointment

- i. Be a citizen of Kenya;
- ii. Holds a degree from a University recognized in Kenya;
- iii. Has knowledge and experience either in the public or private sector of at least ten (10) years in matters relating to the field of Economics, Law, Finance, Accounting, Business Studies, Tourism, Public Administration or any other relevant field from each sub county;
- iv. Meets the requirements of Chapter six of the Constitution;
- v. Has a distinguished career in their respective fields.

DEPARTMENT OF YOUTH EMPOWERMENT AND SPORTS

1. MUSIC PRODUCTION TECHNICIAN. JOB GROUP 'K' 1 POST. (CPSB 58/19)

Terms of Service: Contract

Duties and Responsibilities

- a) Listening to an artist's demo tapes and working with artistes to produce the sound required.
- b) Advising on album songs
- c) Technical work including audio editing, sound design and music production
- d) Helping artistes to achieve the sounds they are striving for.
- e) Working with other staff members, teams and members of the public in preparing and production of printed material.
- f) Planning event schedules, timings and performance.
- g) Operating technical equipment for and artiste music and equipment.
- h) Training the youth on music production.

- i) Taking care of all the music and studio equipment.

Requirements for Appointment

- a) Bachelor's Degree in either Music recording technology, music, music technology, electronics and computer programming, social science or related field;
- b) Should have a minimum experience of three (3) years in music recording technology or related field;
- c) Should possess the skills in audio recording, motion picture production, good communication skills, music production, editing, script writing, and sound design.
- d) Computer literate.
- e) Result oriented.
- f) Work with minimal supervision.

2. FILM PRODUCER. JOB GROUP 'J' 1 POST. (CPSB 59/19)

Terms of Service: Contract

Duties and Responsibilities

- a) Film development and production.
- b) Filming and post production activities.
- c) Creating and monitoring schedules.
- d) Reviewing the final edit.
- e) Advising and assisting in film production.
- f) Training new users on film production.
- g) Script writing, studying screen plays and music production.
- h) Maintaining studio equipment.

Requirements for Appointment

- a) Should have a Diploma in Film acting, Journalism, Fine Arts, Communication or other related field.
- b) Should have an experience of 2 years in film production or a related field.
- c) Should possess the skills in effective communication, writing, decision making, monitoring and active listening, film production, script writing.
- d) Result oriented
- e) Work with minimal supervision.

- f) Computer literate.

3. PHOTO JOURNALIST. JOB GROUP 'K'. 1 POST (CPSB 60/19)

Terms of Service: Contract

Duties and Responsibilities

- i. Use of a variety of cameras to take photographs of important occasions, people, events or moments;
- ii. Process photos or videos by developing negatives or editing digital images to produce clear visuals;
- iii. Compose headlines, captions or other descriptive tag to interpret a photo/video;
- iv. Use photo editing software such as print shop pro or photoshop to edit or enhance an image;
- v. Conduct interviews to obtain facts which validate a news story;
- vi. Manipulate parameters such as lighting, focus, depth and distance to obtain clear images;
- vii. Manage time effectively in order to achieve assigned tasks;
- viii. Train new users in photo journalism;
- ix. Responsible for the studio equipment.

Requirements for Appointment

- a) Should have Bachelor's Degree in either Journalism, Photography, Visual Communication, Music, Social Science or related field;
- b) Should have three (3) years' experience in the Photo Journalism or related field;
- c) Should possess the skills in photo editing, script writing, proof reading, reporting and photographic techniques;
- d) Must be computer literate;
- e) Work with minimum supervision;
- f) Result oriented.

4. SOUND ELECTRONIC TECHNICIANS. JOB GROUP 'L'. 1 POST. (CPSB 61/19)

Terms of Service: Contract

Duties and responsibilities

- i. Operate, monitor, and adjust audio, video, lighting and broadcast equipment to ensure consistent quality;
- ii. Set up and take down equipment for events and live performances;
- iii. Record speech, music, and other sounds on recording equipment or computers, sometimes using complex software;
- iv. Synchronize sounds and dialogue with action taking place on television or in movie productions;
- v. Convert video and audio records to digital formats for editing on computers;
- vi. Report any problems that arise with complex equipment and make routine repairs;
- vii. Keep records of recordings and equipment used.

Requirements for Appointment

- a) Should have a Bachelor's Degree in either Sound Electronic Engineering, Music, Communication, Journalism, Electronic Technology, Social Science or related field;
- b) Should have ten (10) years' experience in the Sound Electronic or related field;
- c) Should possess the skills in Audio Recording, Video, Recorded Speed, Editing Scripts, Conversion of Video and audio visuals to digital forms;
- d) Computer literate;
- e) Work with minimum supervision;
- f) Result oriented.

5. SCRIPT WRITER. JOB GROUP 'J' 1 POST (CPSB 62/19)

Terms of Service: Contract

Duties and Responsibilities

- i. Create an initial framework or treatment for screen plays;
- ii. Develop and research ideas for original movie screen plays;
- iii. Write or adapt a story into a script;

- iv. Work with producers to edit and adjust the scripts as needed;
- v. Meet with film executives to pitch screen plays and ideas;
- vi. Coordinate script writing and video production.

Requirements for Appointment

- a) Should have a Diploma in either creative writing, film production, music or social science or related field;
- b) Should have a minimum experience of two (2) years in creative writing, film production or related field;
- c) Should possess skills in creative writing, communication, editing, script writing, audio recording;
- d) Computer literate;
- e) Work with minimum supervision;
- f) Result oriented.

6. SUPPORT STAFF – JOB GROUP ‘D’ 1 POST (CPSB 63/19)

Terms of Service: Contract

Duties and Responsibilities:

- i. Maintain grounds at the Talent Academy.
- ii. Have a demonstrable ability in landscaping.
- iii. Be creative and able to work under minimum supervision.

Requirements for Appointment

- i. Have a KCSE certificate.
- ii. Be a strategic planner and thinker who is result oriented.
- iii. Have a capacity to work under pressure to meet deadlines.
- iv. Have an ability to work in a multi ethnic environment with sensitivity and respect for gender and diversity.

How to Apply:

All applicants are requested to download an application form and a detailed document containing requirements relevant to the positions advertised from Embu County website:-www.embu.go.ke

Candidates should attach photocopies of the following documents:

- i. **National Identity Card**
- ii. **Academic, Professional Certificates and testimonials**
- iii. **Clearance from KRA, EACC, HELB, CRB and Certificate of Good Conduct from DCI**
- iv. **Any other relevant supporting documents.**

All applications should be sent to the undersigned on or before **3rd December, 2019**.

**THE CEO/SECRETARY
EMBU COUNTY PUBLIC SERVICE BOARD
P.O BOX 2871- 60100,
EMBU**

NB:

1. Only short listed candidates shall be contacted.
2. The reference number of the position being applied **MUST** be indicated on the envelope and the Application.
3. Embu County Public Service Board is an equal opportunity employer and does **NOT** charge any fee for recruitment.
4. Any candidate who directly or indirectly canvases shall lead to automatic disqualification.