



COUNTY GOVERNMENT OF TAITA TAVETA

COUNTY PUBLIC SERVICE BOARD

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ADVERTISEMENT

The Taita Taveta County Public Service Board invites applications from suitable and qualified Kenyan citizens to fill the following vacant positions as advertised by the Public Service Commission of Kenya under the **Universal Health Coverage Programme** an initiative of the Government of Kenya through the Ministry of Health.

	POST	No of Vacancies	Terms of Service
1	Registered Clinical Officer III	6	3(three) Years Contract
2	Registered Nurse III	15	3(three) Years Contract
3	Pharmaceutical Technologist III	6	3(three) Years Contract
4	Medical Laboratory Technologist III	8	3(three) Years Contract
5	Radiographer III	5	3(three) Years Contract
6	Community Health Extension Workers	33	3(three) Years Contract
7	Enrolled Community Health Nurse	10	3(three) Years Contract
8	Assistant Health Records & Information Officer III	5	3(three) Years Contract
9	Nutrition & Dietetics Technologist III	2	3(three) Years Contract
10	Nutrition & Dietetics Technician III	1	3(three) Years Contract
11	Assistant Occupational Therapist III	1	3(three) Years Contract
12	Orthopedic Trauma Technician III	1	3(three) Years Contract
13	Assistant Physiotherapist III	2	3(three) Years Contract
	Total	95	

IMPORTANT INFORMATION

Candidates who had earlier submitted applications for the position of **Community Health Education Assistant** during the initial advertisement done by the Board on Thursday 9th April 2020 are required to re-submit the applications **if** they meet the requirements of the position of **Community Health Extension Workers** as indicated below.

1. CPSB/TTC/UHC/008/2020

POSITION: Registered Clinical Officer III

Number of Posts: Six (6)

Terms of Service: Three (3) Years Contract

Remuneration: Consolidated Package of Ksh.50, 000

Requirements for Appointment

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

- (i) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution; and

- (ii) Certificate of Registration by Clinical Officers' Council

Duties and Responsibilities:-

This is an entry grade into this cadre and an officer at this level will work under guidance of a senior officer. Specific 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.

2. CPSB/TTC/UHC/009/2020

POSITION: Registered Nurse III

Number of Posts: Fifteen (15)

Terms of Service: Three (3) Years Contract

Remuneration: Consolidated Package of Ksh.50, 000

Requirements for Appointment

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

- (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; and
- (iii) Valid practicing license from the Nursing Council of Kenya;

Duties and Responsibilities

This is an 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 services including Integrated Management of Childhood Illnesses (IMCI), Immunization, PMTCT, Ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs;
- (iii) referring patients and clients appropriately;
- (iv) facilitating patients' admission and initiating discharge plans;
- (v) maintaining records on patients/clients health condition and care;
- (vi) Ensuring a tidy and safe clinical environment; and
- (vii) Collecting and compiling data.

3. CPSB/TTC/UHC/010/2020

POSITION: Pharmaceutical Technologist III

Number of Posts: Six (6)

Terms of Service: Three (3) Years Contract

Remuneration: Consolidated Package of Ksh.50, 000

Requirements for Appointment

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

- (i) Diploma in Pharmaceutical Technology from a recognized training institution;
- (ii) Certificate of Registration as a Pharmaceutical Technologist by the Pharmacy and Poisons Board;
- (iii) Valid practicing license from Pharmacy and Poisons Board.

Duties and Responsibilities

This is an entry and training grade for this cadre. At this level, an officer is expected to be guided to provide pharmaceutical services in a National and County hospitals. The officer will also be expected to work in pharmaceutical services in a district hospital in the absence of a pharmacist or be in the line assistant to the pharmacist. Duties and responsibilities will include:

- (i) compounding and dispensing medicine, supervision of Pharmaceutical Technologists and other staff under him;
- (ii) an officer who has been trained in Pharmaceutical analysis and has successfully completed such a course may be assigned drugs quality control duties;
- (iii) In a medical training institution, work involves training, counselling and guiding students; and
- (iv) Participating in curriculum development, implementation and evaluation of training programmes, student recruitment and induction.

4. CPSB/TTC/UHC/011/2020

POSITION: Medical Laboratory Technologist III

Number of Posts: Eight (8)

Terms of Service: Three (3) Years Contract

Remuneration: Consolidated Package of Ksh.50, 000

Requirements for Appointment

For appointment to this grade, an officer must have a

- (i) Diploma in Medical Laboratory Technology from a recognized institution;
- (ii) Registration Certificate issued by the Medical Laboratory Technicians and Technologist Board of Kenya;
- (iii) Valid practicing license from the Medical Laboratory Technicians and Technologist Board of Kenya.

Duties and Responsibilities:

Duties and responsibilities at this level will entail:-

- (i) Coordinating provision of laboratory services in a number of units/sections;
- (ii) Preparing work plans and programs for laboratory activities;
- (iii) Submitting samples to reference laboratories and institutes for further analysis;
- (iv) Preparing laboratory manuals and quality specifications;
- (v) Supervising safe laboratory waste disposal;
- (vi) Carrying out efficacy tests; Initiating requisition proposals and undertaking technical evaluation for laboratory supplies/equipment; and
- (vii) Formulating technical laboratory standards.

5. CPSB/TTC/UHC/012/2020

POSITION: Radiographer III

Number of Posts: Five (5)

Terms of Service: Three (3) Years Contract

Remuneration: Consolidated Package of Ksh.50, 000

Requirements for Appointment

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) in English/Kiswahili, Biology/ Biological Sciences or Physics/ Physical Sciences and C- (minus) in Mathematics;
- (ii) Diploma in any of the following fields; Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized institution; and
- (iii) Proof of registration with the relevant professional body

Duties and Responsibilities

This is an 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; and
- (iii) ordering and maintaining records of radiographic and photographic supplies.

6. CPSB/TTC/UHC/013/2020

POSITION: Community Health Extension Worker

Number of Posts: Thirty three (33)

Terms of Service: Three (3) Years Contract

Remuneration: Consolidated Package of Ksh.40, 000

Requirements for Appointment

For appointment to this grade, a candidate must have a Certificate in any of the following disciplines: Community Health, or Community Health and Development from a recognized institution.

Duties and Responsibilities:

Duties and responsibilities at this level will include:

- (i) collect and collate the Community Health House Hold Data to be uploaded to Kenya Health Information System;
- (ii) supervise the Community Health Volunteers (CHVs) when collecting data in the households; train Community Health Volunteers (CHVs) on the thirteen Community Health Volunteers Modules;
- (iii) conduct Community Health dialogues and Community Health action days; and
- (iv) Give technical support to Community Health Committees.

7. CPSB/TTC/UHC/014/2020

POSITION: Enrolled Community Health Nurse

Number of Posts: Ten (10)

Terms of Service: Three (3) Years Contract

Remuneration: Consolidated Package of Ksh.40, 000

Requirements for Appointment

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

- (i) 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 institution;
- (ii) an enrolment Certificate issued by the Nursing Council of Kenya; and
- (iii) a valid practicing license from the Nursing Council of Kenya

Duties and Responsibilities:-

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

- (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, ante-natal 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 treating minor ailments.

8. CPSB/TTC/UHC/015/2020

POSITION: Assistant Health Records and Information Management Officer III

Number of Posts: Five (5)

Terms of Service: Three (3) Years Contract

Remuneration: Consolidated Package of Ksh.50, 000

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Diploma in Health Records and Information Technology from a recognized institution;
and
- (ii) Certificate of Registration from Association of Medical Records Officers' Kenya (AMRO-K).

Duties and Responsibilities:

Duties and responsibilities at this level will entail:

- (i) receiving and documenting patients at hospital reception;
- (ii) registering and booking appointment for patients to clinics and consultants;
- (iii) storing and retrieving medical records documents;
- (iv) preparing clinics;
- (v) updating bed bureau;
- (vi) editing of patient case records;
- (vii) gathering data from different sources;
- (viii) capturing data from service points;
- (ix) maintaining record safety and confidentiality;
- (x) storing and retrieving medical records;
- (xi) balancing daily bed returns;
- (xii) creating and maintaining master index;
- (xiii) updating patient master index; directing patients to relevant clinics;
- (xiv) scheduling of patients to the consultants and specialty clinics; and
- (xv) Assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine.

9. CPSB/TTC/UHC/016/2020

POSITION: Nutrition and Dietetics Technologist III

Number of Posts: Two (2)

Terms of Service: Three (3) Years Contract

Remuneration: Consolidated Package of Ksh.50, 000

Requirements for Appointment

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

- (i) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized training institution; and
- (iii) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND)

Duties and Responsibilities:

Duties and responsibilities at this level will include:

- (i) implementing nutrition programmes; providing nutrition services in health care facilities; conducting nutrition assessments;
- (ii) collecting and compiling nutrition data;
- (iii) providing nutrition health education and demonstrations;
- (iv) counseling of patients with specific nutritional needs;
- (v) monitoring preparation of therapeutic feeds;
- (vi) implementing outpatient and inpatient supplementary and therapeutic feeding programmes; promoting maternal, infant and young children feeding programmes; and
- (vii) Providing micronutrient supplementation.

10.CPSB/TTC/UHC/017/2020

POSITION: Nutrition and Dietetics Technician III

Number of Posts: One (1)

Terms of Service: Three (3) Years Contract

Remuneration: Consolidated Package of Ksh.40, 000

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) a Certificate in Community Nutrition or its equivalent qualification from a recognized institution and
- (ii) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND).

Duties and Responsibilities:

Duties and responsibilities at this level will include:

- (i) assessing community nutrition needs; following-up on discharge cases from hospitals;
- (ii) screening for deficiency diseases and chronic
- (iii) illnesses related to nutrition in a community setting and referring them to various existing programs;
- (iv) collecting data on nutrition and dietetics;
- (v) promoting baby friendly community initiatives;
- (vi) conducting community growth, monitoring and promotion activities;
- (vii) assisting in community interventions on diet and lifestyle disease prevention and control;
- (viii) promoting optimal infant and young child feeding programmes;
- (ix) assisting in running out patient supplementary feeding programs and outpatient therapeutic feeding programs;
- (x) Following up and counseling of patients in home-based disease management; and
- (xi) Carrying out nutrition health education.

11.CPSB/TTC/UHC/018/2020

POSITION: Assistant Occupational Therapist III

Number of Posts: One (1)

Terms of Service: Three (3) Years Contract

Remuneration: Consolidated Package of Ksh.50, 000

Requirements for Appointment

For appointment to this grade, a candidate must have a Diploma in Occupational Therapy from a recognized institution.

Duties and Responsibilities

Duties and responsibilities at this level will entail;

- (i) maintaining records and data relating to patients;
- (ii) collecting data for operational research;
- (iii) Sensitizing the community on occupational therapy issues; and preparing periodic reports.

12.CPSB/TTC/UHC/019/2020

POSITION: Orthopedic Trauma Technician III

Number of Posts: One (1)

Terms of Service: Three (3) Years Contract

Remuneration: Consolidated Package of Ksh.40, 000

Requirements for Appointment

For appointment to this grade, a candidate must have a Certificate in either Orthopedic Plaster and Traction Technology or Orthopedic Plaster Technology from a recognized institution.

Duties and Responsibilities:

Duties and responsibilities at this level will entail;

- (i) manipulating and reducing fractures and dislocations;
- (ii) fixing and removing casts and bandages; correcting congenital talipes equino-Varus (C.T.E.V);
- (iii) participating in management of minor orthopedic and trauma cases in emergencies and accidents;
- (iv) sensitizing the community on orthopedic and trauma conditions ;and
- (v) Counselling patients/clients on issues regarding orthopedic and trauma.

13.CPSB/TTC/UHC/020/2020

POSITION: Assistant Physiotherapist III

Number of Posts: Two (2)

Terms of Service: Three (3) Years Contract

Remuneration: Consolidated Package of Ksh.50, 000

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

- (i) Diploma in Physiotherapy from a recognized institution;
- (ii) Registration Certificate issued by the Physiotherapy Council of Kenya (PCK); and
- (iii) Valid practicing license from Physiotherapy Council of Kenya (PCK).

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (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;
- (vi) Sensitizing the community on Physiotherapy services issues; and
- (vii) Preparing periodic reports.

HOW TO APPLY

All applications should be submitted in a sealed envelope addressed to:

**The Secretary/CEO
County Public Service Board
Private Bag
Voi**

OR

Hand delivered at the Voi Sub County Office (Former Municipal Council offices)

Important information

- (i) Candidates must attach a clear copy of their national identity card or valid passport.
- (ii) Candidates **MUST** satisfy the requirements of chapter 6 by obtaining Clearance from Higher Education Loans Board (HELB), Directorate of Criminal Investigations (DCI), Kenya Revenue Authority (KRA), Accredited Credit Reference Bureau (CRB) and Ethics and Anti-Corruption Commission (EACC).
- (iii) The applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before **Wednesday 20th May 2020, 4.00pm**
- (iv) Only shortlisted candidates will be contacted.
- (v) Youth, women and persons with special needs are encouraged to apply.
- (vi) Candidates found canvassing will automatically be disqualified.

**SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
P.O.BOX PRIVATE BAG, VOI**

Dated Monday 11th May 2020