



LAMU COUNTY GOVERNMENT

County Public Service Board



JOB VACANCY

The County Government of Lamu wishes to recruit competent and qualified persons to fill the below positions in compliance with the Constitution of Kenya and County Government Act.

SECRETARY/CEO – LAMU COUNTY PUBLIC SERVICE BOARD.

Scale 09' (1 Post)

REF: LCPSB/ADV/2022/14

Terms of Service: Six (6) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, the ideal candidate must:

- i. Be a Kenyan citizen;
- ii. Be in possession of a minimum academic qualification of Bachelor's degree from a university recognized in Kenya;
- iii. Be a Certified Secretary in good professional standing as per Section 58 (1) (c) of the County Government Act, (2012);
- iv. Have knowledge and experience of not less than Five (5) years of service;
- v. Be a professional who demonstrates absence of breach of the relevant professional code of conduct;
- vi. Understanding the diversity within the County;
- vii. Be capable to work under pressure to meet strict deadlines;
- viii. Must not be a state or public officer; and
- ix. Satisfy the requirement of chapter six of the constitution of Kenya.

DUTIES AND RESPONSIBILITIES

Specific duties and responsibilities will be as follows:

- i. Will be the Secretary to the County Public Service Board;
- ii. Pursuant to Section 149(1) of the PFM Act,2012, be the Accounting Officer of the Board and ensure of the Board is prudently used in a way that is lawful and Authorized, Effective, Efficient, Economical and transparent;
- iii. Preparing and circulating agenda and minutes of the board meetings;
- iv. Developing Annual work plan for the board with guidance of the Chairperson;
- v. Conveying the decisions of the board to concerned parties;
- vi. Providing guidance and advise to the Secretariat on matters of Ethics and good governance;
- vii. Preparing regular reports for submission to the County Assembly on the execution of the functions of the Board;
- viii. Promoting Public Service Values and Principles in the County Government;



- ix. Evaluating and reporting to the County Assembly on the extent to which the value and principles referred in Article 10&232 are complied with in the County Public Service; and
- x. Performing any other duty as assigned by the Chairperson of the Board.

HOW TO APPLY

Qualified and interested candidates should download and fill the job application form provided on our websites www.lamu.go.ke /www.lamu-cpsb.org together with the required documents and send to;

**The County Secretary
County Government of Lamu
P.O.Box 74-80500
Lamu.**

- The applications should reach the office of the County Secretary on or before **31st March, 2023.**

SENIOR MEDICAL SPECIALIST-OBSTETRICIAN / GYNAECOLOGIST.

'CPSB 03' (1 Post)

REF: LCPSB/ADV/2022/15

**Terms of Service: Three (3) Years Contract
(Renewable based on satisfactory performance)**

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan citizen;
- ii. Have Served in the position of Medical Specialist - Obstetrician / Gynaecologist or equivalent position for at least three years ;
- iii. Have Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Kenya Medical Practitioners and Dentists Council;
- iv. Have Master's Degree in Obstetrics and Gynaecology or equivalent qualification from institution recognized by the Kenya Medical Practitioners and Dentists Council.

- v. Have Certificate of Registration by the Kenya Medical Practitioners and Dentists Council;
- vi. Have Valid practicing license from Kenya Medical Practitioners and Dentists Council;
- vii. Attended a Management Course lasting not less than four (4) weeks;
- viii. Have Certificate in Computer Application Skills from a recognized institution;
- ix. Demonstrated professional competence and managerial capability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:

- i. Carrying out specialized reproductive and maternal healthcare services;
- ii. Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- iii. Providing Psycho-social interventions;
- iv. Providing clinical services to patients;
- v. Training, consulting and performing surgeries in various health facilities;
- vi. Carrying out forensic and medico-legal services;
- vii. Coordinating disease surveillance, prevention and control;
- viii. Coordinating health education and promotion;
- ix. Implementing health projects and programmes;
- x. Maintaining up-to-date Health Information Systems;
- xi. Monitoring provision of treatment and care;
- xii. Undertaking health research and analyzing medical reports.
- xiii. Any other relevant duties that may be assigned from time to time.



SENIOR PHARMACEUTICAL SPECIALIST II

'CPSB 03' (1 Post)

REF: LCPSB/ADV/2022/16

Terms of Service: Two (2) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan citizen;
- ii. Have Served in the grade of Senior Assistant Director of Pharmaceutical Services/pharmaceutical Specialist I for a minimum period of three (3) years;
- iii. Have Bachelor of pharmacy (B Pharm) Degree from an institution recognized by the pharmacy and Poisons Board
- iv. Have Master's Degree in any of the following: Pharmaceutical Policy Analysis and Formulation; Pharmacology and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-Epidemiology; Medical Supplies Management; Medicine Regulation; Narcotic and Psychotropic Substance Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceuticals Analysis; Tropical and Infectious Diseases; Medical and Pharmaceutical Chemistry; Industrial Pharmacy; Health System Management; Pharmaceutical Care; Health Informatics; Health Development; Clinical Trials; Quality Assurance; Radio Pharmacy; Public Health; Microbiology or Molecular Pharmacology from an Institution recognized by the Pharmacy and Poisons Board;
- v. Have Certificate of registration as a pharmacist by the pharmacy and poisons board;
- vi. Have Valid Practicing license from Pharmacy and Poisons Board;

- vii. Have Certificate in strategic leadership development program lasting not less than six (6) weeks from a recognized institution;
- viii. Have Certificate in computer applications skills from a recognized institution;
- ix. Demonstrated professional competence and managerial capability and reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:

- i. Analyzing reports on adverse drug reactions and poor quality medicines.
- ii. Setting up and running poison information centers.
- iii. Conducting research and dissemination of findings on medicine utilization.
- iv. Assessing and evaluation research proposals involving medicine use.
- v. Analyzing medicines for quality assurance.
- vi. Coordinating pharmaceutical services in public health programs.
- vii. Monitoring and evaluating effectiveness of medication therapy.
- viii. Facilitating detection, prevention, response and provision of information on global public health crisis as per the international health regulations.
- ix. Preparing work/strategic plans. And
- x. Supervising and training staff



SENIOR REGISTERED CLINICAL OFFICER

(ANAESTHETIST).

'CPSB 08' (1 Post)

REF: LCPSB/ADV/2022/17

**Terms of Service: Three (3) Years Contract
(Renewable based on satisfactory performance)**

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must:

- i. Be a Kenyan citizen;
- ii. Have Served in the grade of Registered Clinical Officer I for a minimum period of the three (3) years;
- iii. Have Diploma in Clinical Medicine from a recognized Institution.
- iv. Have Higher Diploma in Anesthesia and Community Health from a recognized Institution;
- v. Have Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- vi. Have Certificate of Registration from the Clinical Officer's Council of Kenya;
- vii. Have Valid Practicing License from the Clinical Officer's Council of Kenya;
- viii. Have Certificate in Computer Application Skills from a recognized institution;
- ix. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

- i. Providing clinical services in a health facility;
- ii. Conducting ward rounds, reviewing and making appropriate referrals;
- iii. Carrying out anesthesia procedures as per training and skill;
- iv. Offering specialized clinical services including Anesthesia
- v. Compiling and analyzing clinical data;
- vi. Implementing community health care activities in liaison with other health workers;
- vii. Sensitizing patients and clients on preventive and promotive health;
- viii. Providing clinical outreach and school health service;

- ix. Any other relevant duties that may be assigned from time to time.

REGISTERED CLINICAL OFFICER III

'CPSB 11' (1 Post)

REF: LCPSB/ADV/2022/18

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iii. Have Certificate of Registration from the Clinical Officer's Council of Kenya;
- iv. Have a Valid Practicing Licensed from Clinical Officer's Council of Kenya;
- v. Have Certificate in Computer Application skills from recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

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

- 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 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 skills;
- vi. Collecting and compiling Clinical data; and
- vii. Referring patients and clients to appropriate health facilities.



KENYA REGISTERED COMMUNITY HEALTH

NURSE III (KRCHN).

'CPSB 11' (7 Posts)

REF: LCPSB/ADV/2022/19

Terms of Service: Three (3) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must have:

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

DUTIES AND RESPONSIBILITIES

Duties and responsibilities will entail:

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes; 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; Referring patients and clients appropriately;
- ii. Facilitating patients' admissions and initiating discharge plans;
- iii. Maintaining records on patient's /clients health conditions and care;
- iv. Ensuring a tidy and safe clinical environment;
- v. Collecting and compiling data; and
- vi. Any other relevant duties that may be assigned from time to time.

SUPPORT STAFF – EMERGENCY MEDICAL TECHNICIANS

'CPSB 14' (12 Posts)

REF: LCPSB/ADV/2022/20

Terms of Service: Three (3) Years Contract

(Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

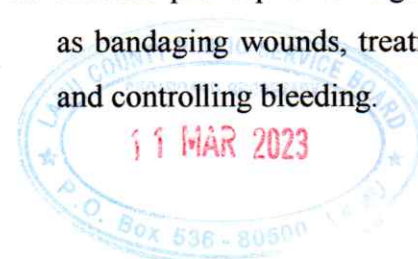
For appointment to this grade an officer must:

- i. Be a Kenyan citizen;
- ii. Have Kenya Certificate of Secondary Education (KCSE) or its approved equivalent;
- iii. Have Strong analytical skill, with attention to detail and quick reaction to situations;
- iv. Composed and efficient in high-stress environments;
- v. Have Excellent knowledge of operating medical equipment and machines;
- vi. Compassionate, professional and empathetic attitude towards the injured and their relatives;
- vii. Shown merit and ability as reflected in work performance and results;
- viii. Have Certificate in computer application skills from a recognized institution; and
- ix. Basic Training in Paramedic or any other health related field will be an added advantage.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities will entail:

- i. Respond swiftly to emergency calls and administer emergency first aid and life support for the patient until they reach the hospital.
- ii. Provide prehospital emergency care such as bandaging wounds, treatment of shock and controlling bleeding.



- iii. Carefully assess the patient before diagnosing and administering any treatment.
- iv. Carrying a stretcher, securing the patient on it and transporting them to the ambulance.
- v. Operate medical machinery like ECG, ultrasound, and defibrillators.
- vi. Ensure the patient is ventilated and ensure oxygen mask is provided when necessary.
- vii. Administer cardiopulmonary resuscitation, including the use of automated defibrillators if necessary.
- viii. Check for any signs of identification on the patients to ensure the right care and support is provided.
- ix. Be calm and composed during stressful situations and handle the family and friends of patients with professionalism and empathy.
- x. Take quick decisions in case an anomaly is observed in the patient.
- xi. Be mindful and handle equipment with utmost care.
- xii. Ensure the ambulance is cleaned after every emergency run from replacing the linens and medical supplies to scrubbing the ambulance clean.
- xiii. Create reports of the incidents and observations for authorities and healthcare professionals' reference.
- xiv. Any other duties as may be assigned by the Supervisor.



CUSTOMER CARE CLERK

'CPSB 14' (3 Posts)

REF: LCPSB/ADV/2022/21

Terms of Service: Three (3) Years Contract

(Renewable based on satisfactory performance)

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade an officer must:

- i. Be a Kenyan citizen;
- ii. Have Certificate of Kenya Certificate of Secondary Education at least mean grade C or its accepted equivalent;
- iii. Proven customer support experience or experience as a Client Service Representative;
- iv. Strong phone contact handling skills and active listening;
- v. Customer orientation and ability to adapt/respond to different types of characters;
- vi. Excellent communication and presentation skills;
- vii. Ability to multi-task, prioritize, and manage time effectively;
- viii. Have Certificate in computer application skills from a recognized institution; and
- ix. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities will entail:

- i. Manage large amounts of incoming phone calls.
- ii. Collects data from departments to assist in development of frequently.
- iii. Takes minutes during divisional meetings for action planning and future reference.
- iv. Prepares divisional daily and weekly reports for process monitoring.

- v. Files and updates departmental records in order to ensure easy retrieval of information.
- vi. Identify and assess customers' needs to achieve satisfaction.
- vii. Build sustainable relationships and trust with customer accounts through open and interactive communication.
- viii. Provide accurate, valid and complete information by using the right methods/tools.
- ix. Handle customer complaints, provide appropriate solutions and alternatives within the time limits; follow up to ensure resolution.
- x. Keep records of customer interactions, process customer accounts and file documents; and
- xi. Follow communication procedures, guidelines and policies.

HOW TO APPLY

Qualified and interested candidates should download and fill the job application form provided on our websites www.lamu.go.ke /www.lamu-cpsb.org together with the required documents and send to;

**The Secretary
Lamu County Public Service Board
P. O. Box 536-80500
Lamu.**

Applicants must attach photocopies of the following documents:

- i. National Identity Card
- ii. Academic, Professional Certificates and Testimonials.

- iii. Copies of clearance certificates from: Higher Education Loans Board (HELB); Kenya Revenue Authority (KRA); Criminal Investigation Department (CID); Ethics and Anti – Corruption Commission (EACC); and Credit Reference Bureau (CRB) and respective professional bodies.
- iv. Any other relevant supporting documents

Important information

- The applications should reach the County Public Service Board on or before **31st March, 2023.**
- Those with Degrees from foreign Universities should attach proof of accreditation from the Commission for University Education
- Only shortlisted candidates will be contacted
- Canvassing in any form will lead to automatic disqualification.
- Youth, Women and persons with special needs are encouraged to apply.

