

COUNTY GOVERNMENT OF KITUI

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Kitui County Public Service
Board
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KITUI COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT FOR COMPETITIVE PROMOTIONS

Pursuant to Article 235 of the Constitution of Kenya and Sections 59, 65 and 70 (1) of the County Governments Act, 2012, the Kitui County Public Service Board invites applications from competent and qualified officers currently serving in the Kitui County Public Service on **Permanent and Pensionable** terms of service to fill the following vacancies in the County Ministry of Health and Sanitation:

COUNTY MINISTRY OF HEALTH AND SANITATION

1. CHIEF MEDICAL SPECIALIST, 'CPSB 02' (S), ONE (1) POST

Requirements for Appointment

For Appointment to this grade, an officer must have:

- i. Served as a Deputy Director of Medical Services/Senior Medical Specialist for a minimum period of three (3) years;
- ii. Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by Medical Practitioners and Dentists Board;
- iii. Master's degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- iv. Registration Certificate by the Medical Practitioners and Dentists Board;
- v. Valid practicing license from Medical Practitioners and Dentists Board;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;

- vii. Certificate in computer application skills from a recognized, institution; and
- viii. Shown outstanding professional competence and administrative capability and initiative in the general organization and management of the Function.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Developing and coordinating implementation of health standards, guidelines and protocols;
- ii. Undertaking specialized diagnosis, care, treatment and rehabilitation of patients;
- iii. Assessing employees' fitness for continuation of work, age assessment and medical practice among others;
- iv. Planning and managing national healthcare programs at the implementation level directed towards the improvement of health services in the country;
- v. Developing intervention activities or programs for training of health staff in field of community health and health management;
- vi. Promoting International Health Relations;
- vii. Monitoring and evaluating health projects and programmes;
- viii. Providing guidance, training and development of professional staff in clinical practice specialty;
- ix. Coordinating outreach activities and services;
- x. Designing and undertaking research;
- xi. Coordinating health research;
- xii. Analyzing, utilizing and disseminating research findings in planning activities to improve service delivery;
- xiii. Initiating development of an appropriate health information management system;
- xiv. Coordinating provision of quality health care and adherence to health standards;
- xv. Providing specifications for procurement of health supplies and commodities; and
- xvi. Coordinating training and development and performance management.

2. CHIEF PHARMACEUTICAL SPECIALIST, 'CPSB 02' (S), ONE (1) POST

Requirements for Appointment

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

- i. Served in the grade of Deputy Director of Pharmaceutical Services/Senior Pharmaceutical Specialist for a minimum period of three (3) years;
- ii. Bachelor of Pharmacy (B pharm) degree from an institution recognized by the Pharmacy and Poisons Board;
- iii. Master's degree in any of the following: Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management;

- Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio pharmacy; Public Health; Microbiology or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board;
- iv. Certificate of Registration as a Pharmacist by the Pharmacy and Poisons Board;
 - v. Valid practicing license from Pharmacy and Poisons Board;
 - vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
 - vii. Certificate in computer application skills from a recognized institution; and
 - viii. Shown outstanding professional competence and administrative capability and initiative in the general organization and management of the Pharmacy Function.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Preparing and assessing research proposals involving medicine use;
- ii. Receiving and analyzing reports of adverse drug reactions and poor quality medicines;
- iii. Analyzing medicines for quality assurance;
- iv. Providing expertise and pharmaceutical care in approved areas of specialization;
- v. Coordinating Medicines and Therapeutic Committee activities;
- vi. Assessing and evaluating research findings involving medicine use;
- vii. Identifying areas of research and disseminating research findings on medicine utilization;
- viii. Carrying out laboratory tests of medicines and medical devices to ensure quality assurance;
- ix. Keeping custody and safe use of licit psychotropic and narcotic substances;
- x. Carrying out pharmacovigilance activities (monitoring, reporting of adverse drug reactions and poor-quality medicines);
- xi. Training, coaching and mentoring of pharmacy interns and students;
- xii. Coordinating setting of targets and performance management; and
- xiii. Supervising, disciplining and developing staff.

3. SENIOR MEDICAL SPECIALIST, JOB GROUP 'CPSB 03' (R), SEVEN (7) POSTS

Requirements for Appointment

- i. Served as a Senior Assistant Director of Medical Services/Medical Specialist I, for a minimum period of three (3) years;
- ii. Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by Medical Practitioners and Dentists Board;
- iii. Master's degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists 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 Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution; and
- viii. 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. Performing complex and advanced clinical patient management in area of specialization including: - Internal Medicine, Obstetrics and Gynecology, General Surgery, ENT Surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health, or other specialties recognized by the Board;
- ii. Coordinating training, coaching and mentoring of health personnel;
- iii. Managing health stores including essential medicines and/or plant and equipment;
- iv. Managing larger facilities/hospitals;
- v. Developing intervention activities or programs for the management of diseases and conditions;
- vi. Developing medical Standard Operating Procedures (SOPs) and protocols;
- vii. Developing training curricular and syllabi in collaboration with training institutions;
- viii. Coordinating emergency response and clinical care;
- ix. Coordinating health projects and programmes;
- x. Managing health information systems;

- xi. Carrying out health surveys and research; and
- xii. Monitoring the provision of forensic and medico-legal services.

4. MEDICAL SPECIALIST I, JOB GROUP 'CPSB 04' (Q), TWENTY (20) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Medical Specialist II for a minimum period of three (3) years;
- ii. Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by Medical Practitioners and Dentists Board;
- iii. Master's degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists 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 Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution; and
- viii. 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. 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. 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 health treatment and care;
- xii. Undertaking health research; and
- xiii. Analyzing medical reports.

5. PHARMACEUTICAL SPECIALIST I, JOB GROUP 'CPSB 04' (Q), TWO (2) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist II, for a minimum period of three (3) years;
- ii. Bachelor of Pharmacy (B Pharm) degree or any other equivalent qualification from an institution recognized by the Pharmacy and Poisons Board;
- iii. Master's degree in any of the following: Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio pharmacy; Public Health; Microbiology or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board;
- iv. Certificate of Registration by the Pharmacy and Poisons Board;
- v. Valid practicing license from Pharmacy and Poisons Board;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution; and
- viii. Demonstrated ability and competence in organizing, performing and discharging the dental function.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Coordinating pharmaceutical services in a health facility;
- ii. Coordinating Medicine and Therapeutics committee activities in a health facility;
- iii. Developing and reviewing standard operating procedures for all pharmaceutical services in the facility;
- iv. Conducting research on medicine utilization;
- v. Providing continuous professional development education to pharmacists;

- vi. Evaluating appropriateness of donated medical supplies;
- vii. Maintaining pharmaceutical inventories;
- viii. Participating in facility management committees;
- ix. Providing medicinal information in preparation of patient drug management therapies;
- x. Coordinating preparation of annual work plans and ensuring they are adhered to; and
- xi. Coordinating capacity building and deployment of pharmaceutical personnel.

6. DENTAL SPECIALIST I, JOB GROUP 'CPSB 04' (Q), ONE (1) POST

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Director Dental/Dental Specialist II, for a minimum period of three (3) years;
- ii. Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;
- iii. Masters of Dental Surgery degree in any of the following disciplines: - Pediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial/Dental Radiology and Community Dentistry or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists 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 Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution; and
- viii. Demonstrated ability and competence in organizing, performing and discharging the dental function.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Performing specific dental procedures including restorative, prosthodontics, paedodontics, orthodontics, minor oral-facial surgeries, and periodontology;
- ii. Being on call to review and manage dental health patients;
- iii. Undertaking medico-legal duties which include filling of P.3 forms;
- iv. Undertaking dental examinations, age assessment, and writing dental reports;
- v. Conducting outreach community oral health services;
- vi. Referring complex cases;

- vii. Educating and creating awareness on prevention of dental diseases and dental health;
- viii. Maintaining up-to-date dental health patients' records and biodata;
- ix. Supervising, training and coaching dental interns and students;
- x. Ensuring that dental health reports are prepared and submitted promptly;
- xi. Coordinating preparation of annual work plans and ensuring they are adhered to; and
- xii. Coordinating capacity building and deployment of dental personnel.

7. MEDICAL SPECIALIST II, JOB GROUP 'CPSB 05' (P), FOURTEEN (14) POSTS

Requirement for Appointment

For appointment to this grade an officer must have:

- i. Served as Senior Medical Officer for a minimum period of three (3) years;
- ii. Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- iii. Registration Certificate by the Medical Practitioners and Dentists Board;
- iv. Valid practicing license from Medical Practitioners and Dentists Board;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Reviewing patients and instructing in writing all the recommendations;
- ii. Undertaking "First-on-Call" duties including clerking, investigating, and managing patients;
- iii. Conducting weekly clinic and theatre days;
- iv. Managing health facilities at various tiers in communities;
- v. Responding to intern calls;
- vi. Training, supervising and mentoring Medical Officers (Interns) and other students;
- vii. Performing emergency surgeries;
- viii. Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems;
- ix. Undertaking medical examinations and preparing Medical Board Proceedings;
- x. Carrying out community diagnosis, care and treatment;
- xi. Ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider;

- xii. Conducting disease surveillance, prevention, and control;
- xiii. Carrying out health education and promotion; and
- xiv. Preparing medical reports.

8. DENTAL SPECIALIST II, JOB GROUP 'CPSB 05' (P), TWO (2) POSTS

Requirements for Appointment

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

- i. Served in the grade of Senior Dental Officer for a minimum period of three (3) years;
- ii. Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;
- iii. Certificate of Registration by the Medical Practitioners and Dentists Board;
- iv. Valid practicing license from Medical Practitioners and Dentists Board;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Shown ability and demonstrated merit as reflected in work performance and results.

Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Managing dental conditions in a dental unit or health facility: including diagnosing, investigating, treating, and patient documentation;
- ii. Performing specific dental care procedures;
- iii. Restorative, prosthodontics, paedodontics, orthodontics, minor oral-facial surgeries;
- iv. Periodontology and health education;
- v. Providing formal and informal training, and supervising other health workers;
- vi. Maintaining an up-to-date dental health information system;
- vii. Organizing community sensitization and outreach programs on dental health care; and
- viii. Disseminating information for health planning.

9. PHARMACEUTICAL SPECIALIST II, JOB GROUP 'CPSB 05' (P), FIVE (5) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Pharmacist for a minimum period of two (2) years;

- ii. Bachelor of Pharmacy (B Pharm) degree from an institution recognized by the Pharmacy and Poisons Board;
- iii. Certificate of Registration as a Pharmacist by the Pharmacy and Poisons Board;
- iv. Valid practicing license from Pharmacy and Poisons Board;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Selecting, quantifying, procuring and warehousing of medical supplies;
- ii. Monitoring effective storage of specialized medical supplies requiring cold storage;
- iii. Making entries into the relevant inventory management records and registers;
- iv. Participating in ward rounds to monitor medicine use, interactions and adverse drug reactions;
- v. Carrying out continuing medical education for health workers in general;
- vi. Conducting health education on appropriate use of medicines to patients;
- vii. Participating in multidisciplinary clinical team activities of patient care;
- viii. Reporting adverse drug reactions and poor-quality medicines;
- ix. Timely preparation of relevant monthly reports and submission to relevant offices;
- x. Training and mentoring of interns and students attached to the facility;
- xi. Keeping safe custody and maintenance of up-to-date narcotic and psychotropic substances records;
- xii. Running of poison information centers;
- xiii. Disseminating and providing new drug information to health workers and the general public; and
- xiv. Supervising pharmaceutical services at lower-level health facilities.

10. ASSISTANT DIRECTOR, NUTRITION AND DIETETICS, JOB GROUP ‘CPSB 05’ (P), TWO (2) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Principal Nutrition and Dietetics Officer for a minimum period of three (3) years;
- ii. Bachelor’s Degree in any of the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science, Food Science and Nutrition or Home Economics from a recognized institution;

- iii. Master of Science in any of the following disciplines: Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, Home Economics or Public Health and Epidemiology from a recognized institution;
- iv. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in Computer Application Skills from a recognized institution; and
- vii. Demonstrated a high degree of professional competence and administrative ability.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Developing and implementing nutrition policies and programmes;
- ii. Coordinating provision of nutrition activities;
- iii. Providing nutrition consultancy support;
- iv. Providing guidelines on supplemental and therapeutic diets for existing and emerging diseases for hospital use and other institutions;
- v. Coordinating the development of nutrition information, education, promotion and communication materials;
- vi. Coordinating the development and provision of specialized diets for special needs;
- vii. Overseeing management of inpatients and outpatients in health care facilities;
- viii. Coordinating preparation of hospital menus and diets;
- ix. Monitoring and reviewing nutrition programmes and projects;
- x. Developing and reviewing nutrition guidelines;
- xi. Identifying areas of research, validating new findings for adoption and disseminating the findings to key stakeholders;
- xii. Supporting relevant research institutions to conduct nutrition research;
- xiii. Advising on procurement and distribution of nutrition equipment and commodities; and
- xiv. Coaching and mentoring of staff.

11. ASSISTANT DIRECTOR, NURSING SERVICES, JOB GROUP 'CPSB 05' (P), ONE (1) POST

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Principal Nursing Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- iii. Master's Degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Pediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing,

- Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management and leadership, Mental Health or Geriatric Nursing from a recognized institution;
- iv. Registration Certificate issued by the Nursing Council of Kenya;
- v. Valid practicing license from the Nursing Council of Kenya;
- vi. Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution; and
- viii. Demonstrated a high degree of professional competence and administrative capability.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Coordinating development policies, standards and guidelines in the provision of nursing services;
- ii. Ensure application of the nursing process at the service delivery unit of specialization;
- iii. Carrying out comprehensive health needs assessment in the area of specialization;
- iv. Formulating interventions to address identified health needs;
- v. Monitoring and evaluating health care services in a health facility;
- vi. Coordinating implementation of nursing related projects and programs;
- vii. Coordinating the provision of appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization and reproductive health;
- viii. Coordinating preparation of training plans/programs for nurses at the service delivery department;
- ix. Providing quantification and specifications for procurement of medical supplies and equipment;
- x. Conducting research and preparing reports;
- xi. Advising Health/Hospital Management Team (HMT) on matters relating to Nursing Services;
- xii. Implementing continuing professional development programs for nurses;
- xiii. Preparing strategic/annual work plans in a health facility; and
- xiv. Coaching and mentoring staff.

12. SENIOR PRINCIPAL REGISTERED NURSE, JOB GROUP 'CPSB 05' (P), ONE (1) POST

Requirements for Appointment

- i. Served in the grade of Principal Registered Nurse for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered

Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;

- iii. Higher Diploma in any of the following discipline: Kenya Registered Community Health Nursing, Registered Anesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Pediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;

OR

Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution;

- iv. Registration Certificate issued by the Nursing Council of Kenya;
- v. Valid practicing license from the Nursing Council of Kenya;
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution; and
- viii. Shown a high degree of professional competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programs.

Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Initiating development of nursing policies, standards and guidelines in the provision of nursing services in area of specialization;
- ii. Implementing projects and programs in area of specialization;
- iii. Ensuring application of the nursing process at the health service delivery point/area;
- iv. Coordinating the provision of appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization, reproductive health;
- v. Formulating interventions to address identified health needs;
- vi. Managing nursing services at a health facility;
- vii. Monitoring and evaluating health care in a health facility;
- viii. Coordinating preparation of training plans/programs for nurses at the service delivery department;
- ix. Providing specifications for procurement of nursing commodities and supplies;
- x. Conducting research and preparing reports;
- xi. Coordinating health care activities in an area of specialization in collaboration with other stakeholders;

- xii. Advising the Health/Hospital Management Team (HMT) on matters relating to nursing;
- xiii. Implementing continuing professional development programs for nurses; and
- xiv. Initiating preparation of annual work plans.

13. PRINCIPAL REGISTERED NURSE, JOB GROUP 'CPSB 06' (N), TWENTY THREE (23) POSTS

Requirements for Appointment

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

Duties and Responsibilities

Duties and responsibilities at this level will entail:

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

- xiii. Conducting clinical teaching and assessment of nursing staff and students;
- xiv. Conducting desk reviews on health reports and implementing recommendations related to nursing; and
- xv. Analyzing data for research and compiling reports.

14. CHIEF REGISTERED NURSE, JOB GROUP ‘CPSB 07’ (M), FIFTY SIX (56) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

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

Duties and responsibilities

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

- xiv. Analyzing data for research and compiling reports.

15. SENIOR ENROLLED NURSE I, JOB GROUP ‘CPSB 08’ (L), TWENTY ONE (21) POSTS

Requirements of Appointment

For appointment to this grade, an officer must have;

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

Duties and Responsibilities

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 health education and counselling on identified health and socio-economic needs to patients/clients;
- iv. Referring patients and clients appropriately;
- v. Facilitating patients’ admission and discharge in a health facility;
- vi. Ensuring a tidy and safe clinical environment;
- vii. Ensuring safe custody of in-patients belongings;
- viii. Maintaining records on patients/clients personal and health condition/care;
- ix. Conducting assessment of school health needs;
- x. Planning, implementing interventions and preparing periodic reports;
- xi. Conducting occupational health needs assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports;
- xii. Providing appropriate healthcare services including immunization, reproductive health;
- xiii. Guiding and orienting staff, students and health personnel; and
- xiv. Carrying out health outreach activities.

16. DEPUTY DIRECTOR, HEALTH PROMOTION, JOB GROUP 'CPSB 04' (Q), ONE (1) POST

Requirement for Appointment

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

- i. Served in the grade of Assistant Director, Health Promotion for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: Health Education and Promotion, Health Communication, Community Health, Medical Anthropology or Sociology from a recognized institution;
- iii. Master's degree in Health Education and Promotion, Public Health, Health Communication, Community Health and Development from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Certificate computer application skills from a recognized institution; and
- vi. Shown outstanding professional competence and administrative capability in the general organization and management of the Health Promotion function.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Developing and implementing health promotion policies and procedures;
- ii. Planning and designing health promotion programs and projects;
- iii. Identifying underlying determinants of health;
- iv. Mobilizing resources in support of health promotion activities;
- v. Developing and reviewing training curricular for health promotion;
- vi. Undertaking research in health promotion;
- vii. Identifying partners and fostering collaboration in support of health promotion agenda;
- viii. Ensuring proper development and dissemination of health promotion materials and information;
- ix. Coordinating the development of health operational plans (HOP);
- x. Preparing strategic/work plans for the health promotion department; and
- xi. Coaching and mentoring of staff.

**17. CHIEF PHARMACEUTICAL TECHNOLOGIST, JOB GROUP ‘CPSB 07’ (M),
ONE (1) POST**

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Pharmaceutical Technologist for at least three (3) years;
- ii. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- iii. Certificate of Enrollment as a Pharmaceutical Technologist awarded by Pharmacy and Poisons Board (PPB);
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in computer applications from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Preparing and executing plans to ensure efficient running of a health facility;
- ii. Preparing and submitting reports on drug/medicine;
- iii. Providing health education to patients and other health personnel;
- iv. Promoting rational drug/medicines use;
- v. Developing and evaluating training programmes and preparing reports;
- vi. Supervising and assessing students/interns;
- vii. Maintaining books/registers of drugs/medicines in a health facility;
- viii. Stock taking of drugs/medicines and non-pharmaceuticals;
- ix. Providing health education to patients on drug/medicine use; and
- x. Participating in ward rounds and advising on drug/medicine issues.

**18. SENIOR PHARMACEUTICAL TECHNOLOGIST, JOB GROUP ‘CPSB 08’ (L),
THREE (3) POSTS**

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Pharmaceutical Technologist I for at least three (3) Years;
- ii. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by Pharmacy and Poisons Board from a recognized institution;
- iii. Certificate of Enrollment as a Pharmaceutical Technologist awarded by Pharmacy and Poisons Board (PPB);
- iv. Certificate in computer applications from a recognized institution; and

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

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Receiving, interpreting and processing of prescriptions;
- ii. Assessing and supervising interns and students on attachment;
- iii. Evaluating training programmes and training programmes and preparing reports;
- iv. Providing health education to patients on drug use;
- v. Sampling and reporting findings for submitted specimens for quality control purposes;
- vi. Receiving complaints and reporting adverse drug reaction;
- vii. Receiving and reporting poor quality medicine; and
- viii. Guiding and counselling staff working under the officer.

19. PHARMACEUTICAL TECHNOLOGIST I, JOB GROUP 'CPSB 09' (K), FOUR (4) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Pharmaceutical Technologist II for at least three (3) Years;
- ii. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by Pharmacy and Poisons Board from a recognized institution;
- iii. Certificate of Enrollment as a Pharmaceutical Technologist awarded by Pharmacy and Poisons Board (PPB);
- iv. Certificate in computer applications from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Receiving, interpreting and processing of prescriptions;
- ii. Promoting rational drug/medicine use;
- iii. Acquiring of drugs/medicine for the health facility;
- iv. Preparing and submitting reports;
- v. Providing health education on rational use of drugs/medicines;
- vi. Receiving complaints and reporting adverse drug reaction; and
- vii. Receiving and reporting poor quality medicine.

20. CHIEF REGISTERED CLINICAL OFFICER, JOB GROUP ‘CPSB 07’ (M), TWENTY TWO (22) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Registered Clinical Officer for a minimum period of three (3) years;
- ii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
 - i. Certificate of Registration from the Clinical Officers’ Council;
 - ii. Valid Practice License from the Clinical Officers’ Council;
 - iii. Certificate in computer applications skills from a recognized institution; and
 - iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Providing clinical services in a health facility;
- ii. Conducting ward rounds, reviewing and making appropriate referrals;
- iii. Carrying out surgical procedures as per training and skill;
- iv. Offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lung and Skin, Dermatology and Venereology;
- v. Compiling and analyzing clinical data;
- vi. Implementing community health care activities in liaison with other health workers;
- vii. Guiding and counseling patients, clients and staff on health issues;
- viii. Sensitizing patients and clients on preventive and promotive health;
- ix. Providing clinical outreach and school health services;
- x. Assessing, preparing and presenting medico-legal reports;
- xi. Management committee meetings at level 3 health facilities;
- xii. Coaching and mentoring students on attachment;
- xiii. Organizing health management teams and convening health management committee meetings; and
- xiv. Carrying out disease surveillance and recommending appropriate control measures.

**21. CHIEF MEDICAL ENGINEERING TECHNOLOGIST, JOB GROUP ‘CPSB 07’
(M), TWO (2) POSTS**

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in grade of Senior Medical Engineering Technologist for a minimum period of three (3) years;
- ii. Diploma in Medical Engineering or any other equivalent qualification from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Providing specifications on procurement of appropriate medical equipment;
- ii. Installing, maintaining and repairing medium technology medical equipment/plant and furniture;
- iii. Decommissioning of basic medical equipment and plants;
- iv. Supervising Medical Engineering works in a health facility;
- v. Analyzing information for research;
- vi. Verifying medical equipment to ascertain quality and safety;
- vii. Preparing Planned Preventive Maintenance (PPM) schedule;
- viii. Maintaining information on medical engineering services for input into the Health Information Management System;
- ix. Monitoring medical engineering programmes and projects;
- x. Training users on use and maintenance of medical equipment; and
- xi. Coaching and mentoring of staff working under the officer.

**22. SENIOR MEDICAL ENGINEERING TECHNICIAN II, JOB GROUP ‘CPSB 09’
(K), ONE (1) POST**

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in grade of Medical Engineering Technician I for a minimum period of three (3) years;
- ii. Certificate in Medical Engineering or any other equivalent qualification from a recognized institution;

- iii. Certificate in computer application skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Undertaking Medical equipment, plants, instruments and limited health facilities and utilities;
- ii. Implementing medical engineering programmes and projects;
- iii. Providing user support;
- iv. Undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments;
- v. Installing basic medical equipment and furniture;
- vi. Compiling information for research;
- vii. Compiling information on medical engineering services for input into Health Information Management System;
- viii. Carrying out minor repairs of health facilities and utilities;
- ix. Ordering for spare parts and consumables; and
- x. Taking/maintaining inventory of medical/hospital equipment, furniture and plants.

23. CHIEF MEDICAL LABORATORY TECHNOLOGIST, JOB GROUP 'CPSB 07' (M), FOUR (4) POSTS

Requirements for Appointment

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

- i. Served in the grade of Senior Medical Laboratory Technologist for a minimum period of three (3) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iv. Valid practicing license from the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- v. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- vi. Certificate in Computer applications skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Implementing laboratory policies, guidelines, strategies and programs;
- ii. Preparing media for culture and sensitivity testing;
- iii. Requisitioning of laboratory consumables and apparatus;
- iv. Investigating disease outbreaks in liaison with other healthcare providers;
- v. Archiving specimens of medical importance for reference;
- vi. Mentoring and coaching trainees on practical attachment;
- vii. Coordinating the preparation of reagents, stains and examining specimens;
- viii. Verifying and approving results;
- ix. Screening for blood transfusion transmissible infections;
- x. Preparing blood products;
- xi. Preparing operational research proposals;
- xii. Supervising the disinfection, washing and sterilization of apparatus;
- xiii. Maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation;
- xiv. Preparing laboratory periodical reports; and
- xv. Validating and calibrating equipment.

24. SENIOR MEDICAL LABORATORY TECHNOLOGIST, JOB GROUP 'CPSB 08' (L), THREE (3) POSTS

Requirements for Appointment

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

- i. Served in the grade of Medical Laboratory Technologist I, for a minimum period of three (3) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iv. Valid practicing license from the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- v. Certificate in Computer applications skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Receiving and scrutinizing laboratory requisition forms and specimens;
- ii. Preparing clients for collection of specimens;
- iii. Receiving, collecting, labelling and registering specimens;
- iv. Disaggregating specimens for processing and analysis;
- v. Preparing reagents;
- vi. Supervising the disinfection, washing and sterilization of apparatus;
- vii. Maintaining equipment and reagents for vector insecticides application, monitoring and evaluation;
- viii. Preparing media for culture and sensitivity testing;
- ix. Examining specimens for quality;
- x. Writing and recording of laboratory findings and results;
- xi. Dispatching laboratory results for use in clinical management;
- xii. Preparing stains;
- xiii. Preparing blood products;
- xiv. Collecting and analyzing data;
- xv. Processing the specimen according to the Standard Operating Procedures (SOPs);
- xvi. Mentoring and coaching trainees on practical attachment; and
- xvii. Preparing periodical reports.

25. MEDICAL LABORATORY TECHNOLOGIST I, JOB GROUP ‘CPSB 09’ (K), ONE (1) POST

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Medical Laboratory Technologist II for a minimum period of three (3) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iv. Valid practicing license from the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- v. Certificate in Computer applications skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Recruiting, preparing and bleeding of blood donors for transfusion services;
- ii. Performing blood grouping;
- iii. Storing blood products according to their requirements;
- iv. Screening for blood transfusion infections;
- v. Issuing blood and blood products to peripheral health facilities;
- vi. Preparing blood products;
- vii. Collecting and analyzing laboratory findings and resultant data;
- viii. Processing the specimen according Specific Standard Operating Procedures (SOPs);
- ix. Supervising the disinfection, washing and sterilization of apparatus;
- x. Mentoring and coaching trainees on practical attachment;
- xi. Receiving and scrutinizing laboratory requisition forms and specimens;
- xii. Preparing clients for collection of specimens for correctness;
- xiii. Receiving, collecting, labelling and registering specimens;
- xiv. Disaggregating specimens for processing and analyses;
- xv. Preparing reagents;
- xvi. Examining specimens for quality;
- xvii. Writing and recording of laboratory findings and results;
- xviii. Dispatching laboratory results for use in clinical management; and
- xix. Preparing stains and reagents.

26. SENIOR MEDICAL LABORATORY TECHNICIAN I, JOB GROUP ‘CPSB 08’ (L), FOUR (4) POSTS

Requirements for Appointment

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

- i. Served in the grade of Medical Laboratory Technician II for a minimum period of three (3) years;
- ii. Certificate in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iii. Certificate of Good Clinical Laboratory Practice (GCLP) and specialized techniques from a recognized institution;
- iv. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- v. Valid practicing license from the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- vi. Certificate in Computer applications skills from a recognized institution; and

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

Duties and responsibilities

Duties and responsibilities at this level will entail:

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

27. MEDICAL LABORATORY TECHNICIAN I, JOB GROUP ‘CPSB 10’ (J), THREE (3) POSTS

Requirements for Appointment

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

- i. Served in the grade of Medical Laboratory Technician II for a minimum period of three (3) years;
- ii. Certificate 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 the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- v. Certificate in computer applications skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

Duties and responsibilities at this level will entail: -

- i. Examining specimens;
- ii. Writing and recording of results;
- iii. Dispatching results for clinical management;
- iv. Mentoring and coaching trainees on practical attachment;

- v. Receiving and scrutinizing laboratory requisition forms/specimens;
- vi. Preparing clients for collection of specimens;
- vii. Receiving, collecting, labelling and registering specimens;
- viii. Disaggregating specimens for processing and analysis;
- ix. Performing routine diagnostic test and analysis;
- x. Preparing reagents;
- xi. Applying quality control on working reagents to ensure conformity with the set standards; and
- xii. Preparing analytical reports.

28. PRINCIPAL MEDICAL LABORATORY TECHNOLOGIST I, JOB GROUP 'CPSB 05' (P), ONE (1) POST

Requirements for Appointment

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

- i. Served in the grade Principal Medical Laboratory Technologist II for a minimum period of three (3) years,
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologist Board,
- iii. Higher Diploma in Medical Laboratory Science in any of the following disciplines: Parasitology and Entomology, Clinical Chemistry Biochemistry, Haematology, Blood Transfusion science, virology, Mycology and Epidemiology or any other equivalent qualification from institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board,
- iv. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologist Board (KMLTTB);
- v. Valid Practising license from Kenya Medical Laboratory Technicians and Technologist Board;
- vi. Certificate in Senior Management Course, lasting not less than four (4) weeks from recognized institution;
- vii. Certificate in Computer Application skills from a recognized institution; and
- viii. Demonstrated capability and efficiency in organizing work and discharging Medical Laboratory functions

Duties and responsibilities

Duties and responsibilities at this level will entail: -

- i. Implementing laboratory policies, guidelines, strategies and programs;
- ii. Supervising the preparation of reagents, stains and examining specimens,

- iii. Verifying and approving results;
- iv. Planning, budgeting and carrying out operational research on vector borne diseases, communicable and non-communicable diseases;
- v. Developing technical specification for procurement of medical laboratory reagents, apparatus and equipment;
- vi. Overseeing the maintenance of equipment and reagents for vector and insecticides application, monitoring and evaluation;
- vii. Investigating disease outbreaks in liaison with other health care providers;
- viii. Supervising the archiving of specimens of medical importance for reference;
- ix. Mapping and surveying vector borne diseases distribution;
- x. Liaising with stakeholders in mapping and surveying of vector borne disease, communicable and non-communicable diseases;
- xi. Developing standard operating procedures;
- xii. Validating and calibrating equipment;
- xiii. Developing annual operational plans and Laboratory strategic plans; and
- xiv. Preparing periodical reports.

29. CHIEF ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP 'CPSB 07' (M), ELEVEN (11) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

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

Duties and Responsibilities

Specific duties and responsibilities will include:

- i. Implementing promotive and preventive health programmes;
- ii. Ensuring safety and quality of food and water for both domestic and industrial use;
- iii. Abating sanitary nuisances;
- iv. Promoting hygiene education including school health programmes;
- v. Implementing international health regulations and rules at ports, airports, frontiers and border posts;

- vi. Undertaking inspection for preventive maintenance of health facilities;
- vii. Vetting and approving building plans;
- viii. Inspecting and issuing occupancy certificates of new buildings;
- ix. Inspecting commercial and trading premises for maintenance of set standards;
- x. Overseeing exhumation process and authorizing disposal of unclaimed bodies;
- xi. Educating the public on health and safety at work place; and
- xii. Implementing community-based health care programmes.

30. CHIEF ASSISTANT COMMUNITY HEALTH OFFICER, JOB GROUP ‘CPSB 07’ (M), ONE (1) POST

Requirements for appointment

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

- i. Served in the grade of Senior Assistant Community Health Officer for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines: Community Health nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counselling, Social Work, Community Development or Health Promotion and Education from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer applications skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

Duties and responsibilities will include:

- i. Analysing and interpreting health data from community units;
- ii. Submitting community health reports;
- iii. Validating community health services data in sub-county (district) health information systems;
- iv. Conducting community health diagnosis and research;
- v. Conducting functionality assessment of community units using standard tools;
- vi. Carrying out advocacy and resource mobilization activities for community health services;
- vii. Sensitizing communities on available health services and emerging issues;
- viii. Monitoring and evaluating community health activities;
- ix. Designing and developing Information Education Communication materials for community health services; and

- x. Coaching and mentoring staff.

31. DEPUTY CHIEF HEALTH ADMINISTRATIVE OFFICER, JOB GROUP ‘CPSB 06’ (N) ONE (1) POST

Requirements for Appointments

For appointment to this grade an officer must have:

- i. Served in the grade of Assistant Chief Health Administrative Officer for a minimum period of three (3) years;
- ii. Bachelor’s Degree in any of the following Social Sciences: - Government, Anthropology, Sociology, Business Administration, Public Administration, Commerce, Health Economics or equivalent qualification from a recognized institution;
- iii. Undertaken a Senior Management Course lasting for not less than four (4) weeks; and
- iv. Demonstrated professional competence and administrative ability in the management of health services in a Provincial General Hospital.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Ensuring efficient and effective management of health support services;
- ii. Promoting the welfare of patients and staff and ensuring their security;
- iii. Liaising with other professional and technical departmental heads in order to improve overall management and delivery of health care services; and
- iv. Promoting discipline and professionalism among the health administrative personnel.

32. SENIOR HEALTH ADMINISTRATIVE OFFICER, JOB GROUP ‘CPSB 08’ (L), ONE (1) POST

Requirements For appointment

For appointment to this grade an officer must have:

- i. Served in the grade of Health Administrative Officer I for a minimum period of three (3) years;
- ii. Bachelor’s Degree in any of the following Social Sciences: - Government, Anthropology, Sociology, Business Administration, Public Administration, Commerce, Health Economics or equivalent qualification from a recognized institution;
- iii. A six (6) months certificate in either Health Management/Administration or Business Administration/Management from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will entail:

- i. Coordination of all support services;
- ii. Ensuring timely completion of the hospital reports, budgets and estimates;
- iii. Co-ordination of all hospital administrative functions in a District or Provincial General hospital; and
- iv. Supervision and development of staff.

33. PRINCIPAL DRIVER, JOB GROUP ‘CPSB 10’ (J), TWENTY (20) POSTS

Requirements for Appointment

For appointment to this grade a candidate must:

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

Duties and Responsibilities

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

**34. HUMAN RESOURCE MANAGEMENT ASSISTANT I, JOB GROUP ‘CPSB 09’
(K), ONE (1) POST**

Requirements for Appointment

For appointment to this grade a candidate must:

- i. Served in the grade of Human Resource Assistant II for a minimum period of three (3) years;
- ii. Diploma in Human Resource Management, Industrial Relations or Labour Relations from a recognized institution lasting not less than nine (9) months;

OR

- Part II of the Certified Public Secretaries Examination from KASNEB;
- iii. Certificate in computer application skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Verifying information relating to recruitment, appointment, transfers, training and development, discipline, establishment and complement control;
- ii. Implementing human resource management and development decisions within existing rules, regulations and procedures;
- iii. Verifying human resource data in HRIS; and
- iv. Processing pension documents.

**35. CHIEF INFORMATION COMMUNICATION TECHNOLOGY OFFICER, JOB
GROUP 'CPSB 07' (M), TWO (2) POSTS**

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Information Communication Technology Officer Job group ‘L’ or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in information communication technology from a recognized Institution;
- i. Shown merit and ability as reflected in work performance and results; and
- ii. Demonstrated professional ability, initiative and competence in organizing and directing work.

Duties and Responsibilities

Duties and responsibilities at this level will involve:

- i. Coordinating systems analysis, design and programme specifications;
- ii. Ensuring timely implementation and effective maintenance of systems;
- iii. Developing reports on ICT standards;
- iv. Supervising overall systems documentation;
- v. Taking charge of Information Communication Technology equipment maintenance;
- vi. Preparing progress reports of the Information Communication Technology equipment maintenance;
- vii. Evaluating and recommending on the suitability of Information Communication Technology equipment;
- viii. Training of Information Communication Technology Hardware personnel and users;
- ix. Designing Local Area Network (LAN) and Wide Area Network (WAN); and
- x. Preparing staff performance reports.

36. PRINCIPAL ADMINISTRATION OFFICER, JOB GRADE ‘CPSB 06’ (N), ONE (1) POST

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Implementing administrative policies, procedures and strategies;
- ii. Preparing briefs and memos;
- iii. compiling monthly utilization and expenditure data of all vehicles; preparing reports on motor vehicles;
- iv. Ensuring provision of office equipment and materials; maintaining and updating furniture and office equipment inventory;
- v. Overseeing telephone and registry services;
- vi. Maintenance of buildings and equipment;
- vii. Ensuring cleaning of offices; and coordinating security services.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Administration Officer for a minimum period of three (3) years;
- (ii) Bachelor’s degree in any of the following disciplines:- Public Administration, Business Administration, Political Science/Government or equivalent qualification from a recognized institution;

- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in computer application skills; and
- (v) Shown merit and ability as reflected in work performance and results.

**37. DEPUTY DIRECTOR, ADMINISTRATIVE SERVICES, JOB GRADE ‘CPSB 04’
(Q), ONE (1) POST**

Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. coordinating the development, implementation and review of administrative policies, procedures and strategies;
- ii. fleet management;
- iii. coordinating response to county assembly queries;
- iv. coordinating disaster management and emergency response activities;
- v. coordinating identification of obsolete assets and manage the disposal process; planning and coordinating office accommodation;
- vi. preparing briefs and memos; ensuring provision of adequate office equipment and supplies;
- vii. keeping and updating tools and equipment register;
- viii. coordinating renewal of insurance policies and transport licenses;
- ix. making proposals for rental management; and disseminating administrative policies, procedures and strategies.

Requirements for Appointment

For appointment to this grade, an officer must have

- i. Served in the grade of assistant director, administrative services for a minimum period of three (3) years;
- ii. Bachelor’s degree in any of the following disciplines: public administration, business administration, political science/government or equivalent qualification from a recognized institution;
- iii. Certificate in strategic leadership development Programme lasting for not less than six (6) weeks from a recognized institution;
- iv. Certificate in computer application skills; and
- v. Demonstrated merit and ability as reflected in work performance and results

38. CHIEF CLERICAL OFFICER, JOB GROUP ‘CPSB 10’ (J), FOUR (4) POSTS

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served in the grade of Senior Clerical Officer for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its equivalent qualification;
- iii. Passed Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. 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

- i. Compiling statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filing and dispatching correspondence;
- v. Preparing initial documents for issuance of stores;
- vi. Preparing Pay Change Advices (PCAs);
- vii. Checking general office cleaning and security of buildings and equipment;
- viii. Verifying pension claims;
- ix. Processing documents for issuance of licenses;
- x. Maintain an efficient filing system and safe keeping of invoices;
- xi. Drafting agenda for cases due for presentation to the Ministerial Human Resource Management Advisory Committee (MHRMAC) and MTC meetings;
- xii. Processing documents;
- xiii. Managing registers;
- xiv. Controlling movement of records and files;
- xv. Drafting correspondences; and
- xvi. Ensuring safe custody of equipment, documents and records.

39. SENIOR CLERICAL OFFICER, JOB GROUP ‘CPSB 11’ (H), FIVE (5) POSTS

Requirements for Appointment

For appointment to this grade, an officer must:

- i. Served in the grade of Clerical Officer I for a minimum period of three (3) years;

- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (Minus) or its approved equivalent;
- iii. Passed Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. 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

Specific duties and responsibilities will include:

- i. Compiling statistical records;
- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, sorting out, filing and dispatching correspondence;
- v. Recording, folioing and filing applications for registration and licensing documents;
- vi. Preparing initial documents for issuance of stores;
- vii. Preparing Pay Change Advices (PCAs);
- viii. Checking general office cleaning and security of buildings and equipment;
- ix. Verifying pension claims;
- x. Processing documents for issuance of licenses;
- xi. Maintaining and updating files;
- xii. Controlling movement of records and files; and
- xiii. Managing registers.

40. PRINCIPAL CLERICAL OFFICER, JOB GRADE ‘CPSB 09’ (K), SIX (6) POSTS

Duties and Responsibilities

Specific duties and responsibilities will entail:

- i. Verifying compiled statistical records for accuracy;
- ii. Coordinating processing of human resource records and accounting transactions;
- iii. Ensuring maintenance of efficient filing system;
- iv. Safe custody of invoices, receipts, vouchers and related records;
- v. Processing appointments, promotions, discipline cases, transfers and other related duties in human resource management;
- vi. Verifying payment vouchers; computing financial or statistical records based on routine or special sources of information;
- vii. Drafting complex routine correspondences;

- viii. Drafting indents for advertisement;
- ix. Processing pension documents;
- x. Processing documents for issuance of academic records;
- xi. Inducting new clerical personnel; and mentoring and guiding other clerical officers.

Requirements for Appointment

- i. For appointment to this grade, an officer must have served in the grade of Chief Clerical Officer for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C- (minus) or its equivalent qualification;
- iii. Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Records Management lasting not less than six (6) months from a recognized institution;
- v. Passed the Proficiency Examination for Clerical Officers;
- vi. Certificate in computer application skills; and
- vii. Shown merit and ability as reflected in work performance and results.

41. ORTHOPAEDIC TECHNOLOGIST I, JOB GRADE ‘CPSB 09’ (K), ONE (1) POST

Requirements for Appointment

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

- i. Served in the grade of Orthopedic Technologist II for a minimum period of three (3) years;
- ii. Diploma in Orthopedic Technology or its relevant and equivalent qualification from a recognized institution;
- iii. Certificate in computer application skills; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Providing supportive services in Orthopaedics which entail;

- i. Preparation and fitting of appliances that are required in orthopaedics;
- ii. Assessing patients’ needs;
- iii. Verifying and maintaining information relating to patients’ orders;
- iv. Maintaining records of supplies; and
- v. Guiding, supervising and counselling of staff under him/her.

42. ORTHOPAEDIC TRAUMA TECHNOLOGIST 1, JOB GRADE ‘CPSB 09’ (K), ONE (1) POST

Requirements for Appointment

For appointment to this grade, an officer must have—

- i. served in the grade of Orthopaedic Trauma Technologist II for a minimum period of three (3) years;
- ii. Diploma in Orthopaedic Plaster Technology from a recognized institution;
- iii. Certificate in computer application skills from a recognized institution; and
- iv. shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level entail;

- i. Interpreting radiological images of Orthopaedic and trauma cases;
- ii. Manipulating and reducing fractures and dislocations;
- iii. Fixing and removing casts, bandages and tractions to and from patients;
- iv. Counseling patients/clients on issues regarding Orthopaedic trauma;
- v. Correcting Congenital Talipes Equino-Varus (C.T.E.V.);
- vi. Documenting Orthopaedic and trauma cases;
- vii. Assessing and referring patients with musculo-skeletal conditions;
- viii. Carrying out minor Orthopaedic operative techniques involving insertion and removal of Steinman's pins and skull calipers; and removing external fixators.
- ix. Cleaning and treating simple wounds resulting from Orthopaedic trauma;
- x. Making follow-ups of Orthopaedic and trauma cases in the wards and out-patient clinics; participating in the management of minor Orthopaedic and trauma cases in emergencies and accidents;
- xi. Sensitizing and creating awareness on Orthopaedic trauma conditions to the communities; and providing Orthopaedic and trauma assistance during orthopaedic surgical operations.

43. ASSISTANT CHIEF HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JOB GROUP ‘CPSB 07’ (M), ONE (1) POST

Requirements for Appointment

- i. Served in the grade of Assistant Senior Health Records and Information Management Officer for a minimum period of three (3) years;
- ii. Diploma in Health Records and Information Technology from a recognized institution;

- iii. Certificate in a supervisory course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Implementing health records and information policies and guidelines;
- ii. Providing advice on disclosure, confidentiality, security and exchange of health records and information;
- iii. Analyzing medical records data; carrying out health records and information system review; designing medical and surgical indices;
- iv. Developing data quality audit tools; designing monitoring and evaluation tools; disseminating health information;
- v. Preparing medical reports; maintaining health records safety and confidentiality; maintaining diagnostic and surgical indices;
- vi. Maintaining patient master index;
- vii. Coding diseases and surgical procedures according to the international classification of diseases and procedures in medicine; and
- viii. Indexing diseases and surgical procedures.

44. CHIEF ASSISTANT PHYSIOTHERAPIST, JOB GROUP ‘CPSB 07’ (M), ONE (1) POST

Requirements for Appointment

- i. Served in the grade of Senior Assistant Physiotherapist for a minimum period of three (3) years;
- ii. Diploma in Physiotherapy from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- v. Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
- vi. Certificate in any computer application skills; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Treating and rehabilitating patients/clients using Physiotherapy interventions i.e. electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical areas and the community;
- ii. Organizing group Physiotherapy treatments/sessions for patients and clients; evaluating treatment outcomes for review, placement, referral or discharge;
- iii. Carrying out physical disability assessments for categorization, registration and other interventions;
- iv. Providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living to prevent non-communicable diseases;
- v. Verifying and maintaining information and records relating to patients;
- vi. Ensuring availability of Physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital;
- vii. Maintaining patients/clients progress reports; analyzing data for research; and
- viii. Preparing periodic reports.

45. SENIOR REGISTERED CLINICAL OFFICER (SPECIALISTS), JOB GROUP 'CPSB 08' (L) TWENTY SEVEN (27) POSTS

Requirements for Appointment

- i. Served in the grade of Registered Clinical Officer I for a minimum period of three (3) years;
- ii. National Higher Diploma in Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Oncology, family medicine, Dermatology and Venereology; from a recognized institution;
- iii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iv. Certificate of Registration from the Clinical Officers Council;
- v. Valid Practicing License from the Clinical Officers Council;
- vi. Certificate in computer application skills; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Taking medical history;
- ii. Examining, diagnosing and treating patients' common ailments at an outpatient or
- iii. Inpatient health facility;

- iv. Guiding and counseling patients, clients and staff on health issues;
- v. Referring patients and clients to appropriate health facilities;
- vi. Assessing, preparing and presenting medical legal reports;
- vii. Implementing community healthcare activities with other health workers;
- viii. Sensitizing patients and clients on preventive and promotive health;
- ix. Providing clinical outreach and school health and services;
- x. Carrying out minor surgical procedures as per training and skill;
- xi. Compiling clinical data;
- xii. Carrying out surgical procedures as per training and skill;
- xiii. Offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Oncology, family medicine ,Dermatology and Venereology; and
- xiv. Performing any other duty that may be assigned by the supervisor.

46. SENIOR REGISTERED NURSE (SPECIALISTS), JOB GROUP ‘CPSB 08’ (L), TWENTY-SIX (26) POSTS

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Diagnosing common health conditions and prescribing appropriate care;
- ii. Coordinating provision of appropriate healthcare services including integrated management of childhood illnesses (imci), integrated management of adolescents and adulthood illnesses (imai), immunization, reproductive health; designing health education and counselling interventions for patients/clients and community on identified health needs;
- iii. Managing a service delivery unit; monitoring and evaluating health care at the service delivery unit
- iv. Facilitating the referral of patients and clients appropriately;
- v. Facilitating patients’ admission and initiate discharge plans;
- vi. Keeping up-to-date records of nursing staff;
- vii. facilitating availability of resources for keeping clinical environment tidy and safe;
- viii. Ensuring effective utilization and safety of assigned medical supplies and equipment;
- ix. Coordinating school health programmes, occupational health activities and home-based care services;
- x. conducting clinical teaching and assessment of nursing staff and students;
- xi. Conducting desk reviews on health reports and implementing recommendations related to nursing;
- xii. analyzing data for research and compiling reports; and

- xiii. Coaching and mentoring of staff.

47. SENIOR MEDICAL LABORATORY TECHNOLOGIST (SPECIALIST), JOB GROUP 'CPSB 08' (L), ONE (1) POST

Requirements for Appointment

- i. Served in the grade of I Registered Nurse I for a minimum period of three (3) years;
- ii. Higher Diploma in any of the following disciplines:- Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing, Kenya Registered Palliative Nursing, or any other equivalent qualification from a recognized institution;
- iii. 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;
- iv. Registration Certificate issued by the Nursing Council of Kenya;
- v. valid practicing license from the Nursing Council of Kenya;
- vi. Certificate in computer application skills;
- vii. shown merit and ability as reflected in work performance and results

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade Medical Laboratory Technologist I for minimum period of three (3) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologist Board;
- iii. Higher Diploma in Medical Laboratory Science in any of the following disciplines: Parasitology and Entomology, Clinical Chemistry Biochemistry, Haematology, Blood Transfusion science, virology, Mycology and Epidemiology or any other equivalent qualification from institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;

- iv. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologist Board (KMLTTB), Valid Practicing license from Kenya Medical Laboratory Technicians and Technologist Board;
- v. 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 at this level will entail:

- i. Recruiting, preparing and bleeding of blood donors for transfusion services;
- ii. Performing blood grouping;
- iii. Storing blood products according to their requirements;
- iv. Screening for blood transfusion infections;
- v. Issuing blood and blood products to peripheral health facilities;
- vi. Preparing blood products;
- vii. Collecting and analyzing laboratory findings and resultant data;
- viii. Processing the specimen according Specific Standard Operating Procedures (SOPs);
- ix. Supervising the disinfection, washing and sterilization of apparatus;
- x. Mentoring and coaching trainees on practical attachment;
- xi. Receiving and scrutinizing laboratory requisition forms and specimens;
- xii. Preparing clients for collection of specimens for correctness;
- xiii. Receiving, collecting, labelling and registering specimens;
- xiv. Disaggregating specimens for processing and analyses;
- xv. Preparing reagents;
- xvi. Examining specimens for quality;
- xvii. Writing and recording of laboratory findings and results;
- xviii. Dispatching laboratory results for use in clinical management; and
- xx. Preparing stains and reagents.

**48. CHIEF SUPPLY CHAIN MANAGEMENT OFFICER, JOB GROUP ‘CPSB 07’
(M), ONE (1) POST**

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior 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 in a relevant field from a recognized Institution;
- iii. A Bachelor’s 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. Shown administrative ability, wide knowledge and experience in procurement Procedures.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Coordinate the collection, collation and analysis of data from the Department
- ii. and make appropriate recommendations thereof;
- iii. Analyze Supply Chain Management issues emanating from the department and initiate appropriate action;
- iv. Monitoring of the implementation of existing Supply Chain Management policies, guidelines and procedures;
- v. Planning and coordinating Supply Chain Management activities in such areas as procurement, warehousing, distribution, fleet management, disposal of stores and assets, market survey and research, procurement plans, inventory and stock control; and
- vi. Involved in tender committee secretariat duties and implementation of policy decision.

49. CHIEF ACCOUNTANT, JOB GROUP ‘CPSB 07’ (M), ONE (1) POST

Requirements for Appointment

- i. Served in the grade of Senior Accountant for a minimum period of three (3) years;
- ii. Bachelor’s Degree in Commerce (Accounting or Finance option) from a recognized institution and passed Part II of the Certified Public Accountants (CPA) examination;
OR
Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Planning, directing, coordinating and supervising areas of control;
- ii. Training and development of staff under him/her;
- iii. Setting targets for the division and may occasionally be required to undertake ad hoc assignments relating to accounting services;
- iv. Assist in preparation of final accounts;
- v. Ensure safe custody of Government assets and records under him/her;
- vi. Responsible for authorizing payments and signing of cheques subject to set limits;
- vii. Responsible for timely and accurate preparation of management reports that fall under his/her division; and
- viii. Responsible for providing guidance to officers under him/her to achieve the desired results.

How to Apply

Interested and qualified candidates are requested to make their applications by completing one Kitui County Public Service 2 (KCPS 2) (revised 2024) application form.

The completed KCPS 2 (revised 2024) form, together with certified copies of applicant’s National Identity Card, Academic certificates and transcripts, professional certificates and licenses (where applicable), letter of appointment/promotion to the current substantive post should reach the office of the Board Secretary, Kitui County Public Service Board, on or before **Monday 18th March, 2024**.

Applications should be submitted in a sealed envelope with the position **applied for clearly marked on the left side** and either hand delivered to the reception desk at the Kitui CPSB offices on Prison Road, Kitui Town or posted to the following address:

The Board Secretary,
Kitui County Public Service Board,
P.O. Box 33-90200, Kitui.

Important information to all applicants:

Short listed candidates shall be required to:

- i. Produce originals of their national identity card, academic certificates and transcripts, professional certificates and licenses (where applicable);
- ii. Produce letter of appointment/promotion to the current substantive post during the interview; and
- iii. In addition, they will be required to ensure that the Head of Department's recommendation on KCPS 2A (revised 2024) form is forwarded before the interview.

Please note that:

- i. Detailed job requirements of the above positions can be accessed through the Kitui County Government website: www.kitui.go.ke
- ii. The KCPS 2 and KCPS. 2A (revised 2024) forms are also available in the County Government website.
- iii. Candidates should **NOT** attach original documents to the application form.
- iv. Only short listed and successful candidates will be contacted.
- v. It is a criminal offence to present **fake certificates/documents**
- vi. Canvassing in any form will lead to automatic disqualification.

The County Government of Kitui and the Kitui County Public Service Board are committed to zero tolerance to corruption. Candidates are cautioned against fraudsters and impersonators soliciting for money to influence the competitive promotion process. The person giving bribes and the person receiving will be treated equally as criminals and reported to the relevant law enforcement agencies.