



**COUNTY GOVERNMENT OF KERICHO
COUNTY PUBLIC SERVICE BOARD**

ADVERTISEMENT OF VACANCIES

Kericho County Public Service Board wishes to recruit competent, self-driven and qualified staff to fill the following positions in the Department of Health Services Pursuant to Article 176 of the Constitution of Kenya and County Governments Act No.17 of 2012.

1. KCPSB/2025/01: DENTIST, JOB GROUP 'M' (2 POSTS)

a) Duties and Responsibilities

- i. Diagnose common oral conditions, treat, prescribe and refer;
- ii. Carry out minor oral and maxillofacial surgery, prosthetic, and conservative dentistry;
- iii. Facilitate admission, disease investigations of patients, report writing and assisting in theatre activities;
- iv. Collect information on dental health information system;
- v. Organize discharge summaries and follow-up of patients and acting as the first on call;
- vi. Identify commonly occurring medical emergencies and undertakes the first line management of the emergency, using appropriate techniques, equipment and drugs;
- vii. Ensure compliance with hospital and national clinical policies relevant to the safe practice of dentistry.

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Christine A. A.
26/02/2025

b) Requirements for Appointment

- i. Bachelor of Dental Surgery (DS) degree or any other, equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;
- ii. Successfully completed one (1) year Internship from a recognized institution;
- iii. Possess a valid practicing certificate from Medical Practitioners and Dentists Board;
- iv. Membership registration certificate from Medical Practitioners and Dentists Board; and
- v. Proficiency in computer applications.

Terms of Service: Three (3) Year Contract.

2. KCPSB/2025/02: PHARMACIST, JOB GROUP 'M' (2 POSTS)

a) Duties and Responsibilities

- i. Screening prescriptions for legal validity, drug contraindications, drug interactions, appropriateness of dose frequency and duration of dosing and patient convenience;
- ii. Preparing and dispensing medicines according to good dispensing practices and counseling patients on use of medicines;
- iii. Making extemporaneous preparations;
- iv. Participating in ward rounds;
- v. Identifying medicinal gaps and challenges;
- vi. Maintaining a daily activity logbook for recording all activities undertaken;
- vii. Recommending over the counter medicines to patients/clients with simple medical conditions and making necessary referrals;
- viii. Making entries into the relevant inventory management records and register.

b) Requirements for Appointment

- i. Bachelor of Pharmacy Degree(B.Pharm) from an Institution recognized by the Pharmacy and Poisons Board;
- ii. Successfully completed one (1)year Internship from a recognized Institution;
- iii. Registration Certificate by the Pharmacy and Poisons Board;
- iv. Valid practicing licence from Pharmacy and Poisons Board.

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- v. Certificate in Computer Applications from a recognized Institution.

3. KCPSB/2025/03: NURSING OFFICER, JOB GROUP 'K' (5 POSTS)

a) Duties and responsibilities

- i. Provide holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
- ii. Performing a comprehensive physical examination within various settings;
- iii. Assessing, formulating, planning and implementing evidence-based nursing care for client/patient;
- iv. Creating and maintaining safe nursing care environment for client/patient;
- v. Carrying out patient audits to improve client/patient care;
- vi. Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families;
- vii. Carrying out therapeutic communication with the patient/ client;
- viii. Conducting community health risk assessment and providing outcome based interventions;
- ix. Documenting interventions and nursing outcomes;
- x. Participating in quality improvement and quality assurance procedures; and
- xi. Diagnosing common health conditions and recommending necessary interventions.

b) Requirement for Appointment

- i. Bachelor of Science Degree in either Nursing or Midwifery from a recognized institution;
- ii. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid practicing licence from the Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

J. J. J. J. 24/02/2025

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4. KCPSB/2025/04: KENYA REGISTERED COMMUNITY HEALTH NURSE, JOB GROUP 'H' (25 POSTS)

a) Duties and responsibilities

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

b) Requirements for Appointment

- i. Diploma in any of the following discipline: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- ii. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid practicing licence from Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

5. KCPSB/2025/05: ENROLLED NURSE III, JOB GROUP 'G' (3 POSTS)

a) Duties and Responsibilities

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing nursing care interventions based on patients'/clients' health needs;
- iii. Providing appropriate healthcare service, including immunization, ante-natal care, delivery, referring patients and clients appropriately;

John (26/02/25)

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- iv. Evaluating healthcare outcomes on patients/clients preparing individualized reports;
- v. Making appropriate discharge plan for patients;
- vi. Conducting an assessment of school health needs;
- vii. Planning, implementing interventions, and preparing periodic reports;
- viii. Maintaining records on patients/clients personal and health condition/care; ensuring a tidy and safe clinical environment;
- ix. Ensuring safe custody for in-patient's belongings; conducting home visits, following up discharged patients/clients and providing continuity of care;
- x. Treating minor ailments.
- xi. Performing any other duties that may be assigned by the supervisor.

b) Requirements for Appointment

- i. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;
- ii. Enrolment Certificate issued by the Nursing Council of Kenya;
- iii. Valid practicing license from Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution.
- v. Compliance with Chapter six of the Kenya Constitution.

Terms of Service: Three (3) Year Contract.

6. KCPSB/2025/06: MEDICAL LABORATORY TECHNOLOGIST, JOB GROUP 'H' (20 POSTS)

a) Duties and Responsibilities

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

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- vii. Examining specimens
- viii. Writing and recording of results
- ix. Dispatching the results for use in clinical management
- x. Preparing stains
- xi. Performing blood grouping
- xii. Issue blood and blood products to peripheral health facilities
- xiii. Storing blood products according to their requirements.

b) Requirements for appointment

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

- i. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya National Laboratory Technicians and Technologists Board.
- ii. Registration certificate issued by Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iii. Valid practicing licence issued by KMLTTB and;
- iv. Certificate in computer skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

7. KCPSB/2025/07: ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP 'H' (10 POSTS)

a) Duties and Responsibilities

- i. Mobilizing, sensitizing and advising communities on matters related to environmental health;
- ii. Referring health cases to relevant health facilities;
- iii. Carrying out immunization;
- iv. Identifying environmental health issues at community level;
- v. Organizing community health days to advise communities on common public health issues;
- vi. Collecting and maintaining up to date records of services rendered;
- vii. Assessing health needs of the community;
- viii. Implementing vector, vermin and rodent control measures;

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- ix. Implementing integrated mosquito control strategies.

b) Requirements for appointment

- i. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution; and
- ii. Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

8. KCPSB/2025/08: REGISTERED CLINICAL OFFICER, JOB GROUP 'H' (12 POSTS)

a) Duties and Responsibilities

- i. Taking history, examining ,diagnosis and treating patients' common ailments at an outpatient or inpatient health facility;
- ii. Guiding and counseling patients, clients and staff on health issues;
- iii. Assessing, preparing and presenting medico-legal reports;
- iv. Coaching and mentoring students on attachment
- v. Carrying out surgical procedures as per training and skill, organizing health management teams and convening health management committee meetings;
- vi. Collecting and compiling data for research on clinical services issues;
- vii. Referring patients and clients to appropriate Heath facilities.

b) Requirements for appointment

- i. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- ii. Certificate of Registration from the Clinical Officer's Council;
- iii. Valid practicing licence from Clinical Officer's Council
- iv. Certificate in computer applications skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

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9. KCPSB/2025/09: ASSISTANT HEALTH RECORDS AND INFORMATION OFFICER, JOB GROUP 'H' (10 POSTS)

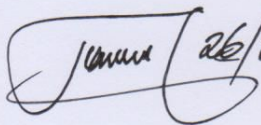
a) Duties and Responsibilities

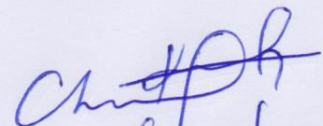
- i. Receiving and documenting patients at hospital reception;
- ii. Registering and booking appointment for patients to clinics and consultants;
- iii. Storing and retrieving medical records documents;
- iv. Preparing clinics;
- v. Updating bed *bureau*;
- vi. Editing of patient case records;
- vii. Gathering data from different sources;
- viii. Capturing data from service points;
- ix. Maintaining record safety and confidentiality;
- x. Storing and retrieving medical records;
- xi. Balancing daily bed returns;
- xii. Creating and maintaining master index;
- xiii. Updating patient master index;
- xiv. Directing patients to relevant clinics;
- xv. Scheduling of patients to the consultants and specialty clinics;
- xvi. Assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine;
- xvii. Preparing health records and reports.

b) Requirements for Appointment

- i. Diploma in Health Records and Information Technology from a recognized institution;
- ii. Be a member Association of Medical Records-Kenya (AMRO-K);
- iii. Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

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10. KCPSB/2025/10: PHARMACEUTICAL TECHNOLOGIST, JOB GROUP 'H' (10 POSTS)

a) Duties and responsibilities

- i. Manufacturing and compounding medicine;
- ii. Receiving, processing and recording prescriptions in a unit pharmacy;
- iii. Counseling patients on drug usage, ordering and recording drug consumption;
- iv. Maintaining relevant records pertaining to drugs.

b) Requirements for Appointment

- i. Diploma in Pharmacy from a recognized institution (PBB);
- ii. Registered with Pharmacy and Poisons Board;
- iii. A valid practising Licence from Pharmacy and Poisons Board
- iv. Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

11. KCPSB/2025/11: RADIOGRAPHER III, JOB GROUP 'H' (7 POSTS)

a) Duties and responsibilities

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

b) Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education (KCSE) Mean grade C plain with C plain in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics;
- ii. Diploma in any of the following; Diagnostic Radiography/ Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution;
- iii. Membership certificate issued by the Society of Radiography in Kenya (SORK).
- iv. A valid practising licence issued by the Society of Radiography in Kenya (SORK).

Terms of Service: Three (3) Year Contract.

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12. KCPSB/2025/12: NUTRITION & DIETETICS TECHNOLOGIST III, JOB GROUP 'H' (2 POSTS)

a) Duties and responsibilities

- i. Providing nutrition services in health care facilities
- ii. Conducting nutrition assessments
- iii. Collecting and compiling nutrition data
- iv. Providing nutrition health education and demonstrations
- v. Counseling of patients with specific nutritional needs
- vi. Monitoring preparation of therapeutic feeds
- vii. Implementing outpatient and inpatients supplementary and therapeutic feeding programmes.
- viii. Promoting maternal, infant and young children feeding programmes
- ix. Providing micronutrient supplementation.

b) Requirements for appointment

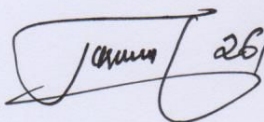
- i. Diploma in Community Nutrition, Clinical Nutrition or Nutrition and dietetics from a recognized institution;
- ii. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);
- iii. A valid practising licence issued by the Institute of Nutritionists and Dieticians (CIND); and
- iv. Certificate in Computer Application Skills from a recognized institution.

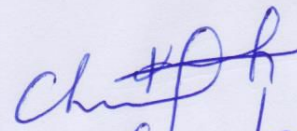
Terms of Service: Three (3) Year Contract.

13. KCPSB/2025/13: PHYSIOTHERAPIST, JOB GROUP 'H' (3 POSTS)

a) Duties and Responsibilities

- i. Examine and assess patients/clients requiring physiotherapy treatment.
- ii. Determine indications and contra-indications for treatment.
- iii. Determine appropriate physiotherapy treatment/rehabilitation plan/protocol.
- iv. Carry out individual or group physiotherapy treatment/rehabilitation plan.

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- v. Evaluate patients/clients on treatment in view of changing treatment modalities, placement, referral for further consultation with the doctor, or for discharge of a home program.
- vi. Maintain patient/clients file for filing patients admission notes. Review and document patients' treatment progress notes.
- vii. Daily Physiotherapy report sheet for patients/clients treated/rehabilitated and submit to immediate supervisor for verification and countersigning.
- viii. To handle an average of 10 (long cases) in Physiotherapy outpatient unit per day.
- ix. Maintain a patients/clients outpatient or inpatient register and document on daily basis patient's attendance & treatment and other necessary details.
- x. Maintain an equipment inventory indicating the functionality of the machines.

b) Requirements for appointment

- i. Diploma Physiotherapy or its equivalent from a recognized institution;
- ii. Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- iii. Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
- iv. Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

**14. KCPSB/2025/14: ASSISTANT OCCUPATIONAL THERAPIST III, JOB GROUP 'H'
(3 POSTS)**

a) Duties and Responsibilities

- i. Assessing and formulating patient's treatment plan
- ii. Maintaining records and data relating to patients;
- iii. Collecting data for operational research;
- iv. Sensitizing the community on occupational therapy issues;
- v. Preparing periodic reports;
- vi. Performing any other duties that may be assigned by the supervisor.

J. Omondi 26/02/25

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b) Requirements for Appointment

- i. Diploma in Occupational Therapy from a recognized institution in Kenya;
- ii. Certificate of registration from the Occupational Therapy Council of Kenya (OTCK)
- iii. A valid practicing licence from the Occupational Therapy Council of Kenya (OTCK)
- iv. Certificate in Computer Applications Skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

15. KCPSB/2025/15: ORTHOPAEDIC TRAUMA TECHNOLOGIST III , JOB GROUP 'H' (3 POSTS)

a) Duties and Responsibilities

- v. Manipulating and reducing fractures and dislocations
- vi. Fixing and removal of casts, bandages and traction from patient
- vii. Counseling client/patient on issue of orthopedic trauma
- viii. Documenting orthopedic and trauma cases
- ix. Assessing and referral of muskelo skeletons condition.
- x. Participating in management of minor orthopedic trauma case in emergencies
- xi. Cleaning and treating simple wound resulting from orthopedic trauma
- xii. Making follow up of patient with orthopedic trauma in wards and outpatient clinic.
- xiii. Interpreting radiological image of orthopedic trauma case.
- xiv. Correcting congenital talipes Equino-varus (C.T.E.V)
- xv. Any other duties as may be assigned from time to time.

b) Requirements for Appointment

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

- i. Diploma in Orthopedic Plaster Technology from a recognized institution;
- ii. Be a member of Kenya Society of Orthopaedic Trauma Technologists (KESOTT); and
- iii. Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

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26/02/2025*

16. KCPSB/2025/16: ORTHOPAEDIC TECHNOLOGIST III, JOB GROUP 'H' (3 POSTS)

a) Duties and Responsibilities

- i. Duties and responsibilities involve provision of supportive services in orthopedics, which entail preparation, and fitting of appliances that are required in orthopedics in health institutions.
- ii. In addition, the officer will be expected to assess patient needs;
- iii. Verify and maintain information relating to patients;
- iv. Order and maintain records of supplies as well as guiding, supervising and counselling of staff working under him.

b) Requirements for Appointment

For appointment to the grade of Orthopedic Technologist, a candidate must:

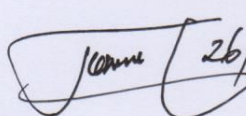
- i. Be in possession of at least the Kenya Certificate of Education Division II or its equivalent with credit passes in the relevant subjects;
- ii. Diploma in Orthopedic Technology or possess an equivalent qualification from any other recognized medical training institution;
- iii. Have successfully completed at least three years pre-service training at a Medical Training Centre.
- iv. Be a member of Kenya Society of Orthopaedic Trauma Technologists (KESOTT).

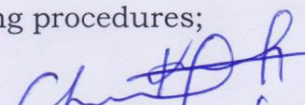
Terms of Service: Three (3) Year Contract.

17. KCPSB/2025/17: DENTAL TECHNOLOGIST II JOB GROUP J (2 POSTS)

(a) Duties and Responsibilities

- i. Receiving and recording patient work and interpreting patient prescription;
- ii. Disinfecting impressions, prostheses and appliances;
- iii. Assessing and casting impressions;
- iv. Implementing dental laboratory standard operating procedures;

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- v. Assigning and fabricating acrylic complete/partial dentures, simple orthodontic appliances and repairs;
- vi. Participating in oral/dental health promotion; and
- vii. Collecting and compiling dental reports.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Diploma in Dental Technology or its equivalent qualification from a recognized institution;
- ii. Valid practicing licence from Kenya Dental Technologists Association
- iii. Certificate of registration from Kenya Dental Technologists Association; and
- iv. Certificate in computer applications from a recognized institution.

Terms of Service: Three (3) Year Contract.

18. KCPSB/2025/18: DRIVER III, JOB GROUP 'D' (5 POSTS)

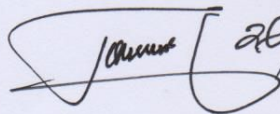
a) Duties and Responsibilities

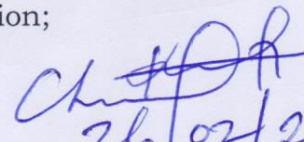
- i. Driving a motor vehicle as authorized;
- ii. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tire pressure;
- iii. Carrying out minor repairs including oiling and greasing;
- iv. Detecting and reporting malfunctioning of vehicle systems;
- v. Maintenance of work tickets for vehicles assigned;
- vi. Ensuring security and safety for the vehicle on and off the road;
- vii. Ensuring safety of the passengers and/or goods therein; and
- viii. Maintaining cleanliness of the vehicle.

b) Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education (KSCE) mean grade D (plain) or its equivalent qualification from a recognized institution;

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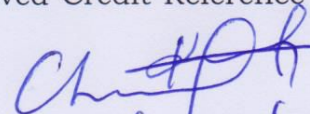
- ii. Valid driving licence free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- iii. Attended a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized Institution;
- iv. Passed a Suitability test for Driver Grade III;
- v. Passed Practical Test for Drivers;
- vi. Certificate in computer application skills;
- vii. A valid Certificate of Good Conduct from Directorate of Criminal Investigation.

Terms of Service: Three (3) Year Contract.

HOW TO APPLY:

- Kericho County residents should indicate their respective wards and locations.
- Applications should be made online through:
<https://psbkericho.co.ke/vacancies>.
- Applicants MUST attach **original scanned:** National Identity cards/passport, curriculum vitae, academic and professional certificates and other testimonials on or before **Tuesday 18th March, 2025.**
- Shortlisted Applicants must meet the requirements of Chapter (6) six of the Constitution of Kenya, specifically applicants must provide;
 - (a) A valid tax Compliance Certificate from the Kenya Revenue Authority (KRA);
 - (b) A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI);
 - (c) A valid Clearance Certificate from the Higher Education Loans Board (HELB); and
 - (d) A valid Clearance Certificate from an approved Credit Reference Bureau (CRB).

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IMPORTANT:

- Details of the qualifications and requirements can be obtained from <https://psbkericho.co.ke/download>.
- Any application/s sent through **post or hand delivered** will **NOT** be accepted/considered.
- Only shortlisted applicants will be contacted
- Be aware of fraudsters. Applicants are advised not to send or give money for any purpose whatsoever including administrative or shortlisting fee. Anyone asking for money or soliciting for bribes should be reported to the nearest police station.

N/B:

County Government of Kericho is an equal opportunity employer. Persons with disability and marginalized groups are encouraged to apply.

J. [Signature] 26/02/25

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