

REPUBLIC OF KENYA

COUNTY GOVERNMENT OF TURKANA



COUNTY PUBLIC SERVICE BOARD

**DIRECTOR – SOCIAL PROTECTION - JOB GROUP ‘R’, ONE (1) POST**

**Duties and Responsibilities**

- (i) Coordinating the effective delivery of community based social Protection services in the county;
- (ii) Monitoring and evaluating the effective implementation of national and county laws and policies on social protection development services in the county;
- (iii) Advising on matters regarding community social protection services;
- (iv) Liaising with NGO, community based organizations and other stakeholders on matters regarding community social protection services in the county;
- (v) Monitoring and evaluating community awareness and involvement in socio- economic development initiatives in the county;
- (vi) Coordinating the collection, analysis and dissemination of community based information in the county;
- (vii) Supervising, registering and promoting community development groups;
- (viii) Implementing policy and legislation frameworks for gender and social development;
- (ix) Capacity building of communities to participate in development project, and involve women and vulnerable groups in activities that promote their welfare.
- (x) Assist in the provision of financial subsidies to build capacity of households with needy persons aged 65 years and person with disabilities;
- (xi) Integrate disability issues in the programs;
- (xii) Assist in the coordination and monitoring of disability mainstreaming in county program and projects;
- (xiii) Coordinate and monitor training of persons with disabilities in vocational rehabilitation centers (VRCs);
- (xiv) Any other related duties that may be assigned from time to time;





**Requirements for appointment: -**

- (i) Be a holder of at least a relevant first degree in any of the social sciences from a university recognized in Kenya;
- (ii) Have relevant knowledge, experience and a distinguished career of not less than seven (7) years, three (3) years of which should be at a senior managerial position social protection services in the public service or equivalent in the private sector;
- (iii) A Master's in relevant field is will be an added advantage;
- (iv) Shown merit and ability as reflected in work performance and results;
- (v) Attended a management course lasting not less than four (4) weeks from a recognized institution;
- (vi) Attended a strategic leadership development course lasting not less than six (6) weeks from a recognized institution;
- (vii) Demonstrated general administrative ability required for direction, control and implementation of social protection services.

**Terms of Service: - Local Contract (3 Years)**

**DIRECTOR – ADMINISTRATION SERVICES - JOB GROUP 'R', ONE (1) POST**

The County Director Administration Services will be responsible to the County Chief Officer in charge of administration and disaster management in interpretation and implementation of existing laws, rules and regulations and any other related laws that may be enacted to guide administration services function in the county.

**Duties and responsibilities**

- (i) Initiating, interpreting, implementing, and reviewing administrative policies, strategies, procedure and programmes;
- (ii) Coordinating, managing and supervising the general administrative functions in the county;
- (iii) Coordinating public service reforms;
- (iv) Overseeing service delivering in the county;
- (v) Overseeing development of programmes and projects to empower the community;
- (vi) Coordinating and facilitating citizen participation in the development of policies, plans and delivery of services;
- (vii) Facilitating intra and inter-governmental relations and conflict resolution;
- (viii) Overseeing safe custody of county government assets;
- (ix) Coordinating and liaising with other directorate and departments in the county;
- (x) Ensuring compliance with legal, statutory and regulatory requirement;
- (xi) Ensuring compliance with national values and principles of good governance;
- (xii) Exercising any function and powers delegated by the County Public Service Board;
- (xiii) Any other duties as may be assigned from time to time.





## **Requirement for Appointment**

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

- (i) Served in the grade of Deputy Director of Administration/Sub County Administrator for a minimum period of three (3) years or in any comparable and relevant position in the Public Service or Public Sector;
- (ii) Bachelor's degree in any of the following discipline: Public Administration, Business Administration /Management, Education, Community Development or any other related field from recognized institution;
- (iii) Master's degree in any of the following: Public Administration, Business Administration, Community Development any other Social Science from recognized institution will be added advantage;
- (iv) Attended Senior Management Course lasting not less than four (4) weeks or equivalent qualification from a recognized institution;
- (v) Diploma in advanced Public Administration or equivalent from a recognized institution;
- (vi) Certify Chapter six (6) of the constitution; and
- (vii) Demonstrate a thorough understanding for national goals, policies, objectives and the ability to relate them to the administration function.
- (viii) Shown merit and ability as reflected in work performance and results.

**Terms of Service: Local Contract (3 Years)**

**ASSISTANT DIRECTOR – ADMINISTRATION - JOB GROUP 'P', ONE (1) POST**

**Terms of Service: Permanent and Pensionable**

## **Requirement for Appointment**

For appointment to this grade, the ideal candidate Must:

- (i) Be a Kenyan citizen (National Identity Card/ Passport);
- (ii) Have eight (8) years' general experience out of which five (5) years' experience should be in a managerial position in Public or Private Sector in the relevant field;
- (iii) Have obtained a Bachelor's degree in any of the following disciplines: Public Administration, Education, Business Administration / Management, Community Development or any other Social Science from a \_ recognized institution;
- (iv) Master's degree in any of the following disciplines: Public Administration, Business Administration / Management, Education , Community Development or any other Social Science from a recognized institution will be an added advantage;
- (v) Possess a Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Own a Diploma in advance Public Administration or equivalent qualification from a recognized institution;





- (vii) Have Certificate in computer applications; and
- (viii) Have Shown merit and ability as reflected in work performance and results.

### **Duties and responsibilities**

Specific duties and responsibilities will be as follows:

- (i) Implementing, reviewing and\_ interpreting administrative policies, strategies, procedures and programmes;
- (ii) Supervising the general administrative services;
- (iii) Implementing public service reforms;
- (iv) Facilitating maintenance of infrastructure and facilities;
- (v) Coordinating office accommodation; and Managing county government assets.

## **RE - ADVERTISEMENTS**

**REF: TUR/CPSB/037/2024/2025: YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H', TWO (2) POSTS (Carpentry and joinery).**

**Terms of Service : Permanent and Pensionable**

### **Requirements and competencies for appointment:**

- i. Diploma in any of the following discipline: Building and Construction, Carpentry and joinery or its equivalent qualification from a recognized institution.
- ii. Certificate in Computer application
- iii. Registered by the Technical and Vocational, Education and training authority(TVETA)

### **Duties and responsibilities: -**

- i. Theoretical and practical instruction in the area of specialization
- ii. Prepare and maintain scheme of work
- iii. Preparing of lesson plans
- iv. Preparing of lesson notes
- v. Preparing of trainees records, teaching and learning materials
- vi. Carrying out trainees assessment
- vii. Ensuring proper care and maintenance of tools and equipment
- viii. Conducting co-curricular activities
- ix. Maintaining trainees discipline and
- x. Guiding and counselling trainees.
- xi. Perform any other duty that will be assigned to you by your immediate supervisor.





**REF: TUR/CPSB/039/2024/2025: YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H', TWO (2) POSTS (Welding and fabrication)**

**Terms of Service : Permanent and Pensionable**

**Requirements and competencies for appointment:**

- i. Diploma in any of the following discipline: Mechanical engineering (Production), Welding and fabrication or its equivalent qualification from a recognized institution.
- ii. Certificate in Computer application
- iii. Registered by the Technical and Vocational, Education and training authority(TVETA)

**Duties and responsibilities: -**

- i. Theoretical and practical instruction in the area of specialization
- ii. Prepare and maintain scheme of work
- iii. Preparing of lesson plans
- iv. Preparing of lesson notes
- v. Preparing of trainees records ,teaching and learning materials
- vi. Carrying out trainees assessment
- vii. Ensuring proper care and maintenance of tools and equipment
- viii. Conducting co-curricular activities
- ix. Maintaining trainees discipline and
- x. Guiding and counselling trainees.
- xi. Perform any other duty that will be assigned to you by your immediate supervisor.

**REF: TUR/CPSB/042/2024/2025: YOUTH POLYTECHNIC INSTRUCTOR III, JOB GROUP 'H', TWO (2) POSTS (Fashion Design and Garment making)**

**Terms of Service : Permanent and Pensionable**

**Requirements and competencies for appointment:**

- i. Diploma in any of the following discipline: clothing and interior design, fashion design and textile technology or its equivalent qualification from a recognized institution.
- ii. Certificate in Computer application
- iii. Registered by the Technical and Vocational, Education and training authority (TVETA)

**Duties and responsibilities:-**

- i. Theoretical and practical instruction in the area of specialization
- ii. Prepare and maintain scheme of work
- iii. Preparing of lesson plans





- iv. Preparing of lesson notes
- v. Preparing of trainees records ,teaching and learning materials
- vi. Carrying out trainees assessment
- vii. Ensuring proper care and maintenance of tools and equipment
- viii. Conducting co-curricular activities
- ix. Maintaining trainees discipline and
- x. Guiding and counselling trainees.
- xi. Perform any other duty that will be assigned to you by your immediate supervisor

**REF: TUR/ CPSB /070/2024/2025: PHOTOJOURNALIST, JOB GROUP "J" TWO (2)  
POST**

**Terms of Service: Permanent and Pensionable**

**Requirement and competence for appointment**

- i. Bachelor's Degree in Photojournalism/Photography from a recognized Institution;
- ii. 3-5 years of experience in the field of photojournalism
- iii. Proficiency in photo editing software (e.g. Adobe photoshop)
- iv. Strong communication skills and good understanding of journalistic ethics
- v. A robust portfolio showcasing versatility and storytelling ability
- vi. Certificate in Computer Application

**Duties and responsibilities**

- i. Taking, editing, sorting photos of activities and programs to the as required.
- ii. Ensure publicity of Government activities and programs by liaising with Media houses
- iii. Research on particular area of interest in order to cope with rapidly changing work environment
- iv. Collaborate with writers and editors
- v. Liaising with responsible officers for the purpose of uploading of the photos to the Government website and other social media platform
- vi. Meet tight deadlines and work in diverse conditions
- vii. Production of documentaries, video clips showcasing of Government programs and activities





**Terms of Service: Local Contract**

**Duties and Responsibilities**

- i. Performing complex and advanced clinical patient management in areas of specialization including: - internal medicine, Obstetrics & Gynecology, General surgery, ENT surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health and other specialization recognized by the Board
- ii. Coordination, training, coaching and mentoring of health personnel
- iii. Managing health stores, including essential medicine and /or plant and equipment.
- iv. Managing large facilities/hospitals
- v. Developing medical standard operating procedures (SOPs) and protocol
- vi. Developing training curricular and syllabi in collaboration with training institution
- vii. Coordinating emergency response and institution
- viii. Coordinating health projects & progress
- ix. Managing health information system
- x. Carrying out health survey & research
- xi. Monitoring the provision of forensic and medico-legal services

**Requirement for Appointment**

For appointment to this grade, an officer must have;

- i. Served as Senior Director of Medical Services/ Medical Specialist I for a minimum period of three (3) years
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.CH. B) degree from an institution recognized by medical practitioners and Dentist Board.
- iii. Masters' degree in any of the following field; Medicine, Anaesthesia 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 & Reconstructive Surgery, Public Health, Radiology, Health system Management, Psychiatry, Health Economic, Health informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Disease, Biostatics or equivalent qualification from an institution recognized by the medical practitioners & Dentist Board
- iv. Certificate of registration by the Medical Practitioners & Dentist board





- v. Valid Practicing license from medical practitioners & Dentist 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
- viii. Demonstrated high professional competence and administrative capability as reflected in work performance & result

**REF: TUR/ CPSB /095/2024/2025: MEDICAL SPECIALIST – MEDICAL SPECIALIST – OBSTETRICIAN AND GYNECOLOGIST 'R', ONE (1) POST**

**Terms of Service: Local Contract**

**Duties and Responsibilities**

- xii. Performing complex and advanced clinical patient management in areas of specialization including: - internal medicine, Obstetrics & Gynecology, General surgery, ENT surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health and other specialization recognized by the Board
- xiii. Coordination, training, coaching and mentoring of health personnel
- xiv. Managing health stores, including essential medicine and /or plant and equipment.
- xv. Managing large facilities/hospitals
- xvi. Developing medical standard operating procedures (SOPs) and protocol
- xvii. Developing training curricular and syllabi in collaboration with training institution
- xviii. Coordinating emergency response and institution
- xix. Coordinating health projects & progress
- xx. Managing health information system
- xxi. Carrying out health survey & research
- xxii. Monitoring the provision of forensic and medico-legal services

**Requirement for Appointment**

For appointment to this grade, an officer must have;

- ix. Served as Senior Director of Medical Services/ Medical Specialist I for a minimum period of three (3) years
- x. Bachelor of Medicine and Bachelor of Surgery (M.B.CH. B) degree from an institution recognized by medical practitioners and Dentist Board.
- xi. Masters' degree in any of the following field; Medicine, Anaesthesia 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 & Reconstructive Surgery, Public Health, Radiology, Health system Management, Psychiatry, Health Economic, Health informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Disease, Biostatistics or equivalent qualification from an institution recognized by the medical practitioners & Dentist Board

- xii. Certificate of registration by the Medical Practitioners & Dentist board
- xiii. Valid Practicing license from medical practitioners & Dentist board
- xiv. Certificate in strategic leadership development programme lasting not less than six (6) weeks from a recognized institution
- xv. Certificate in computer application skills from a recognized institution
- xvi. Demonstrated high professional competence and administrative capability as reflected in work performance & result

**REF: TUR/ CPSB /076/2024/2025: MEDICAL SPECIALIST – RADIOLOGIST JOB GROUP 'R', ONE (1) POST**

**Terms of Service: Local Contract**

#### **Duties and Responsibilities**

- i. Performing complex and advanced clinical patient management in areas of specialization including: - internal medicine, Obstetrics & Gynecology, General surgery, ENT surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health and other specialization recognized by the Board
- ii. Coordination, training, coaching and mentoring of health personnel
- iii. Managing health stores, including essential medicine and /or plant and equipment.
- iv. Managing large facilities/hospitals
- v. Developing medical standard operating procedures (SOPs) and protocol
- vi. Developing training curricular and syllabi in collaboration with training institution
- vii. Coordinating emergency response and institution
- viii. Coordinating health projects & progress
- ix. Managing health information system
- x. Carrying out health survey & research
- xi. Monitoring the provision of forensic and medico-legal services

#### **Requirement for Appointment**

For appointment to this grade, an officer must have;





- i. Served as Senior Director of Medical Services/ Medical Specialist I for a minimum period of three (3) years
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.CH. B) degree from an institution recognized by medical practitioners and Dentist Board.
- iii. Masters' degree in any of the following field; Medicine, Anaesthesia 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 & Reconstructive Surgery, Public Health, Radiology, Health system Management, Psychiatry, Health Economic, Health informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Disease, Biostatics or equivalent qualification from an institution recognized by the medical practitioners & Dentist Board
- iv. Certificate of registration by the Medical Practitioners & Dentist board
- v. Valid Practicing license from medical practitioners & Dentist 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
- viii. Demonstrated high professional competence and administrative capability as reflected in work performance & result

**REF: TUR/ CPSB /077/2024/2025: MEDICAL SPECIALIST – GENERAL PHYSICIAN JOB GROUP 'R', ONE (1) POST**

**Terms of Service: Local Contract**

#### **Duties and Responsibilities**

- i. Performing complex and advanced clinical patient management in areas of specialization including: - internal medicine, Obstetrics & Gynecology, General surgery, ENT surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health and other specialization recognized by the Board
- ii. Coordination, training, coaching and mentoring of health personnel
- iii. Managing health stores, including essential medicine and /or plant and equipment.
- iv. Managing large facilities/hospitals
- v. Developing medical standard operating procedures (SOPs) and protocol





- vi. Developing training curricular and syllabi in collaboration with training institution
- vii. Coordinating emergency response and institution
- viii. Coordinating health projects & progress
- ix. Managing health information system
- x. Carrying out health survey & research
- xi. Monitoring the provision of forensic and medico-legal services

#### **Requirement for Appointment**

For appointment to this grade, an officer must have;

- i. Served as Senior Director of Medical Services/ Medical Specialist I for a minimum period of three (3) years
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.CH. B) degree from an institution recognized by medical practitioners and Dentist Board.
- iii. Masters' degree in any of the following field; Medicine, Anaesthesia 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 & Reconstructive Surgery, Public Health, Radiology, Health system Management, Psychiatry, Health Economic, Health informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Disease, Biostatics or equivalent qualification from an institution recognized by the medical practitioners & Dentist Board
- iv. Certificate of registration by the Medical Practitioners & Dentist board
- v. Valid Practicing license from medical practitioners & Dentist 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
- viii. Demonstrated high professional competence and administrative capability as reflected in work performance & result





Terms of Service: Local Contract

### Duties and Responsibilities

- i. Performing complex and advanced clinical patient management in areas of specialization including: - internal medicine, Obstetrics & Gynecology, General surgery, ENT surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health and other specialization recognized by the Board
- ii. Coordination, training, coaching and mentoring of health personnel
- iii. Managing health stores, including essential medicine and /or plant and equipment.
- iv. Managing large facilities/hospitals
- v. Developing medical standard operating procedures (SOPs) and protocol
- vi. Developing training curricular and syllabi in collaboration with training institution
- vii. Coordinating emergency response and institution
- viii. Coordinating health projects & progress
- ix. Managing health information system
- x. Carrying out health survey & research
- xi. Monitoring the provision of forensic and medico-legal services

### Requirement for Appointment

For appointment to this grade, an officer must have;

- i. Served as Senior Director of Medical Services/ Medical Specialist I for a minimum period of three (3) years
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.CH. B) degree from an institution recognized by medical practitioners and Dentist Board.
- iii. Masters' degree in any of the following field; Medicine, Anaesthesia 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 & Reconstructive Surgery, Public Health, Radiology, Health system Management, Psychiatry, Health Economic, Health informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Disease, Biostatics or equivalent qualification from an institution recognized by the medical practitioners & Dentist Board
- iv. Certificate of registration by the Medical Practitioners & Dentist board





- v. Valid Practicing license from medical practitioners & Dentist 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
- viii. Demonstrated high professional competence and administrative capability as reflected in work performance & result

**REF: TUR/ CPSB /088/2024/2025: EMERGENCY MEDICAL TECHNICIAN - ADVANCED  
III IJOB GROUP "H" TWO (2) POSTS**

**Terms of Service: Permanent & Pensionable**

**Duties and responsibilities**

- i. Working in an intermediate life support unit as an emergency care provider or an ambulance driver
- ii. Assessing, diagnosing, planning, implementing and reassessing emergency medical care & intervention
- iii. Administration of authorized medication, initiating intravenous therapy, basic life support
- iv. Evaluating health care outcome on patients, preparation and maintaining individualized patients
- v. Referring patients, experts & specimen to appropriate facility
- vi. Managing community rescue centre
- vii. Training Emergency Medical Technician

**Requirements for Appointment**

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

- i. Served in the grade of Emergency Medical Technician minimum period of three (3) years
- ii. Diploma in any of the following discipline: - Emergency Medical Services, Emergency Medical Technology or any equivalent qualification from a recognized training institute  
OR
- iii. A candidate shall possess a valid certificate in Emergency Medical Technician- Advanced course or Emergency medical services.
- iv. Instructor course from the Kenya Red Cross Society or the Kenya Council of Emergency Medical Technician
- v. Valid practicing license from a recognized licensing institution
- vi. A valid certificate in Advanced cardiac life support
- vii. Certificate in computer application from a recognized institution
- viii. Shown merit and ability as reflected in work performance and results





Details of the Job Description and Job Requirements are available at [www.turkana.go.ke](http://www.turkana.go.ke) and [www.nea.go.ke](http://www.nea.go.ke)

#### HOW TO APPLY

Written applications, CV's, copies of Certificates, Testimonials and Identity Card should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

**The Secretary,  
Turkana County Public Service Board,  
P.O. BOX 05, Lodwar, – 30500.**

OR

Delivered by hand at the reception desk at **Turkana County Public Service Board** Offices located along Nawaitorong road opposite Lodwar Club located off Kitale –Lodwar highway so as to reach the undersigned on or before **Tuesday 22<sup>nd</sup> April, 2025** by 5.00pm (East African Time).

#### Important information to all candidates;

- ❖ Only shortlisted candidates will be contacted
- ❖ Candidates with foreign certificates should seek for equation certification from Commission of University Education
- ❖ Any form of canvassing or lobbying will lead to automatic disqualification

**N/B Youth, Women and Persons Living with disability (PWDs) are encouraged to apply**

