



**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF NAKURU**  
**NAKURU COUNTY PUBLIC SERVICE BOARD**  
**P.O BOX 2870-20100**



**Email: [cpsb@nakuru.go.ke](mailto:cpsb@nakuru.go.ke)**

**VACANT POSITIONS IN NAKURU COUNTY PUBLIC SERVICE**

Pursuant to the provisions of Article 235 of the Constitution of Kenya and Section 59 of the County Governments Act, Cap. 265 Laws of Kenya, Nakuru County Public Service Board invites applications from qualified Kenyan citizens to fill the following vacant positions in the **Department of Health Services - Advert No. 04/2025**

**MEDICAL SPECIALIST I - DERMATOLOGIST (ONE (1) POSITION) – ADVERT NO. 04/2025/01**

**Basic Salary Scale:** Kshs. **102,860-137,070** p.m. **CPSB 04(J/G ‘Q’)**

Allowances as per the SRC circulars attached to the position.

**Terms of Employment:** Permanent and Pensionable

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

- i. Work experience of at least six (6) years;
  - ii. Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by Kenya Medical Practitioners and Dentist Council;
  - iii. Masters of Medicine in Dermatology from a recognized institution by Medical Practitioners and Dentist Council;
  - iv. A certificate in senior management course lasting not less than four (4) weeks from a recognized institution;
  - v. Certificate of registration by the Medical Practitioners and Dentist Council;
  - vi. Valid practicing license from Medical Practitioners and Dentist Council;
  - vii. Valid specialist recognition certificate from Kenya Medical Practitioners and Dentist Council;
  - viii. Certificate in Computer Application Skills from a recognized institution;
- and

- ix. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.

### **Duties and Responsibilities**

- i. Undertaking general diagnosis, care and 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 conducting surgeries in various health facilities;
- vi. Carrying out forensic and medical-legal services;
- vii. Coordinating health education and or promotion;
- viii. Implementing health projects and programs;
- ix. Maintaining up to date health information systems;
- x. Monitoring provision of health treatment care;
- xi. Undertaking health research; and
- xii. Analyzing Medical reports.

### **DENTAL SPECIALIST I - ORTHODONTIST (ONE (1) POSITION) – ADVERT NO. 04/2025/02**

**Basic Salary Scale:** Kshs. **102,860 -137,070** p.m. **CPSB 04(J/G ‘Q’)**

Allowances as per the SRC circulars attached to the position.

**Terms of Employment:** Permanent and Pensionable

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

- i. Work experience of at least six (6) years;
- ii. Bachelors of Dental Surgery (DS) degree from a recognized institution by Medical Practitioners and Dentist Council;
- iii. Masters of Dental Surgery in Orthodontics from a recognized institution by Medical Practitioners and Dentist Council;
- iv. A valid certificate of registration by Medical Practitioners and Dentist Council;

- v. Valid Specialist Practising License from Medical Practitioners and Dentist Council;
- vi. Certificate in Computer Application Skills from a recognized institution; and
- vii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.

### **Duties and Responsibilities**

- i. Performing specific dental care procedures including restorative, prosthodontics, pedodontics, orthodontics, minor oral- facial surgeries and periodontology;
- ii. Being on call for 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, 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.

### **MEDICAL PHYSICIST (ONE (1) POSITION) – ADVERT NO. 04/2025/03**

**Basic Salary Scale:** Kshs. 58,360 – 90,200 p.m.

**CPSB 06 (J/G 'N')**

Allowances as per the SRC circulars attached to the position.

**Terms of Employment:** Permanent and Pensionable

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

- i. Bachelor of Science in Physics with post graduate training in medical physics;
- ii. Possess a Master's degree in Medical Physics with clinical training in radiotherapy physics from a recognized university;
- iii. Certificate in Computer Application skills from recognized institutions;
- iv. Three years' experience working in a busy Radiotherapy Center at a busy Hospital.

**Duties and Responsibilities**

- i. To train and supervise junior Medical Physicists;
- ii. To teach Radiological workers uses of ionizing radiation;
- iii. Treatment planning of cancer patients;
- iv. Radiation Dosimetry;
- v. QA/QC in Radiotherapy, Nuclear Medicine and Diagnostic Radiology;
- vi. Brachytherapy;
- vii. Supervise both diagnostic and therapy radiographers in treatment of cancer patients;
- viii. Administer radioactive drugs to the patients for diagnostic or therapy on radiotherapist, radiologists, Nuclear Medicine specialist, prescription;
- ix. Radiation Dosimetry;
- x. Providing radiation oncology physics and radiation dosimeter training for medical practitioners and other health care staff;
- xi. Maintenance of personal professional competency and participation in the continued professional development by self-study, attendance at scientific meetings, and participation in internal training programs.

**DENTAL OFFICER (ONE (1) POSITION) – ADVERT NO. 04/2025/04**

**Basic Salary Scale:** Kshs. 50,610 – 67,110 p.m.

**CPSB 07 (J/G 'M')**

Allowances as per the SRC circulars attached to the position.

**Terms of Employment:** 3-year Contract

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

- i. Bachelors of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentist Council;
- ii. Successfully completed one (1) year internship from a recognised institution;
- iii. Certificate of Registration by the Kenya Medical Practitioners and Dentists Council;
- iv. Valid practising license; and
- v. Certificate in Computer Application Skills from a recognized institution;

**Duties and Responsibilities**

- i. Providing dental care including diagnosing common oral conditions, treating, prescribing and referring;
- ii. Carrying out minor oral and maxillofacial surgery, prosthetics and conservative dentistry;
- iii. Facilitating admission, disease investigations of patients, report writing and assisting in theatre activities;
- iv. Collecting information on dental health information system;
- v. Organising discharge summaries and follow up of patients; and
- vi. Acting as the first call on duty.

**NUTRITION AND DIETETICS OFFICER (TWO (2) POSITIONS) – ADVERT NO. 04/2025/05**

**Basic Salary Scale:** Kshs. **39,700 – 52,950** p.m. **CPSB 09 (J/G ‘K’)**

Allowances as per the SRC circulars attached to the position.

**Terms of Employment:** 3-year Contract

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

- i. Bachelor's degree in any of the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition or Home Economics from a recognized institution;
- ii. Certificate of Registration by the Kenya Nutritionists and Dieticians Institute (KNDI);
- iii. Valid practising license by Kenya Nutritionists and Dieticians Institute (KNDI); and
- iv. Certificate in Computer Application Skills from a recognized institution.

#### **Duties and Responsibilities**

- i. Preparing guidelines on therapeutic diets for existing and emerging and emerging diseases for hospital use and home-based care and other institutions;
- ii. Treating and counselling patients using specialized dietetic nutritionally modified products;
- iii. Implementing the nutrition and dietetic process including screening;
- iv. Assessing formulating and implementing nutrition intervention and evaluating outcomes;
- v. Providing nutrition support in patient management in health care facilities;
- vi. Developing and disseminating nutrition behaviour change communication, information, education and communication materials;
- vii. Implementing nutrition health program; and
- viii. Collecting and compiling nutrition and dietetic data.

#### **NURSING OFFICER (THIRTEEN (13) POSITIONS) – ADVERT NO. 04/2025/06**

**Basic Salary Scale:** Kshs. **39,700 – 52,950** p.m. **CPSB 09 (J/G 'K')**

Allowances as per the SRC circulars attached to the position.

**Terms of Employment:** 3-year Contract

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

- i. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- ii. Registration Certificate issued by the Nursing Council of Kenya;

- iii. Valid Practicing License from the Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution;

#### **Duties and Responsibilities**

- i. Providing 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. Ensuring a safe nursing care environment for client/patient;
- v. Conducting a community health risk assessment and providing outcome-based interventions; referring patients and clients appropriately;
- vi. Facilitating patients' admission and initiating discharge plans; and
- vii. Maintaining nursing records on patients'/clients' personal and health condition/care.

#### **CLINICAL OFFICER (FIVE (5) POSITIONS) – ADVERT NO. 04/2025/07**

**Basic Salary Scale:** Kshs. **39,700 – 52,950** p.m.

**CPSB 09 (J/G 'K')**

Allowances as per the SRC circulars attached to the position.

**Terms of Employment:** 3-year Contract

#### **For appointment to this grade, a candidate must have:**

- i. Bachelor's degree in Clinical Medicine from a recognized institution;
- ii. Certificate of Registration from the Clinical officers' Council;
- iii. Valid Practicing License from the Clinical officers' Council; and
- iv. Certificate in computer application skills from a recognized institution.

#### **Duties and Responsibilities**

- i. Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- ii. Guiding and counseling patients, clients and staff on health issues;
- iii. Referring patients and clients to appropriate health facilities;
- iv. Assessing, preparing and presenting medico-legal reports;
- v. Coaching and mentoring students on attachment;

- vi. Carrying out surgical procedures as per training and skill;
- vii. Organizing health management teams and convening health management committee meetings; and
- viii. Collecting and compiling data for research on clinical service issues.

**REGISTERED NURSE I – PSYCHIATRY (ONE (1) POSITION) – ADVERT NO. 04/2025/08**

**Basic Salary Scale:** Kshs. **39,700 – 52,950** p.m. **CPSB 09 (J/G ‘K’)**

Allowances as per the SRC circulars attached to the position.

**Terms of Employment:** 3-year Contract

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

- i. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- ii. Higher diploma in Kenya Registered Psychiatric Nursing;
- iii. Registration Certificate issued by the Nursing Council of Kenya as a Registered Nurse Psychiatrist;
- iv. Valid Practicing License of the Nursing Council of Kenya as a Registered Nurse Psychiatrist;
- v. Certificate in Computer Application skills from recognized institutions;

**Duties and Responsibilities**

- i. Works under a psychiatric officer in managing patients with mental issues in outpatient and inpatient of a health facility;
- ii. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- iii. Diagnosing common health conditions;
- iv. Providing appropriate healthcare services;
- v. Providing health education and counselling to patients/clients and community on identified health needs;



- vi. Referring patients and clients appropriately;
- vii. Facilitating patients' admission and initiating discharge plans;
- viii. Maintaining records on patients/clients' health condition and care;
- ix. Ensuring a tidy and safe clinical environment;
- x. Collecting and collating data for research;
- xi. Evaluating healthcare outcomes on patients/clients and preparing individualized reports;
- xii. Conducting assessment of schools' health needs;
- xiii. Planning, implementing interventions and preparing periodic reports; and
- xiv. Identifying occupational health needs and making appropriate recommendations.

**REGISTERED NURSE I (NEPHROLOGY) (ONE (1) POSITION) – ADVERT NO. 04/2025/09**

**Basic Salary Scale:** Kshs. **39,700 – 52,950** p.m. **CPSB 09 (J/G 'K')**

Allowances as per the SRC circulars attached to the position.

**Terms of Employment:** 3-year Contract

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

- i. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/ Kenya Registered Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry qualification from a recognized institution;
- ii. Higher diploma in Kenya Registered Nephrology Nursing;
- iii. Registration Certificate issued by the Nursing Council of Kenya as a Registered Nurse Nephrologist;
- iv. Valid Practicing License from Nursing Council of Kenya as a Registered Nurse Nephrologist;
- v. Certificate in Computer Application skills from recognize

**Duties and Responsibilities**

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Diagnosing common health conditions;
- iii. Providing appropriate healthcare services;
- iv. Providing health education and counselling to patients/clients and community on identified health needs;
- v. Referring patients and clients appropriately;
- vi. Facilitating patients' admission and initiating discharge plans;
- vii. Maintaining records on patients/clients' health condition and care;
- viii. Ensuring a tidy and safe clinical environment;
- ix. Collecting and collating data for research;
- x. Evaluating healthcare outcomes on patients/clients and preparing individualized reports;
- xi. Conducting assessment of schools' health needs;
- xii. Planning, implementing interventions and preparing periodic reports; and
- xiii. Identifying occupational health needs and making appropriate recommendations.

**REGISTERED NURSE I (ANESTHETIST) (TWO (2) POSITIONS) – ADVERT NO. 04/2025/10**

**Basic Salary Scale:** Kshs. **39,700 – 52,950** p.m. **CPSB 09 (J/G 'K')**

Allowances as per the SRC circulars attached to the position.

**Terms of Employment:** 3-year Contract

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

- i. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/ Kenya Registered Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry qualification from a recognized institution;
- ii. Higher diploma in Registered Anaesthetic Nursing;
- iii. Registration Certificate issued by the Nursing Council of Kenya as a Registered Nurse Anaesthetist;

- iv. Valid Practicing License from Nursing Council of Kenya as a Registered Nurse Anaesthetist;
- v. Certificate in Computer Application skills from recognized institution;

### **Duties and Responsibilities**

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Diagnosing common health conditions;
- iii. Providing appropriate healthcare services;
- iv. Providing health education and counselling to patients/clients and community on identified health needs;
- v. Referring patients and clients appropriately;
- vi. Facilitating patients' admission and initiating discharge plans;
- vii. Maintaining records on patients/clients' health condition and care;
- viii. Ensuring a tidy and safe clinical environment;
- ix. Collecting and collating data for research;
- x. Evaluating healthcare outcomes on patients/clients and preparing individualized reports;
- xi. Conducting assessment of schools' health needs;
- xii. Planning, implementing interventions and preparing periodic reports; and
- xiii. Identifying occupational health needs and making appropriate recommendations.

### **HEALTH ADMINISTRATIVE OFFICER II (TWO (2) POSITIONS) – ADVERT NO. 04/2025/11**

**Basic Salary Scale:** Kshs. **39,700 – 52,950** p.m. **CPSB 09 (J/G 'K')**

Allowances as per the SRC circulars attached to the position.

**Terms of Employment:** 3-year Contract

### **For appointment to this grade, a candidate must have;**

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent with at least a C in English/Kiswahili and Mathematics or any other equivalent qualification from a recognized institution;

- ii. Bachelor's degree in any of the following; Health Management, Health Service and Health Systems Management, Health economics, hospital administration, business administration, public administration or equivalent qualification from a recognized institution.
- iii. Certificate in computer Application skills from a recognized institution

### **Duties and Responsibilities**

- i. Providing and maintaining facilities and general upkeep of the hospital,
- ii. Compiling quarterly and annual work plan and budgets,
- iii. Compilation of monthly, quarterly and annual facility improvement funds reports,
- iv. Transport and logistics management.
- v. Overseeing patients' welfare by ensuring their security;
- vi. Management of the hospital/health institution; and
- vii. Maintenance of health administrative service standards in hospital/health institution

### **DENTAL TECHNOLOGIST III (THREE (3) POSITIONS) – ADVERT NO. 04/2025/12**

**Salary Scale:** Kshs. **50,000** p.m.

**Terms of Employment:** 3-year Contract

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) with a C in English/Kiswahili and Physical Science/Physics/Chemistry and a C- in Biology and any one of the following Metal Work, Mathematics, Physics or Chemistry;
- ii. Diploma in Dental Technology from a recognized institution;
- iii. Certificate in Computer Application skills from recognized institutions.

### **Duties and Responsibilities**

- i. Receiving all incoming impressions for prosthesis or appliances;

- ii. Prepare the required models with the specified recommended dental materials;
- iii. Fabrication of special trays;
- iv. Design the prosthesis or appliance to attain the correct results;
- v. Fabricate the prosthesis or appliances to the corresponding design;
- vi. Carry out any repairs of any prosthesis/appliance to its original complexion;
- vii. Deliver the finished prosthesis or appliance to the client's/patient's satisfaction; and
- viii. Maintaining good records pertaining to patients work.

**HEALTH ADMINISTRATIVE OFFICER III (FOUR (4) POSITIONS) – ADVERT NO. 04/2025/13**

**Basic Salary Scale:** Kshs. **26,900 – 35,380** p.m. **CPSB 11 (J/G 'H')**

Allowances as per the SRC circulars attached to the position.

**Terms of Employment:** 3-year Contract

**For appointment to this grade, a candidate must have;**

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its equivalent with at least a C (Plain) in English/Kiswahili and Mathematics or any other equivalent qualification from a recognized institution;
- ii. Diploma in Health Management/Hospital Administration Business Administration or its equivalent from a recognised institution;
- iii. Certificate in computer Application skills from a recognized institution.

**Duties and Responsibilities**

- i. Allocation of health administrative duties and responsibilities specially;
- ii. Preparation and implementation of budget development and maintenance of health facilities;
- iii. Estate management of residential and non-residential buildings;
- iv. Co-ordination of revenue collection;
- v. Coordination of catering and housekeeping services;

- vi. Overseeing requisition, transport management, utilization and management of stores & equipment, overseeing staff and patients' welfare by ensuring their security;
- vii. Management of the hospital/health institution;
- viii. Providing secretarial and administrative services to various committees; and
- ix. Maintenance of health administrative service standards in hospital/health institution.

### **COOK III (FIVE (5) POSITIONS) – ADVERT NO. 04/2025/14**

**Basic Salary Scale:** Kshs. **18,000 – 19,900** p.m. **CPSB 14 (J/G 'E')**

Allowances as per the SRC circulars attached to the position.

**Terms of Employment:** 3-year Contract

#### **For appointment to this grade, a candidate must have:**

- i. Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification from a recognized institution; and
- ii. Craft Certificate in Food and Beverage Production, Sales and Service or its equivalent qualification from a recognized institution;

#### **OR**

Attended a formal course lasting not less than two (2) months in Food Production organized by the Kenya Utalii College or other recognized Institution.

#### **Duties and Responsibilities**

- i. Preparation of raw foods for cooking;
- ii. Cleanliness of equipment used in production;
- iii. Maintaining hygiene by ensuring cleaning of the kitchen and its surroundings;
- iv. Setting up and preparing equipment for use in food preparation and production; and
- v. Alerting the supervisor of any defective equipment.

**MORTUARY ATTENDANT III (TEN (10) POSITIONS) ADVERT NO. 04/2025/15**

**Basic Salary Scale:** Kshs. **16,870 – 19,220** p.m.

**CPSB 15 (J/G ‘D’)**

Allowances as per the SRC circulars attached to the position.

**Terms of Employment:** 3-year Contract

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

- i. Kenya Certificate of Secondary Education mean grade D (plain) or its equivalent from a recognised institution; and
- ii. Certificate in Mortician course lasting not less than six months from a recognized institution.

**Duties and responsibilities**

- i. Collection and Reception: Safely collect and receive bodies from within the hospital and external locations, adhering to all prescribed procedures to ensure dignity and respect for the deceased;
- i. Documentation and Records Management: Accurately record details of bodies received at the facility to maintain impeccable records and traceability.;
- ii. Body Preparation: Perform washing, embalming, and refrigeration of bodies with the utmost care and respect, following all health and safety guidelines;
- iii. Assist in Autopsies: Provide necessary support during post-mortem examinations, including scrubbing and preparation of the facilities;
- iv. Family Support: Offer counselling to bereaved families, providing them with emotional support and guidance through the process of grieving and body collection; and
- v. Body Release: Handle the release of bodies to relatives according to laid-down procedures, ensuring a smooth and respectful transition.

**HOW TO APPLY**

Interested and qualified candidates are required to make applications by downloading and completing an **Employment Application Form** from the County Government of Nakuru website [www.nakuru.go.ke/careers](http://www.nakuru.go.ke/careers)

A duly filled employment application form and **certified copies of National ID, KCSE, Diploma/Degree/Masters Certificates, Professional Registration certificates and Valid Practicing License (where applicable)** should be sent through the **POST OFFICE or COURIER SERVICES** in a sealed envelope **on or before 20<sup>th</sup> May, 2025** at 5.00 p.m. **(No hand delivered applications will be accepted. Also, applications sent through the email address will not be considered).**

Clearly indicate the Advert number and position applied for on top of the envelope and address to;

**The Secretary  
Nakuru County Public Service Board  
Public Works Building- Prisons Road  
P.O Box 2870-20100  
NAKURU**

The County Government of Nakuru is an equal opportunity employer. **Youth, Women and Persons Living with Disabilities, Marginalized and Minority communities** are encouraged to apply.

Appointed candidates will be required to present chapter six clearance documents as listed;

1. Clearance from Higher Education Loans Board (HELB)
2. Clearance from Directorate of Criminal Investigations (DCI)
3. Clearance from Ethics and Anti-Corruption Commission (EACC)
4. Clearance from Kenya Revenue Authority (KRA)
5. Clearance from Credit Reference Bureau (CRB)

**Only shortlisted candidates will be contacted.**

The Board and the County Government of Nakuru is committed to Zero Tolerance to Corruption. We caution applicants not to fall victim to fraudsters and impersonators who solicit for money with a promise of influencing the outcome. **The Board shall bear no responsibility for any personal loss arising**



**from such unlawful dealings.** Such cases should be reported to the Police and other relevant Law Enforcement Agencies.

Any communication from the County Public Service Board SHALL be through the above address and official cellphone number: **0796848192.**

**Canvassing in any form will lead to automatic disqualification. Only shortlisted candidates will be contacted.**

**Secretary/CEO**

**Nakuru County Public Service Board**