

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

Email: Cpsb@vihiga.go.ke

"Transforming Public Service"

CAREER OPPORTUNITIES

Vihiga County Public Service Board is a Body corporate established under section 57 of the County Government Act 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Government Act 2012 outlines the functions of the Board. Pursuant to Constitutional and Legal provisions, Vihiga County Public Service Board invites applications from qualified persons for the following positions.

DEPARTMENT OF MEDICAL SERVICES

1. REGISTERED CLINICAL OFFICERS (CARDIOLOGIST) JOB GROUP "K" ONE

(1) POST

Duties and responsibilities

Duties and responsibilities at this level will include: -

- (i) Taking history, examining, diagnosing, ordering laboratory and imaging investigations;
- (ii) Interpreting laboratory and imaging results;
- (iii) Treating patients' common ailments at an outpatient or inpatient health facility; providing community health care services in liaison with other health workers;
- (iv) Guiding and counseling patients, clients and staff on health issues;
- (v) Sensitizing patients and clients on preventive and promotive health;
- (vi) Carrying out surgical procedures as per training and skill;
- (vii) Collecting and compiling clinical data;
- (viii) Providing clinical outreach and school health services;



- (ix) Organizing health management teams and convening health management committee meetings;
- (x) Preparing medico-legal briefs on clinical services; and
- (xi) Referring patients and clients to appropriate health facilities.

Requirements for appointment

Direct appointment for Higher National Diploma Holders

For appointment to this grade a candidate must have:-

- (i) Higher Diploma in Clinical Medicine and Surgery (Cardiology) or any other equivalent qualification from a recognized Institution;
- (ii) Certificate of Registration from the Clinical Officers' Council;
- (iii) Valid practicing license from the Clinical Officers' Council;
- (iv) Proficiency in computer applications.

Salary scale: The salary, allowances and other benefits attached to this position as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

2. ASSISTANT OCCUPATIONAL THERAPIST III JOB GROUP "H" ONE (1) POST

Duties and responsibilities

This will be the entry grade in to the occupational therapist cadre. An officer at this level will work under the guidance of a senior officer.

Specifically, duties and responsibilities will involve:

- (i) Assessing and formulating patient's treatment plan;
- (ii) Maintaining record and data relating to patients;
- (iii) Collecting data for operational research;
- (iv) Sensitizing the community on occupational therapy issues and
- (v) Preparing periodic report.

Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Diploma in Occupational Therapy from Recognized Institution; and



- ii. Certificate in Computer Application skills from a recognized Institution.

Salary scale: The salary, allowances and other benefits attached to this position as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

3. PHARMACEUTICAL TECHNOLOGIST III JOB GROUP "H" FOUR (4) POSTS

Duties and Responsibilities

- (i) Dispensing of drugs/medicines;
- (ii) Counselling patients on drug usage in a unit pharmacy;
- (iii) Maintaining books/register of drugs;
- (iv) Stock taking of drugs and medicine on monthly basis.

Requirements for Appointment

- (i) Diploma in pharmacy from a recognized and approved institution;
- (ii) A registration certificate on enrolment as a pharmaceutical technologist by the pharmacy and Poisons Board (PPB) as per provision of Pharmacy and Poisons Board Act, (Cap 244);
- (iii) Valid practicing license from the Pharmacy and Poisons Board;
- (iv) Proficiency in computer applications.

Salary scale: The salary, allowances and other benefits attached to this position as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

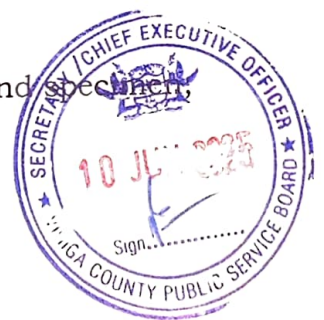
4. MEDICAL LABORATORY TECHNOLOGIST III JOB GROUP "H" ONE (1) POST

This is the entry and training grade for diploma holders. An officer in this level will work under the supervision and guidance of a senior and experienced officer.

Duties and responsibilities

Duties and responsibilities at this level will entail:-

- (i) Documenting working benches;
- (ii) Receiving and scrutinizing laboratory requisition forms and specimens;
- (iii) Prepping clients for collection of specimen;



- (iv) Receiving, collecting, labelling and registering of specimen;
- (v) Disaggregating specimens for processing and analyses;
- (vi) Preparing regents;
- (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) Issuing blood and blood products to peripheral health facilities; and
- (xiii) Storing blood products according to their requirements.

Requirements for appointment

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

- i. Diploma in Medical Laboratory Science or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologist Board.
- ii. Registration certificate issued by the Kenya Medical Laboratory Technician and Technologist Board [KMLTTB].
- iii. Valid practicing license from Kenya Medical Laboratory Technician and Technologist Board; and
- iv. Certificate in Computer Application Skills from a recognized Institution

Salary scale: The salary, allowances and other benefits attached to this position as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

5. ASSISTANT PUBLIC HEALTH OFFICER III JOB GROUP "H" ONE (1) POST

This will be the entry and training grade for this cadre. An officer at this level will provide Environmental Health Extension services in the area of deployment.

Duties and responsibilities



Duties and responsibilities will include;

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

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

Salary scale: The salary, allowances and other benefits attached to this position as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

6. HEALTH RECORDS INFORMATION OFFICER JOB GROUP "H" ONE (1) POST

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer and experienced officer.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- 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; scheduling of patients to the consultants and speciality clinics;
- xv) Assigning codes to diseases and surgical procedures according to the international classification of diseases and procedures in medicine; and
- xvi) Preparing health records and reports.

Requirements for Appointment

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

- (i) Diploma in Health Records and Information Technology from a recognized institution; and
- (ii) Certificate in computer application skills from a recognized institution.

Salary scale: The salary, allowances and other benefits attached to this position as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

7. ASSISTANT COMMUNITY HEALTH OFFICER III JOB GROUP "H" TWO (2) POSTS

Duties and Responsibilities;

Duties and responsibilities at this level will include:

- (i) Collecting health related data at household level for analysis;
- (ii) Maintaining and updating community health unit registers and keeping records;
- (iii) Identifying common ailments and minor injuries at community level;
- (iv) Identifying and referring health cases to appropriate health facilities;
- (v) Visiting homes to determine the health situation and dialogue with household members;
- (vi) Identifying and sensitizing communities on health interventions; monitoring growth of children under the age of five years.



- (vii) Identifying defaulters of health interventions and referring them to the appropriate health facilities; managing community health resource Centres; and
- (viii) Convening and coordinating monthly community meetings and action days.

Requirements for Appointment

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

- (i) 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; and
- (ii) Certificate in Computer Applications Skills from a recognized Institution.

Salary scale: The salary, allowances and other benefits attached to this position as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

8. RADIOGRAPHER III JOB GROUP "H" ONE (1) POST

This will be the entry and training grade for Radiographers cadre. An officer at this level will work under the supervision and guidance of an experienced officer.

Duties and Responsibilities

Specific duties will include:

- (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.

Requirements for Appointment

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

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics; and
- (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) Certificate in computer application skills from a recognized institution.

Salary scale: The salary, allowances and other benefits attached to this position as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

9. MORTICIAN JOB GROUP "F" TWO (2) POSTS

Duties and Responsibilities

Duties and responsibilities will be to carry out duties in the mortuary which entail:

- (i) Collecting and receiving bodies within the hospital and outside through the prescribed procedures;
- (ii) Recording bodies received;
- (iii) Washing the bodies, embalming, and refrigeration;
- (iv) Scrubbing and assisting in post mortems;
- (v) Counselling the relatives and
- (vi) Releasing the bodies to the relatives as per the laid procedures.

Requirements for Appointment

- (i) Be a Kenyan citizen;
- (ii) Possess a Certificate in mortuary science;
- (iii) At least three (3) years of relevant work experience in a busy mortuary or a reputable Funeral Home;
- (iv) Attained a mean grade of D (Plain) at Kenya Certificate of Secondary Education (KCSE);
- (v) Training in embalming and grief counseling;
- (vi) Good interpersonal and communication skills and
- (vii) Strong English and Swahili language skills.

Salary scale: The salary, allowances and other benefits attached to this position as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable



**DEPARTMENT OF EDUCATION SCIENCE, TECHNICAL AND VOCATIONAL
TRAINING**

DIRECTORATE OF TECHNICAL & VOCATIONAL EDUCATION & TRAINING

VOCATIONAL TRAINING TRAINERS – FIVE (5) POSTS

S/No.	Trade/Course	Posts	Job Group
1	Automotive Engineering/ Motor Vehicle Mechanic	2	H
2	Hair dressing and Beauty Therapy/Cosmetology	3	H

Duties and Responsibilities

- Deployed in the Vocational Training Institute as a trainer in the relevant field of specialization;
- Giving theoretical and practical instruction in the area of specialization;
- Preparing and maintaining schemes of work, lesson plan, training and learning materials and trainee's records;
- Carrying out trainee's assessment;
- Ensuring proper care and maintenance of tools and equipment;
- Conducting co-curricular activities;
- Maintaining trainees' discipline, guidance and counseling;
- Monitoring trainees on field work, industrial attachment and compiling progress reports ;
- Preparation of budget ;
- Any other duties as may be assigned from time to time by the manager.

Requirements for Appointment for Job Group "H"

- Diploma in the relevant technical field or area of specialization from a recognized institution;
- Proficiency in computer applications;



- iii. Must have worked as a trainer in a Vocational Training Institution ;
- iv. Pedagogical training will be an added advantage ;
- v. Meet the requirement of Chapter Six of the Constitution of Kenya, 2010;

Salary scale: The salary, allowances and other benefits attached to this position as determined by the Salaries and Remuneration Commission.

Terms of Service: Permanent and Pensionable

How to Apply

Interested and qualified candidates should submit their filled job application forms with copies of their National Identity/passport, Academic and Professional certificates and current Chapter Six compliance certificates to the undersigned on or before **27th day of June, 2025**.

SECRETARY/CEO VIHIGA COUNTY PUBLIC SERVICE BOARD

P.O BOX 880-50300

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Please Note

- County Government of Vihiga is an equal opportunity employer and encourages People Living with Disabilities, Youth and Women to apply.
- County Public Service Board does not charge any recruitment fee whatsoever. **Do Not Pay Money to Fraudsters because Our services are absolutely free**
- Canvassing will lead to automatic disqualification
- Only shortlisted candidates will be invited for interview.
- Those with certificates from foreign institutions must have them certified by the relevant authority.

