

## **COUNTY GOVERNMENT OF KIRINYAGA**



### **COUNTY PUBLIC SERVICE BOARD**

#### **JOB ADVERTISEMENT**

The Kirinyaga County Public Service Board is pleased to invite applications from suitably qualified, motivated and Pro-active individuals to fill up the following vacant positions;

**1. C.E.O, KIRINYAGA INVESTMENT & DEVELOPMENT AUTHORITY (KIDA)**  
**- ONE (1) POST**

**Job Ref: KCPSB/CEO/KIDA/01/18/09/25**

**Terms of Service: Contract**

#### **DUTIES AND RESPONSIBILITIES**

Reporting to the Chairman of the Kirinyaga Investment and Development Authority (KIDA) Board the CEO will be required to perform the following duties and responsibilities: -

- Being the secretary to the KIDA Board
- Responsible for the day-to-day management and direction of affairs and transactions of the Authority in consultation with the Board;
- The exercise, discharge, and performance of the objectives, functions, responsibilities, and duties of the Authority;
- The general administration of the Authority;
- Carry out any other functions as may from time to time be assigned by the Board;
- Implement an efficient and transformative investment administration system and thereby encourage and expand investment in the County;
- Develop frameworks and strategies for the promotion, coordination, and facilitation of local, domestic, and foreign investment for social and economic development;
- Resource mobilization for investments as such enhancing county revenue base;
- Identifying strategic investment opportunities for the benefit of the County;
- Promoting local economic growth and job creation;
- Promoting local content absorption, technical transfer, and value addition;

- Advising on investment opportunities within or outside the County;
- Assisting and facilitating investors from within and outside the County to establish investments in the County;
- Promoting and facilitating investment in the County;
- Acting as the focal agency for investment promotion and facilitation in the County;
- Establish frameworks for social enterprises aimed at benefiting the local communities;
- Facilitate Public Private Partnerships and joint ventures in areas that are beneficial to the County;
- Advising the Board on necessary and strategic policies, programs, and development plans to be adopted to attract and retain investments in the County;
- Promoting economic diplomacy aimed at advancing the investment and development interests of the County;
- Monitoring progress of implementation of investments and strategic development programs;
- Monitoring and reporting on the mountain cities development index;
- Ensure proper books and records of accounts and assets of the Authority are kept;
- Ensure compliance with the provisions Kirinyaga County Investment and Development Authority Act 2018;
- Ensure compliance with other provisions of the applicable Laws of Kenya

### **REQUIREMENTS FOR APPOINTMENT**

- Possess a Bachelor's degree in business administration, trade, international relations, finance, or any other related field from a recognized university.
- Master's degree in business administration, trade, international relations, finance, or any other related field from a recognized university.
- Have served for at least nine (9) years of relevant experience with at least three (3) years in a senior management/leadership position.
- Meets the requirements of Chapter Six of the Constitution.
- Training on Integrated Financial Management Information Systems (IFMIS) for Authority to Incur Expenditure (AIE) will be an added advantage
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**2. ENT SURGEON - JOB GROUP CPSB '03' ONE (1) POST**

**Job Ref: KCPSB/MOH/ENTS/02/18/09/25**

**Terms of Service: Permanent & Pensionable**

**DUTIES AND RESPONSIBILITIES**

- Undertake general diagnosis, care treatment and rehabilitation of ENT surgical patients
- Carrying out specialized clinical care.
- Training, consulting and performing emergency and elective ENT surgical operations
- Carrying out medical legal services
- Undertake health research
- Analyze medical data for reports
- Performing emergency medical procedures
- Performing regular rounds with the registrars and other officers to assist in-patient management.

**Requirements for Appointment**

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

- Have a Bachelors of medicine degree from a recognized institution.
- Have a Master's degree in ENT Surgery
- Have a Certificate of registration by Medical Practitioners & Dentist Board.
- Have a valid practicing license from Medical Practitioners & Dentist Board.
- Demonstrate professional competence and managerial capability
- Proficiency in Computer skills.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

### **3. ANESTHESIOLOGIST – JOB GROUP CPSB ‘03’ (1) POST**

**Job Ref: KCPSB/MOH/A/03/18/09/25**

**Terms of Service: Permanent & Pensionable**

#### **DUTIES AND RESPONSIBILITIES**

- Responsible for the overall health care services delivery in the field of Anesthesia and Intensive Care Unit at the County General & Teaching Hospital.
- Administer anesthetic or sedation during medical procedures, using local, intravenous, spinal or caudal methods.
- Confer with other medical professionals to determine type and method of anesthetic or sedation to render patient insensible to pain.
- Coordinate administration of anesthetics with surgeons during operation.
- Decide when patients have recovered or stabilized enough to be sent to another room or ward or to be sent home following outpatient surgery.
- Examine patient, obtain medical history and use diagnostic tests to determine risk during surgical, obstetrical, and other medical procedures.
- Monitor patient before, during, and after anesthesia and counteract adverse reactions or complications.
- Record type and amount of anesthesia and patient condition throughout procedure.
- Conduct medical research to aid in controlling and curing disease, to investigate new medications, and to develop and test new medical techniques.
- Coordinate and direct work of nurses, medical technicians and other health care providers in the department;
- Inform students and staff of types and methods of anesthesia administration, signs of complications, and emergency methods to counteract reactions;
- Managing anesthesiological services, coordinating them with other medical activities and formulating plans and procedures;
- Position patient on operating table to maximize patient comfort and surgical accessibility.
- Providing and maintaining life support and airway management and help prepare patients for emergency surgery;
- Providing medical care and consultation in many settings, prescribing medication and treatment and referring patients for surgery;
- Instructing individuals and groups on ways to preserve health and prevent disease;
- Scheduling and maintaining use of surgical suite, including operating, wash-up, waiting rooms and anesthetic and sterilizing equipment;
- Assisting with the management of day-to-day activities and prioritizing tasks;

- Attending and participating in a variety of meetings;
- Participating and assisting in Mass Casualty exercises/events; and
- Any other lawful duties that may be assigned from time to time.

### **Requirements for Appointment**

For appointment to this grade, an officer must: -

- A Bachelor of medicine and Surgery (M.BCH.B) degree in Medicine from a university recognized in Kenya.
- Have a Master's degree in Anesthesia from an institution recognized by Medical Practitioners and Dentist Board;
- Registered with the Kenya Medical Practitioners and Dentist Board.
- Valid practicing Certificate from the Medical practitioners and Dentist Board.
- Demonstrate a good understanding of the County Government mandate, health policies as well as vision 2030.
- Should be proficient in computer skills.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**4. DIRECTOR CO-OPERATIVE DEVELOPMENT - JOB GROUP CPSB '03'  
ONE (1) POST**

**Job Ref: KCPSB/CO-OP/DIR/04/18/09/25**

**Terms of Service: Contract**

**– JOB GROUP CPSB 03 (R) – (1 POST)**

This position is responsible for enforcing compliance with cooperative legislation for all cooperative movements in the county and revival of defunct and new cooperatives. Reporting to the Chief Officer, Co-operative Development, Trade, Marketing, Tourism, Industrialization and Enterprise Development, the Director Co-operative Development will carry out the following duties and responsibilities:

**DUTIES AND RESPONSIBILITIES**

- Formulating, coordinating and implementing co-operative development policies, procedures, rules and regulations;
- Providing technical advice on co-operative investments, finance, credit, marketing, project management, extension and advisory services;
- Ensuring and enforcing compliance with co-operative legislations;
- Designing, coordination and monitoring the implementation of co-operative activities;
- Monitoring co-operative societies liquidation process;
- Developing education and training packages for co-operative movements;
- Analyzing data for policy formulation;
- Carrying out market research and disseminating research findings;
- Promoting value addition and processing;
- Undertaking co-operative risk assessment;
- Developing new financial products, creating new policies and other co-operative ventures;
- Promoting and registering Co-operative societies;
- Organize and conduct cooperative fairs/exhibitions and facilitating cooperative missions in and out of the County;
- Conduct market research disseminate and analyze data collected for policy formulation for cooperative movements;
- Promoting savings and credit, finance investment, marketing, education and training;
- Promoting co-operative ventures and value-addition;
- Promoting co-operative marketing and research;
- Resolving co-operative disputes, regulating co-operative organizations/institutions;
- Carrying out co-operative education and training;

- Savings mobilization, promoting and developing co-operative development projects;
- Enforcement of compliance with the co-operative legislation;
- Monitoring performance on growth and development of the co-operative movement and providing leadership and direction to staff in the division;
- Conduct co-operative banking inspections in order to ensure the institutions comply with the regulations and legislation;
- Undertake co-operative risk assessment in order to mitigate risks within the cooperative development in the county;
- Prepare and evaluate co-operative activities and trends to promote cooperative movement within the county;
- Participate in the budgeting process for the section;
- Any other duties that may be assigned from time to time.

**REQUIREMENTS FOR APPOINTMENT:**

For appointment to this grade, an officer must: -

- Have relevant knowledge and experience of not less than seven (7) years in the professional field, three (3) of which should be at supervisory or managerial level
- Be a holder of a Bachelor Degree in Co-operatives, Business Administration, Commerce, Finance, Economics or any other relevant and equivalent qualification from a recognized institution;
- Demonstrate thorough understanding of National Goals, Policies and Development Objectives including the Kenya Vision 2030, County Integrated Development Plan and County Strategic Plan;
- Have thorough understanding and respect of the diversity within the County; and,
- Certificate in computer applications skills
- (Possession of a Masters degree in the relevant discipline will be an added advantage)
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**5. CONSULTANT SPECIALIST (PAEDIATRICIAN) - JOB GROUP CPSB '04'**  
**ONE (1) POST**

**Job Ref: KCPSB/MOH/MSP/05/18/09/25**

**Terms of Service: Permanent & Pensionable**

**DUTIES AND RESPONSIBILITIES**

- Implement clinical decisions for specialised quality inpatient and outpatient care that includes provision of promotive, preventive, curative and rehabilitative services;
- Implement hospital programmes within their respective specialities
- Champion continuous quality healthcare standards and patient safety guidelines
- Assist in mentoring and coaching of staff in the respective specialities;
- Coordinate intervention activities and programs for training health professionals in community health and health management in hospitals/health facilities
- Implementing clinical review protocols procedures and work instructions for the practice of specialized care
- Coordinating and managing referral care within the framework of the hospital and national referral policies
- Consult with other specialists to solve single or multiple medical issues as required by patients in the hospital
- Undertaking research activities in the speciality and implement the research findings to improve quality of service delivery
- Performing emergency medical procedures
- Collaborates, writes and responds to requests for consultation from other Specialist throughout the Hospital in the diagnosis and management of patients not directly under his/her care.
- Providing high standards of specialized clinical services to patients in the wards and specialized clinics
- Performing regular rounds with the registrars and other officers to assist in patient management.
- Communicating to all patients under their care about the nature of their illness and the outlook in treatment of their well-being so that they understand the full extent of their recovery or disability as may be the case.
- Carryout specialized diagnostic, therapeutic medical or surgical procedures
- Accepting responsibility for the teaching of the highest standards of medical practice to medical specialists-in-training, medical officers, medical interns and other students;



- Executing Medico-legal duties including filling of P3 forms, court attendance and forensic duties
- Participating in community diagnosis, preventive & promotive care and treatment;
- Utilizing patient data to benefit the customer and service provider;
- Undertake medical research & clinical audits and implementing the findings.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a candidate must: -

- Masters of Medicine degree in Paediatric or equivalent qualification from an institution recognized by the Kenya Medical Practitioners and Dentists Council;
- Bachelor in Medicine and Surgery (MBChB.) degree or its equivalent qualification from an institution recognized by the Kenya Medical Practitioners and Dentists Council;
- Specialist recognition certificate in Paediatrics from the Kenya Medical Practitioners' and Dentist Council;
- Registration Certificate by the Kenya Medical Practitioners and Dentists Council;
- Valid practicing license in Paediatric from Kenya Medical Practitioners and Dentists Council;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

## **6. SUB-COUNTY ADMINISTRATOR – JOB GROUP CPSB ‘04’ – TWO (2) POSTS**

**Job Ref: KCPSB/AMD/SC/06/18/09/25**

**Terms of Service: Permanent & Pensionable**

The Sub- County Administrator will be responsible to Chief Officer Education and Public Service for the following.

### **DUTIES AND RESPONSIBILITIES**

- Organizing, coordinating, managing and supervising the general administrative functions in the Sub-County;
- Liaising with the National Government staff at the Sub-County level.
- Implementing and maintaining effective service delivery standards;
- Coordinating developmental activities to empower the community;
- Providing and maintaining infrastructures and facilities of Public Sector;
- Facilitating and coordinating citizen participation in development of policies and delivery of service;
- Preparing progress reports for management in accordance with approved reporting formats and ensuring timely submission;
- Ensure timely, efficient communication and coordination of all Sub- County activities;
- Participating in development of the annual work plan budget and policies, ensuring strict compliance with the relevant statutes;
- Ensuring compliance with National Values and Principles of Good Governance as outlined in Article 10 and 232 of the Constitution of Kenya, 2012;
- Ensuring operationalization of service delivery in all the devolved unit in the Sub-County;
- Ensuring efficient management of resources and co-ordination of County Government resources; and,
- Performing any other function as may be directed.

### **REQUIREMENTS FOR APPOINTMENT**

- Be a Kenyan Citizen
- Have vast knowledge, experience and distinguished career of not less than of 8 year, of which at least 4 years in a senior position in Administration and Management in the Public Service or Private Sector.
- Minimum Bachelor’s degree in any of the following Social Sciences: Public Administration, Business Management/ Administration, Strategic management, or equivalent qualification from a recognized institution;

- Fulfilled all the requirements of Chapter Six (6) of the Constitution of Kenya,
- Proven communication, proficiency in computer applications and report writing skills; and have capacity to work under pressure to meet strict deadlines
- Demonstrated thorough understanding of Devolution, the County Development objectives/ National Goals policies and Vision
- Have thorough knowledge of structural, legislative and regulatory framework of the Public Service and Administration
- Have ability to work under in a multi-ethnic environment with sensitivity and respect for diversity
- Leadership/ Management course will be an added advantage
- Demonstrated high degree of professional and technical competence as reflected in work performance and results.
- Membership of any relevant Professional body will have an added advantage.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**7. PRINCIPAL AGRICULTURAL TECHNICAL TRAINING CENTRE (KAMWETI)**  
**- JOB GROUP CPSB '05' ONE (1) POST**

**Job Ref: KCPSB/ALVF/PATT/07/18/09/25**

**Terms of Service: Contract**

**DUTIES AND RESPONSIBILITIES**

**1. Job Description**

This is a **senior-level position** within the County Government of Kirinyaga. The officer will report to the **County Executive Committee Member (CECM) – Agriculture, Livestock, Veterinary and Fisheries** through the **Chief Officer** and will be responsible for the overall strategic, academic, and administrative leadership of the KATVET Centre.

The Principal will spearhead the implementation of the **KATVET Act** and drive the **Revitalization of KATVET pillar under the Wezesha Agricultural Transformation Strategy**, ensuring the Centre operates as a flagship institution for agricultural vocational training, innovation, and agribusiness incubation.

**DUTIES AND RESPONSIBILITIES**

An officer at this level will be responsible for, among others:

- Providing overall leadership, management, and administration of the KATVET Centre in line with the KATVET Act and County policies.
- Coordinating the design, implementation, and review of agricultural technical and vocational training curricula aligned to county and national priorities.
- Overseeing capacity building programs for youth, farmers, and value chain actors, including incubation and apprenticeship initiatives.
- Establishing and maintaining strategic partnerships with public institutions, private sector actors, and development partners for technology transfer and agribusiness development.
- Ensuring prudent management of financial, human, and physical resources in compliance with the Public Finance Management Act and other statutory requirements.
- Supervising the development of annual work plans, budgets, performance contracts, and monitoring and evaluation frameworks for the Centre.
- Promoting innovation, research, and adoption of climate-smart agriculture, mechanization, and value chain development.
- Ensuring quality assurance, accreditation, and continuous improvement of training programs in compliance with TVET standards.
- Facilitating effective communication, stakeholder engagement, and reporting on institutional performance.

- Serving as the accounting officer of the KATVET Centre.

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a candidate must have:

#### **Academic Qualifications:**

- A Bachelor's degree in Agricultural Education or Bsc in Agriculture, Agriculture Economics, Agribusiness Management with a Diploma/pedagogy in Education.
- A Master's degree in any of the above fields is an added advantage.

#### **Professional Qualifications:**

- Registration with a TVETA.
- Training in leadership/management will be an added advantage.

#### **Experience:**

- At least **10 years' relevant work experience**, three (3) of which must have been in a senior management/leadership position in an agricultural training, TVET, or equivalent institution.

#### **Functional Skills and Competencies:**

- Demonstrated ability to provide strategic leadership, policy implementation, and institutional management.
- Strong knowledge of agricultural value chains, vocational training, and climate-smart agricultural practices.
- Excellent communication, negotiation, and stakeholder management skills.
- Proficiency in ICT for training and management.

#### **Integrity Requirements:**

- Must satisfy the requirements of Chapter Six of the Constitution of Kenya, 2010, including clearance from relevant bodies (EACC, DCI, HELB, KRA, CRB).

**8. WARD ADMINISTRATOR, JOB GROUP “CPSB 06” – ONE (1) POST**

**Job Ref: KCPSB/ADM/W/08/18/09/25**

**Terms of Service: Permanent & Pensionable**

**DUTIES AND RESPONSIBILITIES**

The Ward Administrator will be responsible to a Sub-County Administrator for the following.

- Coordinating, managing and supervising the general administrative function in the ward unit.
- Liaising with the National Government staff at the ward level.
- Developing policies and plans for the ward level.
- Ensuring effective service delivery.
- Establishing, implementing and monitoring performance management systems.
- Coordinating development activities to empower the community.
- Provide and maintain infrastructure and facilities of public service.
- Facilitate and coordinate citizen participation in the development of policies and delivery of services.
- Exercising any functions and powers delegated by the County Public Service Board/ County Secretary /Sub-County Administrator;
- Any other duty as may be assigned from time to time.

**REQUIREMENTS FOR APPOINTMENT**

- Be a Kenyan Citizen
- Be a holder of a Bachelor’s degree in any of the following disciplines; Public Administration, Business Administration, Business Management, Community Development or any other Social Science from a recognized University with at least three (3) years of working experience.
- Demonstrate a thorough understanding of County development objectives;
- Demonstrate a thorough understanding and commitment to values and principles as outlined in Articles 10 and 232 of the Constitution;
- Ability to work in a multi-ethnic environment and sensitivity and respect for diversity;
- Must have good inter-personal and communication skills;
- Proficiency in computer applications;
- Satisfy the requirement of Chapter Six of the Constitution

**9. MEDICAL OFFICERS - JOB GROUP CPSB '07' TWO (2) POSTS**

**Job Ref: KCPSB/MOH/MO/09/18/09/25**

**Terms of Service: Contract**

**DUTIES AND RESPONSIBILITIES**

- Diagnosing, caring and treating diseases;
- Performing medical and surgical procedures;
- Preparing and responding to emergencies and disasters;
- Participating in management of medicines, medical instruments and equipment;
- Providing health education;
- Maintaining medical records, health information and data;
- Counseling patients and their relatives on diagnosis and bereavement;
- Teaching and coaching medical students, nursing students and clinical officer interns and
- Preparing requisite documents for registration.

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a candidate must: -

- Have Bachelor of medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- Have successfully completed one (1) year internship from a recognized institution;
- Have Registration license from the Medical Practitioners and Dentists Board and
- Proficiency in Computer application Skills from a recognized institution.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**10. COUNTY VALUATION OFFICER - JOB GROUP CPSB '09' ONE (1) POST**

**Job Ref: KCPSB/LAND/CVO/10/18/09/25**

**Terms of Service: Permanent & Pensionable**

**DUTIES AND RESPONSIBILITIES**

Duties and responsibilities will include:

- Initiating, reviewing and supervising preparation of valuation roles and supplementary valuation roles.
- Coordinating, monitoring and evaluating valuation projects and programme.
- Coordinating investigation on valuation disputes and appeals
- Preparing project on valuation
- Collecting and analyzing market data for valuation purpose
- Undertaking stamp duty valuation
- Inspecting land and properties for rating, purchase, sale and leasing purpose
- Undertaking searches on titles in land registration for various purpose
- Preparing plans
- Process of gazettements notices for compulsory acquisitions and reservations

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, an officer must: -

- A bachelor's degree in any of the following fields: land economics, real estate, land management, property studies, land administration, survey and Physical Planning or equivalent qualification from a recognized university.
- Three years working experience.
- A master degree in any of the fields will be an added advantage.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**Skills and Competence**

Must be an excellent communicator at all levels. A visionary, transformative and inspirational Leader; Customer oriented and sensitive to the needs of the communities. An action driven team player.



**Professional Qualifications**

Be a member of the institution of Surveyors of Kenya (valuation chapter) or registered with recognized professional bodies in Kenya.

Registered by the Valuers registration board and have a valid practicing licence.

**Knowledge and Results**

1. Wide knowledge of land matters as espoused in relevant statutes and regulation
2. Demonstrated merit and ability as referred in work performance results
3. Demonstrated managerial and professional Competence in work performances and results.
4. Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
5. Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**11. COMMUNITY DEVELOPMENT OFFICER I – JOB GROUP CPSB ‘09’ SIX (6) POSTS**

**Job Ref: KCPSB/GEN/CDO/11/18/09/25**

**Terms of Service: Permanent & Pensionable**

**DUTIES AND RESPONSIBILITIES**

- Conflict resolution among communities.
- Linking groups to other development partners
- Training community groups according to current trends.
- Mobilizing community to form and register groups
- Cash transfer to older persons and people with disabilities.
- Raise public awareness and increase access to devolved funds for economic development.
- Coordinating community sports and social activities.
- Any other duties as may be assigned.

**REQUIREMENTS FOR APPOINTMENT**

- Bachelor’s degree in any of the following; Sociology, social Work, Psychology, Mental Health or equivalent qualification from a recognized institution.
- Possess Interpersonal Skills
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**12. ENGINEER II (MECHANICAL) – JOB GROUP CPSB ‘09’ – ONE (1) POST**

**Job Ref: KCPSB/T&PW/EM/12/18/09/25**

**Terms of Service: Permanent & Pensionable**

**DUTIES AND RESPONSIBILITIES**

This is the entry and training grade for this cadre. An officer at this level will work under the close supervision and guidance of a senior officer. Duties and responsibilities will entail: -

- Preparing drawing and designs for manufacture and fabrication of tools, equipment and machine/plant/vehicle components;
- Designing project;
- Project costing and budgetary preparations;
- Documenting and managing contract;
- Ensuring professional standards; and
- Repairing and preparing maintenance schedules for vehicles and plant machinery.

**REQUIREMENTS FOR APPOINTMENT**

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

- Bachelor's degree in Mechanical Engineering or its equivalent qualification from a recognized institution;
- Relevant experience of two (2) years
- Registration by Engineers Registration Board of Kenya as a Graduate Engineer.
- Have a Certificate in computer application skills.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**13. REGISTERED CLINICAL OFFICER – JOB GROUP CPSB ‘11’ THREE (3) POSTS**

**Job Ref: KCPSB/MOH/RCO/13/18/09/25**

**Terms of Service: Contract**

**Duties and Responsibilities**

Duties and responsibilities at this level will include:

- taking history, examining, diagnosing and treating patients’ common ailments at an out-patient or in-patient health facility;
- implementing Community Health Care activities in liaison with other health workers;
- Guiding and counseling patients, clients and staff on health issues;
- sensitizing patients and clients on preventive and promotive health;
- carrying out minor surgical procedures as per training and skill;
- Collecting and compiling clinical data;
- Referring patients and clients to appropriate health facilities.
- Any other duties as assigned by the supervisor.
- Adhere to established standards of practice for Clinical Officers

**Requirements for Appointment**

- Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution and
- Certificate of Registration by Clinical Officers’ Council
- Valid practicing license from Clinical Officers council of Kenya
- Must have good inter-personal and communication skills.
- Proficiency in Computer Skills.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**14. REGISTERED NURSE III - JOB GROUP CPSB '11' TWENTY FOUR (24) POSTS**

**Job Ref: KCPSB/MOH/RN/14/18/09/25**

**Terms of Service: Contract**

**DUTIES AND RESPONSIBILITIES**

- Assessing, planning, implementing nursing interventions and evaluating patient outcome, providing appropriate health care service including integrated.
- Management of childhood illness (IMCI) Immunization, PMTC, Antenatal care and delivery, providing health education and counseling to patients and clients
- Facilitate patients' admission and initiating discharge plans, maintaining records on patient's/clients' health education and care. Ensuring a tidy and safe clinical environment, collecting and compiling.
- Any other duty that may be delegated

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, an officer must: -

- Diploma in any of the following, Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya registered midwife, Kenya registered nursing/midwifery
- Kenya Registered Nursing /Mental Health and Psychiatry from a recognized institution.
- Registration certificate issued by nursing council of Kenya
- Valid practicing license from nursing counsel of Kenya.
- Must have good inter-personal and communication skills.
- Proficiency in Computer Skills.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**15. MEDICAL LABORATORY TECHNOLOGISTS – JOB GROUP CPSB ‘11’ – TWO (2) POSTS**

**Job Ref: KCPSB/MLT/MOH/15/18/09/25**

**Terms of Service: Contract**

**Duties and Responsibilities**

- Preparing Reagents;
- Examining specimens;
- Writing and recording results;
- Decontaminating working benches;
- Receiving and scrutinizing requisition forms for accuracy;
- Preparing clients for collection of specimens;
- Receiving/collecting, labelling and registering specimens;
- Disaggregating specimens for processing and analysis
- Performing routine diagnostic tests;
- Dispatching the results for clinical management;
- Preparing stains;
- Performing blood grouping;
- Issuing blood and blood products to Peripheral health facilities;
- Storing blood products according to their requirements.

**Requirements for Appointment**

- Diploma in Medical Laboratory Sciences from a recognized institution or any other equivalent qualification from an institution recognized by the
- Kenya Medical Laboratory Technicians & Technologists Board (KMLTTB);
- Registration Certificate issued by the Kenya Medical Laboratories
- Technicians & Technologists Board (KMLTTB);
- Valid Practicing Certificate from Kenya Medical Laboratory Technicians &
- Technologists Board (KMLTTB);
- Proficiency in computer application skills from a recognized institution;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**16. NUTRITION & DIETICIAN OFFICER – JOB GROUP CPSB ‘11’ – ONE (1) POST**

**Job Ref: KCPSB/MOH/N&D/16/18/09/25**

**Terms of Service: Contract**

**Duties and Responsibilities**

- Implementing nutrition programmes;
- Providing nutrition services in health care facilities;
- Conducting nutrition assessments;
- Collecting and compiling nutrition data;
- Providing nutrition health education and demonstrations;
- Counseling of patients with specific nutritional needs;
- Monitoring preparation of therapeutic feeds;
- Preparation of monthly reports and monitoring Nutrition Programmes;
- Implementing outpatient and inpatient supplementary and therapeutic feeding programmes and
- Promoting maternal, infant and young children feeding programmes and providing micronutrient supplementation.

**Requirements for Appointment**

For appointment to this grade, an officer must: -

- Have Diploma in community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- Have Certificate in computer Application skills from a recognized institution;
- Have Registration by the Council of the Institute of Nutritionists and Dieticians (CIND) and
- Have a valid practicing license
- Proficiency in computer application skills from a recognized institution;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**17. ORTHOPAEDIC TECHNOLOGIST – JOB GROUP CPSB ‘11’ ONE (1) POST**

**Job Ref: KCPSB/MOH/OT/17/18/09/25**

**Terms of Service: Contract**

**Duties and Responsibilities**

- Provision of Orthopaedics Technology services which entails designing, fabrication, fitting and maintenance of Orthopaedic appliances that are required by individual clients.
- Maintaining information, records and data relating to patients
- Order and maintain records of supplies and materials.
- Preparing periodic reports

**Requirements for Appointment**

- Diploma in Orthopaedics Technology or an equivalent approved qualification from a recognized institution.
- A membership certificate from the National Professional Association.
- A valid Practicing Licence
- Possess interpersonal skills
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.



**18. ASSISTANT PHYSIOTHERAPISTS III – JOB GROUP CPSB ‘11’ TWO (2) POSTS**

**Job Ref: KCPSB/MOH/AP/18/18/09/25**

**Terms of Service: Contract**

**Duties and Responsibilities**

- Providing physiotherapy services to outpatients at an outpatient unit/ward/health institution;
- Assessing patient needs including rehabilitation;
- Verifying and maintaining information and records relating to patients;
- Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan;
- Collecting data for operational research;
- Sensitizing the community on physiotherapy issues; and Preparing periodic

**Requirements for Appointment**

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

- Diploma in Physiotherapy from a recognized institution;
- Certificate of Registration from the Physiotherapy Council of Kenya (PCK).
- Valid Certificate of practice from Physiotherapy Council of Kenya (PCK).
- Proficiency in any computer application skills from a recognized institution
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**19. HEALTH RECORDS & INFORMATION MANAGEMENT ASSISTANT II -  
JOB GROUP CPSB '11' TWO (2) POSTS**

**Job Ref: KCPSB/MOH/HRIO/19/18/09/25**

**Terms of Service: Contract**

**DUTIES AND RESPONSIBILITIES**

- Receive and document patients at hospital reception;
- Register and book appointment for patients to clinics and consultants;
- Store and retrieve medical records documents;
- Gather and capture data from different sources and service points;
- Maintain record safety and confidentiality;
- Store and retrieve medical records;
- Prepare daily bed returns;
- Create and maintain master index;
- Update patient master index;
- Assign codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and
- Prepare Health records and reports on monthly basis

**Requirements for Appointment**

For appointment to this grade, an officer must: -

- Diploma in Health Records and Information Technology from a recognized institution;
- Possess a current valid practicing certificate;
- Membership of a relevant professional body;
- Proficiency in computer application.
- Association of Medical Records Officer —Kenya (AMRO-K) Certificate an added advantage.
- Proficiency in Computer Skills.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**20. COMMUNITY HEALTH ASSISTANT III - JOB GROUP CPSB '11' TWO**  
**(2) POSTS**

**Job Ref: KCPSB/MOH/CHA/20/18/09/25**

**Terms of Service: Contract**

**DUTIES AND RESPONSIBILITIES**

- Collecting health related data at household level for analysis;
- Maintaining and updating community health unit registers and keeping records;
- Identifying common ailments and minor injuries at community level;
- Identifying and referring health cases to appropriate health facilities;
- Visiting homes to determine the health situation and dialogue with household members; identifying and sensitizing communities on health interventions; monitoring growth of children under the age of five years;
- Identifying defaulters of health interventions and referring them to the appropriate health facilities;
- Managing community health resource centres; and convening and coordinating monthly community meetings and action days.

**Requirements for Appointment**

For appointment to this grade, an officer must: -

- Diploma in any of the following disciplines: Community Health, Psychology, Counselling, Social Work, Community Development or Health Promotion and Education from a recognized institution; and
- Proficiency in Computer Applications Skills from a recognized institution
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**21. RADIOGRAPHER III - JOB GROUP CPSB '11' THREE (3) POSTS**

**Job Ref: KCPSB/MOH/R/21/18/09/25**

**Terms of Service: Contract**

**DUTIES AND RESPONSIBILITIES**

- Receiving and identifying patients for diagnostic and therapeutic procedures;
- Providing basic diagnostic and therapeutic radiography services.
- Processing, verifying and maintaining information relating to patients; caring for and counselling patients and their guardian before, during and after the examination;
- Applying radiation safety measures to self, patient and the public.
- Performing routine quality control checks.
- Any other relevant duty and responsibility within the County Health Department

**Requirements for Appointment**

For appointment to this grade, an officer must: -

- Diploma in Radiography or Medical Imaging Sciences or its equivalent qualification from a recognized Institution.
- Proficiency in computer applications from a recognized institution.
- Registered by a relevant regulatory body and have a valid practicing license
- Relevant training on Sonography will be an added advantage
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**22. ASSISTANT PUBLIC HEALTH OFFICER III – JOB GROUP CPSB ‘11’  
FIVE (5) POSTS**

**Job Ref: KCPSB/MOH/APHO/22/18/09/25**

**Terms of Service: Contract**

**DUTIES AND RESPONSIBILITIES**

- mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities;
- carrying out immunization; identifying environmental health issues at community level;
- organizing community health days to advise communities on common public health issues;
- collecting and maintaining up to date records of services rendered;
- assessing health needs of the community;
- implementing vector, vermin and rodent control measures; and
- Implementing integrated mosquito control strategies.

**REQUIREMENTS FOR APPOINTMENT:**

For appointment to this grade, an officer must:

- Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution; and
- Certificate in Computer application skills from a recognized institution.
- Registered by the regulation body.
- Must have a valid Practicing Certificate.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**23. EARLY CHILDHOOD DEVELOPMENT AND EDUCATION (ECDE) – JOB GROUP CPSB ‘11’ SEVEN (7) POSTS**

**Job Ref: KCPSB/EDU/ECDE/T/23/18/09/25**

**Terms of Service: Permanent & Pensionable**

**DUTIES AND RESPONSIBILITIES**

- Ensure admission of children and enroll them in the attendance register on daily basis;
- Prepare schemes of work and lesson plans for teaching/learning process;
- Organize and participate in field visits for ECDE children;
- Identify children with special needs in learning;
- Prepare assessment reports for individual children in their class;
- Organize co-curricular activities for ECDE children;
- Prepare and develop adequate teaching/learning materials;
- Mobilize parents, community members and stakeholders to support and provide for health and nutritional needs of children such as feeding programs and immunization;
- Enhance a safe and conducive learning environment for children;
- Implement ECDE policies and procedures at the ECDE Centre;
- Prepare learners’ portfolio; and
- Any other duties that may be assigned by the teacher in charge from time to time.

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this position, a candidate must:-

- Be a Kenyan citizen and a resident of Kirinyaga County;
- Minimum Diploma in Early Childhood Development and Education (ECDE) preferably examined by the Kenya National Examinations Council (KNEC) or its equivalent from a recognized institution;
- Be registered with the Teachers Service Commission (TSC) and provide the registration number;
- Knowledge in ICT will be an added advantage;
- Knowledge about the functions of the County Government of Kirinyaga with a focus on ECDEs;
- Be Knowledgeable about the new trends in Competency Based Curriculum(CBC);
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;

- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**24. YOUTH POLYTECHNIC INSTRUCTOR III (MOTOR VEHICLE MECHANIC) - JOB GROUP CPSB '11' ONE (1) POST**

**Job Ref: KCPSB/EDU/YPI/24/18/09/25**

**Terms of Service: Permanent & Pensionable**

**DUTIES AND RESPONSIBILITIES**

The instructors will report to the Principal of the Vocational Training Centre and be responsible for;

- Developing schemes of work, lesson plans and give lecture notes;
- Strict adherence to curriculum in instructing learners in the course/trade area;
- Preparing internal exams and carrying out continuous assessment;
- Supervising and assessing trainee(s) in the learning area;
- Preparing trainees for external exams by providing practical technical skills as required for effective competency acquisition;
- Carrying out examination and competency-based assessment;
- Ensuring learners participate in co-curricular activities;
- Maintaining tools and equipment;
- Perform any other duties as may be assigned from time to time.

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this position, a candidate must:-

- Be a Kenyan citizen;
- Minimum Diploma in the relevant technical area from a recognized institution;
- Have a Certificate in Pedagogy (Teaching Strategies);
- Relevant teaching experience of at least one (1) year will have an added advantage;
- Demonstrate professional competence in the technical area;
- Knowledge in ICT will be an added advantage;
- Be registered by Technical and Vocational Education and Training Authority (TVETA) as a trainer.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

**25. REVENUE CLERKS - JOB GROUP CPSB '12' SEVEN (7) POSTS**

**Job Ref: KCPSB/FIN/RC/25/18/09/25**

**Terms of Service: Permanent & Pensionable**

**DUTIES AND RESPONSIBILITIES**

- To collect and issue receipts on various revenue sources as deployed or instructed.
- To bank the total daily cash collected in the county in the specified bank account.
- To ensure that the cash banked has corresponding receipt issued and entered in control sheets by the supervisor.
- To keep personal record on daily collections and banking details.
- To maximize revenue collections by surpassing the set targets.
- To account for all revenue collection automated gadgets.
- To ensure that only genuine and authorized county issued receipts and documents are in use in all revenue collection related activities.

**REQUIREMENTS FOR APPOINTMENT**

- Certificate in Business Administration/Management/IT or any relevant or equivalent from a recognized institution in Kenya
- KCSE Certificate C-
- Computer proficiency is an added advantage.
- Certificate of good conduct.
- Diploma in Business related course will be an added advantage.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.



### **How to Apply**

Applicants should submit their applications together with copies of their detailed

- Curriculum Vitae,
- Academic and Professional certificates,
- Testimonials,
- PIN Certificate,
- National Identity Card or Passport and
- Any other supporting documents.

### **The Secretary**

**County Public Service Board**

**P O Box 260 - 10304**

### **KUTUS**

Prospective candidates are encouraged to apply online using the County Public Service Board website: **[cpsb.kirinyaga.go.ke](http://cpsb.kirinyaga.go.ke)** on or before **MIDNIGHT OF FRIDAY 3<sup>RD</sup> OCTOBER 2025.**

### **NB: HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED**

Successful candidates shall be required to provide clearances and attach copies or evidence thereof of the updated documents below.

- Kenya Revenue Authority
- Ethics and Anti-corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their applications.

### **NOTE**

Women and persons living with disabilities who meet the specified requirements are encouraged to apply.

Salary and benefits attached to these posts are as per the guidelines by Salaries and Remuneration Commission (SRC).

**The Kirinyaga County Government is an equal opportunity employer.**