



## **COUNTY GOVERNMENT OF KERICHO**

### **COUNTY PUBLIC SERVICE BOARD**

#### **INTERNAL ADVERTISEMENT**

**DATED: 25<sup>TH</sup> MAY, 2023**

Kericho County Public Service Board wishes to make an internal advertisement for the following positions in the Department of Health Services, pursuant to Article 176 of the Constitution of Kenya and County Government's Act No.17 of 2012.

#### **MEDICAL SERVICES**

#### **1. KCPSB/2023/98: CHIEF MEDICAL SPECIALIST, JOB GROUP 'S' (1 POST)**

##### **a) Duties and Responsibilities**

Duties and responsibilities at this level entail:

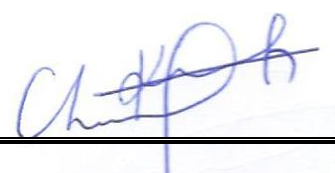
- i. Developing and coordinating implementation of health standards, guidelines and protocols;
- ii. Undertaking specialized diagnosis, care, treatment and rehabilitation of patients;
- iii. Assessing employee's fitness for continuation of work, age assessment and medical practice among others;
- iv. Planning and managing National healthcare programs at the implementation level directed towards the improvement of health services in the County;

- v. Developing intervention activities or programs for training of health staff in field of community health and health Management;
- vi. Promoting international health relations;
- vii. Monitoring and evaluating health projects and programmes;
- viii. Providing guidance, training and development of professional staff in clinical practice specialty;
- ix. Coordinating outreach activities and services;
- x. Designing and undertaking research;
- xi. Coordinating health research;
- xii. Analyzing, utilizing and disseminating research findings in planning activities to improve service delivery;
- xiii. Initiating development of an appropriate health Information system
- xiv. Coordinating provision of quality health care and adherence to health standards;
- xv. Providing specifications for procurement of health supplies and commodities;
- xvi. Coordinating training and development and performance management.

#### **b) Requirements for appointment**

For appointment into this position, an officer must have:

- i. Served as Senior Medical Specialist for a minimum period of three (3) years.
- ii. Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- iii. Master's degree in any of the following fields: Medicine, Anaesthesia, Cardiothoracic Surgery, Dermatology, Ear Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Micro-biology, Neuron Surgery, Obstetrics, Gynaecology, Occupational Medicine, Ophthalmology, Orthopaedic Surgery, Paediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health,



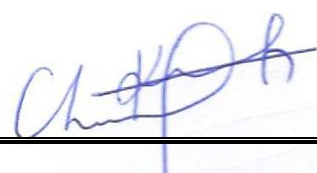
Radiology, Health System Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.

- iv. Certificate of registration by the Medical Practitioners and Dentists Board;
- v. Valid practicing license from the Medical Practitioners and Dentists Board;
- vi. Certificate in Strategic Leadership Development Program or its equivalent lasting not less than Six (6) weeks from a recognized institution;
- vii. Certificate in Computer application skills from a recognized institution, and
- viii. Demonstrated Professional competence and managerial capability as reflected in work performance and results.

## **2. KCPSB/2023/99: SENIOR MEDICAL SPECIALIST J/G 'R' (11 POSTS)**

### **a) Duties and Responsibilities**

- i. Performing complex and advanced clinical patient management in area of specialization including: Internal Medicine, Obstetrics and Gynecology, General Surgery, ENT Surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health, or other specialties recognized by the Board;
- ii. Coordinating training, coaching and mentoring of Health Personnel;
- iii. Managing Health Stores including essential medicines and/or plant and equipment;
- iv. Managing larger facilities/Hospitals;
- v. Developing intervention activities or programs for the management of disease and conditions;
- vi. Developing medical Standard Operating Procedures (SOPs) and protocols;




- vii. Developing training curricular and Syllabi in collaboration with training Institutions;
- viii. Coordinating emergency response and clinical care;
- ix. Coordinating Health projects and programmes;
- x. Managing Health Information Systems;
- xi. Carrying out Health Surveys and research; and
- xii. Monitoring the provision of forensic and Medico-legal services.

## **b) Requirements for appointment**

For appointment to this grade, an officer must have:

- (i) Served as a Medical Specialist I for minimum period of three (3) years;
- (ii) Bachelor of medicine and Bachelor of Surgery(M.B.CH.B) degree from an Institution recognized by Medical Practitioners and Dentists Board;
- (iii) Masters degree in any of the following fields: medicine, Anesthesia, Cardiothoracic surgery; Dermatology, Ear, Nose and throat Otorhinolaryngology, family medicine, general surgery, Geriatrics, Internal medicine, Microbiology, Neurosurgery, Obstetrics and Gynaecology, occupational medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Radiology, Health Systems Management, Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy. Public Health microbiology and Emerging infectious Disease, Biostatics or equivalent qualification from an institution recognized by the Medical practitioners and Dentists Board.
- (iv) Certificate of Registration by the Medical Practitioners and Dentists Board;
- (v) Valid practicing license from Medical Practitioners and Dentist Board;
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized Institution;
- (vii) Certificate in Computer application skills from a recognized institution; and



- (viii) Demonstrated professional competence and managerial capability as reflected in work performance and results.

### **3. KCPSB/2023/100: MEDICAL SPECIALIST II, J/G 'P' (16 POSTS)**

#### **a) Duties and responsibilities**

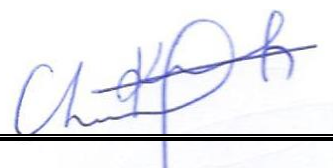
Duties and responsibilities at this level will entail:

- i. Reviewing patient and instructing in writing all the recommendations;
- ii. undertaking: First –on-Call” duties including clerking, investigating and managing patients;
- iii. Conducting weekly clinic and theatre days;
- iv. Managing health facilities at various tiers in communities;
- v. Responding to intern calls;
- vi. Training, supervising and mentoring Medical Officers(intern) and other students;
- vii. Performing emergency surgeries;
- viii. Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems;
- ix. Undertaking medical examinations and preparing Medical Board proceedings;
- x. Carrying out community diagnosis, care and treatment;
- xi. Ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider;
- xii. Conducting disease surveillance, prevention and control;
- xiii. Carrying out health education and promotion; and
- xiv. Preparing medical reports.

#### **b) Requirements for appointment**

For appointment to this grade an officer must have:

- i. Served as Senior Medical Officer for a period of three (3) years;
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.CH.B) degree from an Institution recognized by the Medical Practitioners and Dentist Board;
- iii. Registration certificate by the Medical Practitioners and Dentists Board;



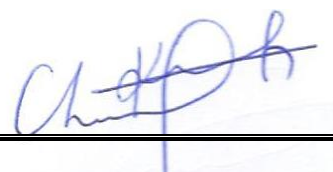
- iv. Valid practicing license from Medical Practitioners and Dentists Board;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Shown Merit and ability as reflected in work performance and results.

## **DENTAL SERVICES**

### **4.KCPSB/2023/101: SENIOR DENTAL SPECIALIST, JOB GROUP 'R' (6 POSTS)**

#### **a) Duties and Responsibilities**

- i. Providing clinical services in any of the following areas of specialty: Paediatric, Dentistry, Periodontology, Maxillofacial Surgery, Prosthodontics, oral Medicine/Oral pathology, Orthodontics, Moral and Maxillofacial Radiology, Community and Preventative Dentistry, biomaterials;
- ii. Interpreting dental health guidelines, strategies, implementing programs;
- iii. Providing consultancy services in dental health in health facilities;
- iv. Identifying areas of research and carrying out research in dental health;
- v. Providing guidance, training and coaching of dental staff and other health workers, initiating development of dental health information system;
- vi. Coordinating submission of dental reports, ensuring hospital units are functioning;
- vii. Managing staff performance reports in dental health services.



**b) Requirements for Appointment**


- i. Served as a Dental Specialist II for a minimum period of three (3) years;
- ii. Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board
- iii. Masters of Dental Surgery in any of the following disciplines: paediatric Dentistry, periodontology, Oral and Maxillofacial Surgery, prosthodontics, Dental biomaterials ,Oral medicine and Oral pathology, Dental Anesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implant Ology, Orthodontics, Aesthetic Dentistry, Oral And Maxillofacial Dental Radiology and Community Dentistry or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentist Board;
- iv. Certificate of registration by the Medical Practitioners and Dentists Board;
- v. Valid practicing license from Medical Practitioners and Dentists Board;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in Computer Application Skills from a recognized institution;
- viii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution; and
- ix. Shown merit and ability as reflected in work performance and results.

**5. KCPSB/2023/102: DENTAL SPECIALIST II, JOB GROUP 'P' (2 POSTS)**

**a) Duties and responsibilities**

Duties and responsibilities at this level will entail:

- i. Managing dental conditions in dental unit or health facility including: diagnosing, investigating, treating, and patient documentation;
- ii. Performing specific dental care procedures;

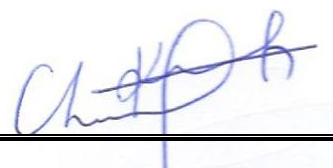


- iii. Restorative, prosthodontics, pedodontics, orthodontics, minor oral-facial surgeries;
- iv. Providing formal and informal training and Supervising other health workers;
- v. Maintaining an up-to-date dental health information system; and
- vi. Organizing community sensitization and outreach programs on dental health care; and
- vii. Disseminating information for health planning.

**b) Requirements for appointment**

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

- i. Served in the grade of Senior Dental Officer for a minimum period of three (3) years;
- ii. Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by the Medical Practitioners and dentists Board;
- iii. Certificate of Registration by the Medical Practitioners and Dentists Board;
- iv. Valid practicing license from Medical Practitioners and Dentists Board;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in Computer application skills from a recognized institution; and
- vii. Shown ability and demonstrated merit as reflected in work performance and results.





## PHARMACY SERVICES

### 6. KCPSB/2023/103: PHARMACEUTICAL SPECIALIST I, JOB GROUP 'Q' (2 POSTS)

#### a) Duties and responsibilities


Duties and responsibilities at this level will entail:

- (i) Coordinating pharmaceutical services in a health facility;
- (ii) Coordinating medicine and therapeutics committee activities in a health facility;
- (iii) Developing and reviewing Standard Operating procedures for all pharmaceutical services in the facility;
- (iv) Conducting research on medicine utilization;
- (v) Providing continuous professional development education to pharmacists;
- (vi) Evaluating appropriateness of donated medical supplies;
- (vii) Maintaining pharmaceutical inventories;
- (viii) Participating in facility management committees;
- (ix) Providing medical information in preparation of patient drug management therapies;
- (x) Coordinating preparation of annual work plans and ensuring they are adhered to; and
- (xi) Coordinating capacity building and deployment of dental personnel.

#### b) Requirements for appointments

For appointment to this grade, an officer must have:

- i. Served in the grade of Pharmaceutical Specialist II for a minimum period of three (3) years;
- ii. Bachelor of Pharmacy (B Pharm) degree from an institution recognized by the Pharmacy and Poisons Board;




- iii. Master's degree in any of the following: Pharmaceutical policy analysis and formulation, Pharmacognosy and Complementary Medicine, toxicology, Clinical Pharmacy, Pharmacovigilance and Pharmaco-Epidemiology, Psychotropic substances control, Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis, Tropical and Infectious Diseases, Medicinal and Pharmaceutical Chemistry, industrial Pharmacy, Health System Management, Pharmaceutical Care, Health Informatics, Health Economics, Epidemiology, Biostatistics, Medical statistics, Drug Design and Development, Clinical Trials, Quality Assurance, Radio Pharmacy, Public Health, Microbiology, or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board;
- iv. Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board;
- v. Valid practicing license from Pharmacy and Poisons Board;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than four (4) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized Institution and
- viii. Demonstrated professional competence and managerial capacity as reflected in work performance and results.

## **7. KCPSB/2023/104: PHARMACEUTICAL SPECIALIST II J/G 'P' (4 POSTS)**

### **a) Duties and Responsibilities**

- i. Supplies Selecting, quantifying, procuring and warehousing of medical Supplies;
- ii. Monitoring effective storage of specialized medical supplies requiring cold storage;
- iii. Making entries into the relevant inventory management records and registers;
- iv. Participating in wards round to monitor medicine use;
- v. Interactions and adverse drug reactions;




- vi. Carrying out continuing medical use of education for Health workers in general;
- vii. Conducting Health Education on appropriate use Medicines to patients;
- viii. Participating multidisciplinary clinical team activities of patients car;
- ix. Reporting adverse drug reactions and poor-quality Medicines;
- x. Timely preparations of relevant monthly reports and submission of relevant Offices;
- xi. Training and mentoring of interns and students attached to the facility;
- xii. Keeping safe custody and maintenance of up-to-date narcotic and psychotropic substances records;
- xiii. Running of poison information centres;
- xiv. Disseminating and providing new drug information to Health workers and the general public;
- xv. Supervising Pharmaceutical Services at lower-level Health facilities.

#### **b) Requirements for appointment**

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

- i. Served in the grade of Senior Pharmacist for a minimum period of two (2) years;
- ii. Bachelor of Pharmacy (B Pharm) degree from an institution recognized by the Pharmacy and Poisons Board;
- iii. Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board;
- iv. Valid Practicing license from Pharmacy and Poisons Board;
- v. Certificate in Senior Management Course lasting not less than Four (4) weeks from a recognized Institution;
- vi. Certificate in Computer Application Skills from a recognized Institution;
- vii. Shown Merit and ability as reflected in work performance and results.



## **8. KCPSB/2023/105: SENIOR PRINCIPAL PHARMACEUTICAL TECHNOLOGIST, JOB GROUP,'P' (1 POSTS)**

### **(a) Duties and Responsibilities**


An officer at this level will be responsible for managing and coordinating pharmaceutical services in a relevant area of specialization or health institution. Specific duties and responsibilities will include:

- i. Participating in formulation and review of pharmaceutical policies, standards, guidelines, projects and programmes;
- ii. Ensuring manufactured products conform to the pharmacopeia specifications for quality assurance;
- iii. Conveying decisions of drug/medicine and therapeutic committees and ensuring their implementation;
- iv. Ensuring implementation of training programmes for Continuous Professional Development (CPD) for staff and other stakeholders;
- v. Maintaining up-to date records/information pertaining to drug/medicine transactions;
- vi. Coordinating preparation and submission of drug consumption reports;
- vii. Advising on procurement specification for drugs/medicines;
- viii. Ensuring implementation of performance contracts for Pharmaceutical Technologist;
- ix. Planning and budgeting for the unit;
- x. Managing performance and capacity building for the unit; and
- xi. Supervising, coaching and mentoring staff.

### **(b) Requirement for Appointment**

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

- i. Served in the grade of Principal Pharmaceutical Technologist for at least three (3) years;




- ii. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- iii. Higher Diploma in any of the following fields: Pharmacy, Clinical Pharmacy; Analytical Chemistry; Formulation; Herbal Medicine; Microbiology; Biochemistry, Toxicology or any other health related Science from recognized institution;
- iv. Certificate of enrolment as Pharmaceutical Technologist awarded by the pharmacy and Poison Board (PPB);
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

#### **9. KCPSB/2023/106: PRINCIPAL PHARMACETICAL TECHNOLOGIST, JOB GROUP 'N' (6 POSTS)**

##### **a) Duties and Responsibilities**

- i. Quantifying drugs/medicines as per requirements;
- ii. Assessing drugs requirements based on disease patterns and emergency outbreaks;
- iii. Ensuring manufactured products conform to the pharmacopeia specifications for quality assurance;
- iv. Ensuring implementation of decisions of drug/medicine and therapeutic committees;
- v. Coordinating development and implementation of training programmes for Continuous Professional Development (CPD) for staff and other stakeholders;
- vi. Supervising and assessing students/interns;
- vii. Maintaining up to date records pertaining to drug/medicine transactions;
- viii. Preparing drug consumption reports;
- ix. Coordinating setting of targets, preparing work plans and budgets;
- x. Coaching and mentoring staff.



## **b) Requirements for Appointment**

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


- i. Served in the grade of Chief Pharmaceutical Technologist for at least three (3) years;
- ii. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- iii. Certificate of Enrolment as Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- iv. Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in computer application skills from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

## **10. KCPSB/2023/:107-CHIEF PHARMACEUTICAL TECHNOLOGIST 'M'** **(1) POSTS**

### **a) Duties and responsibilities**

Duties and responsibilities at this level will entail: -

- i. Preparing and executing plans to ensure efficient running of a health facility;
- ii. Preparing and submitting reports on drug/medicine;
- iii. Providing health education to patients and other health personnel;
- iv. Promoting rational drug/medicine use;
- v. Developing and evaluating training programmes and preparing reports;
- vi. Supervising and assessing students/interns;
- vii. Maintaining books/register of drugs/medicine in a health facility;
- viii. Stock taking of drugs/medicine, and non-pharmaceuticals;
- ix. Providing health education to patients on drug/medicine use; and
- x. Participating in ward rounds and advising on drug/medicine issues.



## **b) Requirements for appointment**

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

- i. Served in the grade of Senior Pharmaceutical Technologist for at least three (3) years;
- ii. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- iii. Certificate of enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- iv. Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

## **11. KCPSB/2023/108: SENIOR PHARMACEUTICAL TECHNOLOGIST, JOB GROUP 'L' (1) POSTS**

### **a) Duties and Responsibilities**

- i. Receiving, interpreting, and processing of prescriptions;
- ii. Assessing and supervising interns and students on attachment;
- iii. Evaluating training programmes and preparing reports;
- iv. Providing health education to patients on drug use;
- v. Promoting rational drug/medicine use;
- vi. Sampling and reporting findings for submitted specimens for quality control purposes;
- vii. Receiving complaints and reporting adverse drug reaction;
- viii. Receiving and reporting poor quality medicine;
- ix. Guiding and counselling staff working under the officer.



## **b) Requirements for Appointment**

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

- i. Served in the grade of Pharmaceutical Technologist I for at least three (3) years;
- ii. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- iii. Certificate of Enrolment as Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- iv. Certificate in computer application skills from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results.

## **12.KCPSB/2023/109: PHARMACEUTICAL TECHNOLOGIST I, JOB GROUP 'K' (8 POSTS)**


### **a) Duties and Responsibilities**

- i. Receiving, interpreting and processing of prescriptions;
- ii. Promoting rational drug/medicines use;
- iii. Acquiring of drugs /medicines for the health facility;
- iv. Preparing and submitting reports;
- v. Providing health education on rational use of drugs/medicines;
- vi. Receiving complaints and reporting adverse drug reaction;
- vii. Receiving and reporting poor quality medicine.

## **b) Requirements for Appointment**

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

- i. Served in the grade of Pharmaceutical Technologist II for at least three (3) years;






- ii. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- iii. Certificate of Enrolment as Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- iv. Certificate in computer application skills from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results.

## **CLINICAL SERVICES**

### **13. KCPSB/2023/110: PRINCIPAL CLINICAL OFFICER JOB GROUP 'N' (3 POSTS)**

#### **a) Duties and Responsibilities**

- i. Implementing Clinical programmes; procedures, guidelines and standards quality assurance;
- ii. Providing clinical and family health care in health institutions and communities through history taking, examining, investigating, diagnosing, treating and managing diseases/conditions;
- iii. Implementing medico-legal standards and guidelines;
- iv. Undertaking disease surveillance, control and management;
- v. Undertaking research on critical health issues and emerging trends;
- vi. Providing clinical outreach and school health services;
- vii. Monitoring patients, making appropriate referrals and providing necessary guidance and counseling;
- viii. Providing specialized services including Ear, Nose and Throat/ Audiology, Ophthalmology/Cataract, Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner and Forensic Medicine, Medical Education, Health Economics and Policy,



Health systems management, Psychology, Family and Community Health Services, and;

- ix. Providing emergency clinical care during disasters.

#### **b) Requirements for Appointment**


For appointment to this grade, an officer must have:

- i. Served in the grade of Chief Clinical Officer for a minimum period of three (3) years;
- ii. Bachelor's degree in Clinical Medicine from a Recognized institution;
- iii. Certificate in Senior Management Course not less than four (4) weeks from a recognized institution;
- iv. Certificate of Registration from the Clinical Officers' Council;
- v. Certificate in Computer Application Skills from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

### **14. KCPSB/2023/111: CHIEF CLINICAL OFFICER JOB GROUP 'M' (5 POSTS)**

#### **a) Duties and Responsibilities**

- i. Providing clinical services in a health facility;
- ii. Conducting ward rounds, reviewing and making appropriate referrals;
- iii. Carrying out surgical procedures as per training and skill;
- iv. Offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and skin, Dermatology and Venereology;
- v. Collecting data and compiling clinical reports;
- vi. Implementing community health care activities in liaison with other health workers;
- vii. Guiding and counselling patients' clients and staff on health issues;
- viii. Sensitizing patients and clients on preventive and promotive health;



- ix. Providing clinical outreach and school health services;
- x. Assessing, preparing and presenting medico-legal reports;
- xi. Organizing health management teams and convening health management committee meetings;
- xii. Carrying out disease surveillance and recommending appropriate control measures; and,
- xiii. Coaching and mentoring staff and students on attachment.

#### **b) Requirements for Appointment**

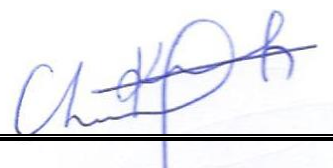
For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Clinical Officer for a minimum period of three (3) years;
- ii. Bachelors degree in Clinical Medicine from a recognized institution;
- iii. Certificate of Registration from the Clinical Officers' Council;
- iv. Certificate in Computer Application Skills from a recognized institution; and,
- v. Shown merit and ability as reflected in work performance and results.

### **15. KCPSB/2023/112: SENIOR CLINICAL OFFICER, JOB GROUP 'L' (2 POSTS)**

#### **a) Duties and Responsibilities**

- i. History taking, examining, diagnosing, treating and managing diseases and conditions in an outpatient or inpatient health facility;
- ii. Carrying out surgical procedures as per training and skills;
- iii. Guiding and counseling patients, clients and staff on health issues;
- iv. Assessing, preparing and presenting medico-legal reports;
- v. Organizing health management teams and convening health management committee meetings;
- vi. Conducting ward rounds, reviewing and making appropriate referrals;



- vii. Offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology;
- viii. Collecting data and compiling clinical reports;
- ix. Collecting and compiling data for research on clinical services; and
- x. Coaching and mentoring students and interns on attachment.

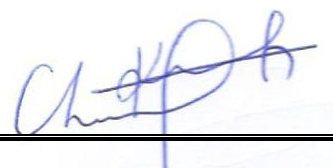
**b) Requirements for Appointment**

- i. Served in the grade of Clinical Officer for a minimum period of three (3) years;
- ii. Bachelors degree in Clinical Medicine from a recognized institution;
- iii. Certificate of Registration from the Clinical Officers' Council;
- iv. Certificate in Computer Application Skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

**16. KCPSB/2023/113: CHIEF REGISTERED CLINICAL OFFICER, JG 'M' (8 POSTS)**

**a) Duties and Responsibilities**

- i. Providing Clinical services in a health facility;
- ii. Conducting ward rounds;
- iii. Reviewing and making appropriate referrals;
- iv. Carrying out surgical procedures as per training and skill;
- v. Offering specialized Clinical services including Ear, Nose and Throat/Audiology, Orthopedic and trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, lungs and skin, Dermatology and Venereology;
- vi. Compiling and analysing clinical data;
- vii. Implementing community health care activities in liaison with other workers;
- viii. Guiding and Counseling patients, clients on staff on health issues;



- ix. Sensitizing patients and clients on preventive and promotive health;
- x. Providing Clinical outreach and school health services;
- xi. Assessing, preparing and presenting medico-legal reports;
- xii. Coaching and mentoring students on attachment;
- xiii. Organizing health management teams and convening health management committee meetings;
- xiv. Carrying out disease surveillance, and recommending appropriate control measures.

#### **b) Requirements for Appointment**


For appointment to this grade, an Officer must have:

- i. Served in the grade of Senior Registered Clinical Officer for a minimum period of three (3) years.
- ii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iii. Certificate in Management course lasting not less than Two (2) weeks from a recognized institution;
- iv. Certificate of Registration from Clinical Officers Council;
- v. Certificate in Computer Application skills from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

### **17. KCPSB/2023/114: SENIOR REGISTERED CLINICAL OFFICER, JG 'L' (11 POSTS)**

#### **a) Duties and Responsibilities**

- i. Implementing Community Health Care activities in liaison with other health workers;
- ii. History taking, examining, diagnosing, treating and managing disease and conditions in an outpatient or inpatient health facility;
- iii. Sensitizing patients and clients on preventive and promotive health;
- iv. Providing Clinical outreach and school health school health activities;
- v. Coaching and mentoring students on attachment;
- vi. Carrying out surgical procedures as per training skill;



- vii. Guiding and Counseling Patients, Clients and staff on Health issues;
- viii. Assessing, Preparing and presenting medico-reports;
- ix. Organizing health management teams and convening health management committee meetings;
- x. Conducting ward rounds, reviewing and making appropriate referrals;
- xi. Carrying out surgical procedures as per training and skill;
- xii. Offering specialized Clinical Services including Ear, Nose and Throat/Audiology, Orthopedic and trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, lungs and skin, Dermatology and Venereology;
- xiii. Collecting and compiling data.

#### **b) Requirements for Appointment**


For appointment to this grade, an Officer must have:

- i. Served in the grade of Registered Clinical Officer 1 for a minimum period of three (3) years;
- ii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iii. Certificate of Registration from Clinical Officers Council;
- iv. Certificate in Computer Application skills from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results.

### **18. KCPSB/2023/:115: REGISTERED CLINICAL OFFICER 1, JG 'K' (16 POSTS)**

#### **a) Duties and Responsibilities**

- i. History taking, examining, diagnosing, treating and managing disease and conditions in 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-reports;
- v. Organizing health management teams and convening health management committee meetings;



- vi. Implementing Community health care activities in liaison with other health workers;
- vii. Sensitizing patients and clients on preventive and promotive health.;
- viii. Carrying out minor surgical procedures as per training and skill;
- ix. Collecting and compiling Clinical data.

#### **b) Requirements for Appointment**

For appointment to this grade, an Officer must have:

- i. Served in the grade of Registered Clinical Officer 11 for a minimum period of three (3) years;
- ii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iii. Certificate of Registration from Clinical Officers Council;
- iv. Certificate in Computer Application skills from a recognized institution.

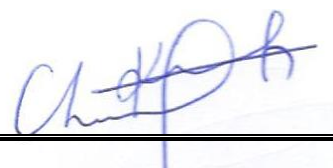
### **NURSING SERVICES**

#### **19. KCPSB/2023/116: ASSISTANT DIRECTOR NURSING SERVICES JOB GROUP 'P' (1 POST)**

##### **a) Duties and Responsibilities**

Duties and Responsibilities at this level will include:

- i. Coordinating development of policies, standards and guidelines in the provision of nursing services;
- ii. Ensuring application of the nursing process at the service delivery unit of specialization;
- iii. Carrying out comprehensive health needs assessment in the area of specialization;
- iv. Formulating interventions to address identified health needs;
- v. Monitoring and evaluating health care services in a health facility;
- vi. Coordinating implementation of nursing related projects and programmes;




- vii. Coordinating the provision of appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), Immunization and reproductive health;
- viii. Coordinating preparation of training plans/programmes for nurses at the service delivery department;
- ix. Providing quantification and specification for preparing reports;
- x. Advising Health/Hospital Management Team (HMT) on matters relating to Nursing Services;
- xi. Implementing continuing professional development programmes for nurses;
- xii. Preparing strategic/annual work plans in a health facility; and
- xiii. Coaching and mentoring staff.

#### **b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Served in the grade of Principal Nursing Officer for a minimum period of three (3) years;
- ii. Bachelors Degree in either Nursing or Midwifery from a recognized institution;
- iii. Masters Degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Pediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management and Leadership, Mental Health or Geriatric Nursing from a recognized institution;
- iv. Registration Certificate issued by the Nursing Council of Kenya;
- v. Valid Practicing license from the Nursing Council of Kenya;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;





- vii. Certificate in Computer application skills from a recognized institution; and
- viii. Demonstrated a high degree of professional competence and administrative capability.

## **20. KCPSB/2023/117: PRINCIPAL REGISTERED NURSE, JOB GROUP 'N' (11 POSTS)**

### **a) Duties and Responsibilities**

- i. Implementing application of nursing process at the health service delivery point;
- ii. Coordinating the provision of appropriate health care service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization, reproductive health;
- iii. Designing health education and counselling interventions for patients/clients and community on identified health needs;
- iv. Managing a service delivery department;
- v. Monitoring and evaluating health care at the health service delivery department;
- vi. Preparing training plans/programmes for nurses at the service delivery department;
- vii. Facilitating the referral of patients and clients appropriately;
- viii. Facilitating patients' admission and initiate discharge plans;
- ix. Keep up to date records of nursing staff;
- x. Facilitate availability of resources for keeping clinical environment tidy and safe;
- xi. Ensuring effective utilization and safety of assigned medical supplies and equipment;
- xii. Coordinating school health programmes, occupational health activities and home-based care services;
- xiii. Conducting clinical teaching and assessment of nursing staff and students;



- xiv. Conducting desk reviews on health reports and implementing recommendations related to nursing;
- xv. Analyzing data for research and compiling reports.

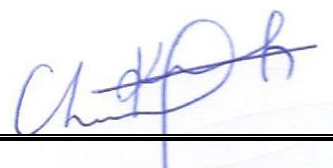
**b) Requirements for Appointment**

- i. Served in the grade of Chief Registered Nurse for a minimum period of three (3) years;
- ii. 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;
- iii. Registration Certificate issued by the Nursing Council of Kenya
- iv. Valid practising License from Nursing Council of Kenya;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from recognized institution;
- vi. Certificate in computer applications from a recognized institution;
- vii. Shown a high degree of professional competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programmes;
- viii. Shown merit and ability as reflected in work performance results.

**21. KCPSB/2023/118: CHIEF REGISTERED NURSE, JOB GROUP 'M' (25 POSTS)**

**a) Duties and Responsibilities**

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management

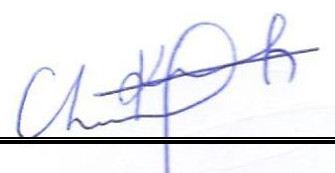


- of Adolescents and Adulthood Illnesses (IMAI), immunization and reproductive health;
- iii. Providing health education and counselling to patients/clients and community on identified health needs;
  - iv. Facilitating patients/clients referral appropriately;
  - v. Ensuring tidy and safe clinical environment;
  - vi. Conducting clinical teaching and assessment of nursing staff and students;
  - vii. Evaluating healthcare outcomes on patients/clients and preparing individualized reports;
  - viii. Conducting occupational health needs assessment and making appropriate recommendations;
  - ix. Managing a health service delivery section/units;
  - x. Ensuring effective utilization and safety of assigned medical supplies and equipment;
  - xi. Conducting desk reviews on health reports and implementing recommendations related to nursing;
  - xii. Caring for patients at health service delivery unit using the nursing process;
  - xiii. Monitoring healthcare outcomes at the service delivery unit and preparing reports;
  - xiv. Analyzing data for research and compiling reports.

**b) Requirements for Appointment**

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

- i. Served in the grade of Senior Registered Nurse for a minimum period of three (3) years;
- ii. 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;




- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practising License from the Nursing Council of Kenya;
- v. Certificate in computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

## **22. KCPSB/2023/119: SENIOR REGISTERED NURSE, JOB GROUP 'L' (33 POSTS)**

### **a) Duties and Responsibilities**

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization and reproductive health;
- iii. Providing health education and counselling to patients/clients and community on identified health needs;
- iv. Referring patients and clients appropriately;
- v. Facilitating patients' admission and initiating discharge plans;
- vi. Maintaining records on patients/clients health condition and care;
- vii. Ensuring tidy and safe clinical environment;
- viii. Conducting home visits;
- ix. Conducting nursing teaching and assessment of nursing staff and students;
- x. Evaluating healthcare outcomes on patients/clients and preparing individualized reports;
- xi. Conducting assessment of school health needs;
- xii. Planning, implementing interventions and preparing periodic reports;
- xiii. Conducting occupational health needs assessment and making appropriate recommendations;
- xiv. Managing a health service delivery unit;



- xv. Ensuring effective utilization and safety of assigned medical supplies and equipment;
- xvi. Implementing recommendations of research findings for improvement of nursing care.

#### **b) Requirements for Appointment**

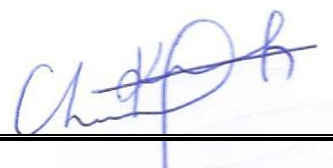
For appointment to this grade, an Officer must have: -

- i. Served in the grade of Registered Nurse I for a minimum period of three (3) years;
- ii. 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;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing License from the Nursing Council of Kenya;
- v. Certificate in computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

### **23. KCPSB/2023/120: REGISTERED NURSE I, JOB GROUP 'K' (12 POSTS)**

#### **a) Duties and Responsibilities**

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Diagnosing common health conditions;
- iii. Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization and reproductive health;
- iv. Providing health education and counselling to patients/clients and community on identified health needs;

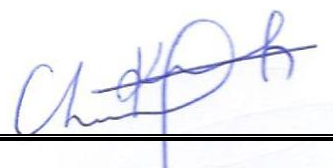


- v. Referring patients and clients appropriately;
- vi. Facilitating patients' admission and initiating discharge plans;
- vii. maintaining records on patients/clients health condition and care;
- viii. Ensuring tidy and safe clinical environment;
- ix. Collecting and collating data for research;
-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

**b) Requirements for Appointment**

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

- i. Served in the grade of registered nurse II for a minimum period of three (3) years;
- ii. 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;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing License from the nursing council of Kenya;
- v. Certificate in computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.



## **24. KCPSB/2023/121: SENIOR ENROLLED NURSE I, JOB GROUP 'L' (5 POSTS)**


### **a) Duties and responsibilities**

- (i) Assessing patients and clients and establishing health care needs;
- (ii) Planning and implementing nursing care interventions based on patient's/client's health needs;
- (iii) Providing health education and counselling on identified health and socio-economic needs to patients and clients;
- (iv) Referring patients and clients appropriately;
- (v) Facilitating patients' admission and discharge in a health facility;
- (vi) Ensuring a tidy and safe clinical environment;
- (vii) Ensuring safe custody of in-patients belongings;
- (viii) Maintaining records on patients/clients personal and health condition/care;
- (ix) Conducting assessment of school health needs;
- (x) Planning, implementing interventions and preparing periodic reports;
- (xi) Conducting occupational health needs assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports;
- (xii) Providing appropriate healthcare services including immunization, reproductive health;
- (xiii) Guiding and orienting staff, students and health personnel;
- (xiv) Carrying out health outreach activities.

### **b) Requirements for appointment**

For appointment to the grade, an officer must have; -

- (i) Served in the grade of Senior Enrolled Nurse II for a minimum period of three (3) years;
- (ii) Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife,

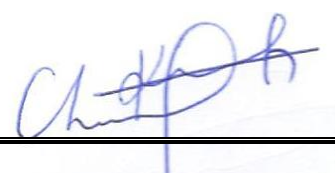


- Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;
- (iii) Enrollment certificate issued by the Nursing Council of Kenya;
  - (iv) Valid practising license from Nursing Council of Kenya;
  - (v) Certificate in computer application skills from a recognized institution;
  - (vi) Shown merit and ability as reflected in work performance and results.

## **25. KCPSB/2023/122: SENIOR ENROLLED NURSE II, JOB GROUP 'K' (9 POSTS)**

### **a) Duties and Responsibilities**

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing nursing care interventions based on patients'/clients' health needs;
- iii. Providing health education and counselling on identified health and socio-economic needs to patients and clients;
- iv. Referring patients and clients appropriately;
- v. Facilitating patients and discharge in a health facility;
- vi. Making appropriate discharge plan for patients;
- vii. Ensuring tidy and safe clinical environment;
- viii. Ensuring safe custody of in-patients belongings;
- ix. Maintaining records on patients/clients personal and health condition/care;
- x. Conducting assessment of school health needs;
- xi. Planning, implementing interventions and preparing periodic reports;
- xii. Conducting occupational health needs assessment;
- xiii. Providing appropriate healthcare services including immunization, reproductive health;
- xiv. Guiding and orienting staff and students;
- xv. Carrying out health outreach activities.





## **b) Requirements for Appointment**

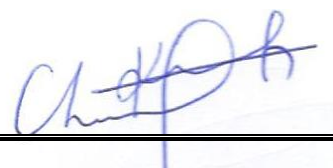
For appointment to this grade, an Officer must have: -

- i. Served in the grade of Enrolled Nurse I for a minimum period of three (3) years;
- ii. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;
- iii. Enrolment Certificate issued by the Nursing Council of Kenya;
- iv. Valid practising License from Nursing Council of Kenya;
- v. Certificate in computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance.

## **26. KCPSB/2023/123: ENROLLED NURSE I, JOB GROUP 'J' (11 POSTS)**

### **a) Duties and Responsibilities**

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing nursing care interventions based on patients'/clients' health needs;
- iii. Providing appropriate health care service, including immunization, prevention of Mother to Child Transmission of HIV (PMTCT), ante-natal care and delivery;
- iv. Providing health education and counselling on identified health and socio-economic needs to patients/clients;
- v. Referring patients and clients appropriately;
- vi. Facilitating patients admission and discharge in a health facility;
- vii. Ensuring tidy and safe clinical environment;
- viii. Ensuring safe custody of in-patients belongings;

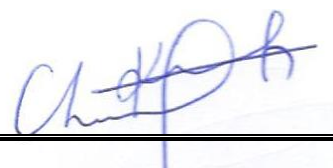


- ix. Maintaining records on patients/clients personal and health condition/care;
- x. Evaluating healthcare outcomes on patients/clients and preparing individualized reports;
- xi. Conducting assessment of school health needs;
- xii. Planning, implementing interventions and preparing periodic reports;
- xiii. Conducting occupational health needs assessment;
- xiv. Providing appropriate healthcare services including immunization, reproductive health;
- xv. Guiding and orienting staff and students;

**b) Requirements for Appointment**

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

- i. Served in the grade of Enrolled Nurse I for a minimum period of three (3) years;
- ii. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled midwife, Kenya Enrolled Psychiatric nurse or Enrolled Nurse/Midwife from a recognized training institution;
- iii. Enrolment certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing License from Nursing Council of Kenya;
- v. Certificate in computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance.



## **MEDICAL LABORATORY SERVICES**

### **27. KCPSB/2023/124: PRINCIPAL MEDICAL LABORATORY TECHNOLOGIST, JG 'N' (1 POST)**


#### **a) Duties and responsibilities**

- i. Implementing laboratory policies, guidelines, strategies and programs;
- ii. Recruiting, preparing and bleeding of blood donors for transfusion services;
- iii. Performing blood grouping;
- iv. Screening for blood transfusion transmissible infections;
- v. Issuing blood and blood products to health facilities as per request;
- vi. Coordinating the preparation of reagents, stains and examining specimens;
- vii. Carrying out operational laboratory research;
- viii. Preparing procurement plan for laboratory requirements;
- ix. Providing technical specifications for the procurement of medical laboratory reagents, stains, apparatus and equipment;
- x. Maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation;
- xi. Investigating disease outbreaks in liaison with other health care providers;
- xii. Archiving specimens of medical laboratory importance for reference;
- xiii. Processing the specimen according to Specific Standard Operating Procedures (SOP);
- xiv. Validating and calibrating laboratory equipment; and
- xv. Preparing periodical laboratory reports.

#### **b) Requirements for appointment**

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

- i. Served in the grade of Chief Medical Laboratory Technologist for a minimum period of three (3) years;




- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- iii. Registration certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologist Board;
- v. Certificate in Senior Management Course, lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution;
- vii. Demonstrated capability and efficiency in organizing work and discharging Medical laboratory functions.

**28. KCPSB/2023/125: CHIEF MEDICAL LABORATORY TECHNOLOGIST,  
JG 'M' (3 POSTS)**

**a) Duties and Responsibilities**

- i. Implementing laboratory policies, guidelines, strategies and programs;
- ii. Preparing media for culture and sensitivity testing;
- iii. Requisitioning of laboratory consumables and apparatus;
- iv. Investigating disease outbreaks in liaison with other health care providers;
- v. Archiving specimens of medical importance for reference;
- vi. Mentoring and coaching trainees on practical attachment;
- vii. Coordinating the preparation of reagents, stains, and examining specimens;
- viii. Verifying and approving and results;
- ix. Screening for blood transfusion transmissible infections;
- x. Preparing blood products;
- xi. Preparing operational research proposals;
- xii. Supervising the disinfection, washing and sterilization of apparatus;



- xiii. Maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation;
- xiv. Preparing laboratory periodical reports

**b) Requirements for appointment**


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

- i. Served in the grade of Senior Medical Laboratory Technologist for a minimum period of three (3) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- iii. Registration certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologist Board;
- v. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution;
- vii. Shown merit and ability as reflected in work performance and results.

**29. KCPSB/2023/126: SENIOR MEDICAL LABORATORY TECHNOLOGIST, JG 'L' (1 POST)**

**a) Duties and Responsibilities**

- i. Receiving and scrutinizing laboratory requisition forms and specimens;
- ii. Preparing clients for collection of specimens;
- iii. Receiving, collecting, labelling and registering specimens;
- iv. Disaggregating specimens for processing and analysis;
- v. Preparing reagents;
- vi. Supervising the disinfection, washing and sterilization of apparatus;




- vii. Maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation.
- viii. Preparing media for culture and sensitivity testing;
- ix. Examining specimens for quality;
- x. Writing and recording of laboratory findings and results;
- xi. Preparing stains;
- xii. Preparing blood products;
- xiii. Collecting and analyzing laboratory data;
- xiv. Processing the specimen according to Specific Standard Operating Procedures (SOP);
- xv. Mentoring and coaching trainees on practical attachment; and
- xvi. Preparing periodical reports.

#### **b) Requirements for appointment**

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

- i. Served in the grade of Medical Laboratory Technologist I for a minimum period of three (3) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iii. Registration certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologist Board;
- v. Certificate in computer application skills from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.



**30. KCPSB/2023/127: MEDICAL LABORATORY TECHNOLOGIST I, JG 'K'**  
**(17 POSTS)**


**a) Duties and responsibilities**

- i. Recruiting, preparing and bleeding of blood donors for transfusion services;
- ii. Performing blood grouping;
- iii. Storing blood products according to their requirements;
- iv. Screening for blood transfusion transmissible infections;
- v. Issuing blood and blood products to peripheral health facilities;
- vi. Preparing blood products;
- vii. Collecting and analyzing laboratory findings and resultant data;
- viii. Processing the specimen according to Specific Standard Operating Procedures (SOP);
- ix. Supervising the disinfection, washing and sterilization of apparatus;
- x. Mentoring and coaching trainees on practical attachment;
- xi. Receiving and scrutinizing laboratory requisition forms and specimens;
- xii. Preparing clients for collection of specimens for correctness;
- xiii. Receiving, collecting, labelling and registering specimens;
- xiv. Disaggregating specimens for processing and analysis;
- xv. Preparing reagents;
- xvi. Examining specimens for quality;
- xvii. Writing and recording of laboratory findings and results;
- xviii. Dispatching of laboratory results for use in clinical management;
- xix. Preparing stains and reagents.

**b) Requirements for appointment**

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

- i. Served in the grade of Medical Laboratory Technologist II for a minimum period of three (3) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).



- iii. Registration certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologist Board;
- v. Certificate in computer application skills from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

### **31.KCPSB/2023/128: MEDICAL LABORATORY TECHNICIAN I, JOB GROUP 'J' (3 POSTS)**


#### **a) Duties and responsibilities**

- i. Examining specimens;
- ii. Writing and recording of results;
- iii. Dispatching results for clinical management;
- iv. Mentoring and coaching trainees on practical attachment;
- v. Receiving and scrutinizing laboratory requisition forms/specimens;
- vi. Preparing clients for collection of specimens;
- vii. Receiving, collecting, labelling and registering specimens;
- viii. Disaggregating specimens for processing and analysis;
- ix. Performing routine diagnostic tests and analysis;
- x. Preparing reagents;
- xi. Applying quality control on working reagents to ensure conformity with the set standards;
- xii. Preparing analytical reports.

#### **b) Requirements for appointment**

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

- i. Served in the grade of Medical Laboratory Technician II for a minimum period of three (3) years;
- ii. Certificate in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);





- iii. Registration certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologist Board;
- v. Certificate in computer application skills from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

## **ENTOMOLOGICAL SERVICES**

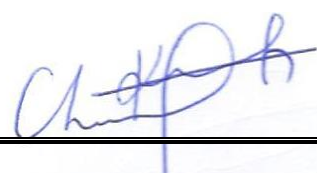
### **32. KCPSB/2023/129: MEDICAL ENTOMOLOGIST I, JOB GROUP 'M' (1 POST)**

#### **(a) Duties and responsibilities**

Duties and responsibilities involve planning and supervision of disease vectors and reservoirs, surveillance and control at the county level. In addition, the officer will be coordinating diseases vector and reservoir control activities.

Other duties and responsibilities will entail: -

- i. Develop plan of action for disease vectors and reservoirs surveillance and control;
- ii. Order, purchase and manage equipment, reagents and other materials for vectors and reservoir surveillance and control;
- iii. Coordinate officers in the County in disease vectors and reservoirs surveillance and control activities;
- iv. Supervise disease vectors and reservoirs control activities and interventions in targeted communities;
- v. Collate and compile quarterly County reports;



- vi. Plan with County Health Management Team on disease vectors and reservoir control;
- vii. Prepare county annual operation plans for disease vectors and reservoirs control activities;
- viii. Liaise with Sub County Medical Officer of Health for disease vector and reservoir control requirements for the sub counties.

**(b) Requirements for appointment**

- i. Bachelor of science degree in Zoology, Entomology, Parasitology or Microbiology from a recognized institution;
- ii. Must have served satisfactorily in the grade of Entomologist II for a minimum period of three (3) years.
- iii. Must have demonstrated professional competence, ability and initiative in work performance.

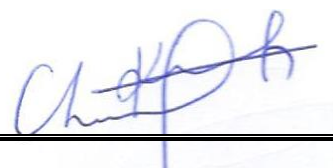
**IMAGING SERVICES**

**33. KCPSB/2023/130: RADIOGRAPHER I, JOB GROUP 'K' (4 POSTS)**

**a) Duties and responsibilities**

Work at this level will involve: -

- i. Providing Medical Imaging Services at a Sub County or County Hospital;
- ii. Processing, verifying and maintaining information related to patients;
- iii. Providing care and counselling and patients and their relatives before, during and after examination;
- iv. Safeguarding and providing basic maintenance and safety of medical imaging equipments in the hospital;
- v. Establishing and maintaining Quality Assurance Programmes in the department;



- vi. Co-ordinating procurement and safe storage of departmental supplies of radiographic materials; and
- vii. Preparing reports on radiography activities.

**b) Requirements for appointment**

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


- i. Served in the grade of Radiographer II, or in a comparable and relevant position in the public service for at least three (3) years; and
- ii. Shown merit and ability as reflected in work performance and results

**NUTRITION SERVICES**

**34. KCPSB/2023/131: SENIOR NUTRITION AND DIETETICS TECHNOLOGIST, JOB GROUP 'L' (1 POST)**

**a) Duties and Responsibilities**

- i. Providing outpatient and inpatient nutrition care;
- ii. Providing therapeutic nutrition support in disease management in health care facilities;
- iii. Providing nutrition care for pre-term babies;
- iv. Supervising implementation of baby friendly hospital initiatives;
- v. Supervising provision of therapeutic feeds;
- vi. Conducting nutrition assessments;
- vii. Undertaking ward rounds and supervising administration of inpatient feedings;
- viii. Counseling patients with specific nutritional needs;
- ix. Conducting nutrition health education and demonstrations;
- x. Assessing and reviewing nutrition of referral cases;
- xi. Preparing hospital menus and patient feeding protocol;
- xii. Implementing nutrition projects;
- xiii. Analyzing nutrition data;
- xiv. Preparing monthly reports for the station or facility;



- xv. Formulating therapeutic diets for outpatients and in-patients; and
- xvi. Facilitating nutrition in health and inter-sectoral teams.

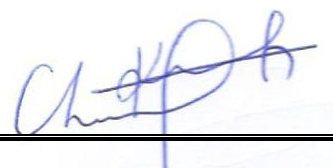
**b) Requirements for Appointment**

- i. Served in the grade of Nutrition and Dietetics Technologist for a minimum period of three (3) years;
- ii. Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- iii. Certificate in Computer Application Skills from a recognized institution;
- iv. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND); and
- v. Shown merit and ability as reflected in work performance and results.

**35. KCPSB/2023/132: NUTRITION AND DIETETICS TECHNOLOGIST I, JOB GROUP 'K' (1 POST)**

**a) Duties and Responsibilities**

- i. Providing nutrition services in health care facilities;
- ii. Conducting nutrition assessments;
- iii. Undertaking ward rounds and supervising administration of inpatient feeding;
- iv. Collating and analyzing nutrition data;
- v. Counselling patients with specific nutritional needs;
- vi. Implementing and monitoring outpatient and inpatient supplementary and therapeutic feeding programmes;
- vii. Promoting maternal infants and young children feeding programmes;
- viii. Conducting nutritional health education and demonstrations;
- ix. Disseminating nutrition and dietetic information, education and communication materials;
- x. Facilitating district health and nutrition steering groups;
- xi. Supervising and implementing baby friendly hospital initiatives;
- xii. Assessing and reviewing nutrition of referral cases;



- xiii. Overseeing the nutrition management of patient in health care facilities;  
and
- xiv. Preparing monthly nutrition reports in health care facilities.

**b) Requirements for Appointment**

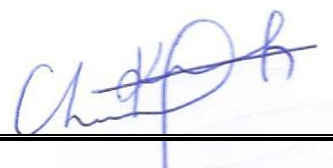
- i. Served in the grade of Nutrition and Dietetics Technologist II for a minimum period of three (3) years;
- ii. Diploma in Community Nutrition Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- iii. Certificate in computer Application Skills from a recognized institution;
- iv. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND); and
- v. Shown merit and ability as reflected in work performance and results.

**PHYSIOTHERAPY SERVICES**

**36. KCPSB/2023/133: PRINCIPAL ASSISTANT PHYSIOTHERAPIST, JOB GROUP 'N' (2 POSTS)**

**a) Duties and Responsibilities**

- i. Treating and rehabilitating patients/clients using Physiotherapy interventions i.e. Electrotherapy, Manipulative Therapy/Technology, exercise therapy among others in clinical areas and the community.
- ii. Planning and organizing group Physiotherapy treatments/ sessions for patients and clients;
- iii. Evaluating treatment outcomes for review, placement, referral or discharge;
- iv. Carrying out physical disability assessments for categorization, registration and other support;
- v. Providing health promotions and education to patients/clients on neuro musculoskeletal disorders and health living to prevent non-communicable diseases;
- vi. Maintaining information and records relating to patients;



- vii. Inducting students on practical training on Physiotherapy therapy services;
- viii. Requisitioning and ensuring availability and proper utilization of Physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospitals;
- ix. Maintaining equipment and inventory;
- x. Analyzing data and preparing reports;
- xi. Coaching and mentoring of staff.

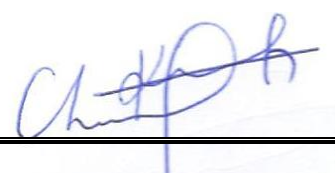
**b) Requirements for Appointment**

- i. Served in the grade of Chief Assistant Physiotherapist for a minimum period of three (3) years;
- ii. Diploma in Physiotherapy from a recognized institution;
- iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- v. Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
- vi. Certificate in any computer application skills; and
- vii. Shown merit and ability as reflected in work performance and results.

**37. KCPSB/2023/134: ASSISTANT PHYSIOTHERAPIST I, JOB GROUP, 'K' (3 POSTS)**

**(a) Duties and responsibilities**

- i. Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution;
- ii. Carrying out physical disability assessments for categorization, registration and other support;
- iii. Verifying and maintaining information and records relating to patients;



- iv. Ensuring availability of Physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital;
- v. Carrying out home visits and follow up on patients progress;
- vi. Sensitizing the community on Physiotherapy issues;
- vii. Maintaining patients/clients progress reports;
- viii. Collecting data for operational research; and
- ix. Preparing periodic reports.

**(b) Requirements for appointment**

- i. Served in the grade of Assistant Physiotherapist II for a minimum period of three (3) years;
- ii. Diploma in Physiotherapy from a recognized institution;
- iii. Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- iv. Current certificate of practice from Physiotherapy Council of Kenya (PCK);
- v. Certificate in any computer application skills; and
- vi. Shown merit and ability as reflected in work performance and results.

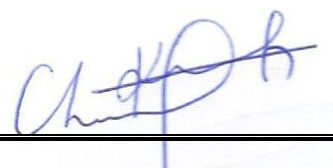
**ORTHOPAEDIC TRAUMA TECHNICIANS**

**38. KCPSB/2023/135: SENIOR ORTHOPEDIC TRAUMA TECHNOLOGIST, JOB GROUP 'L' (2 POSTS)**

**a) Duties and Responsibilities**

Duties and responsibilities at this level entail;

- i. Interpreting radiological images of orthopedic and trauma cases;
- ii. Manipulating and reducing fractures and dislocations;
- iii. Fixing and removing casts, bandages and tractions to and from patients;
- iv. Counseling patients/clients on issues regarding orthopedic trauma;
- v. Correcting congenital talipes Equino-virus(C.T.EV.);
- vi. Documenting orthopedic and trauma cases;



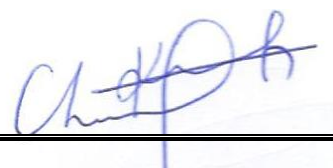
- vii. Asseing and offering patients with muscular- skeletal conditions;
- viii. Participating in the management of minor orthopedic and trauma cases in emergencies and accidents;
- ix. Carrying out minor orthopedic operative techniques involving insertion and removal of Steinman's Pins and skull calipers;
- x. Removing external fixators and carrying out research on orthopedic and trauma techniques and trends.

Further duties and responsibilities will entail carrying out community outreach to identify orthopedic and trauma deformities in liaison with other health workers stakeholders; sanitizing and crating awareness on orthopedic trauma conditions to communities; providing orthopedics surgical operations; cleaning and treating simple wounds resulting from orthopedic trauma; preparing orthopedic and trauma cases summaries and making follow-up of orthopedic and trauma cases in the wards and out-patient clinics

#### **b) Requirements for Appointment**

For appointment to this grade, an Officer must have-

- i. Served in the grade of Orthopedic Trauma Technologist I for a minimum period of three (3) Years;
- ii. Diploma in Orthopedic Plaster Technology from a recognized institution;
- iii. Certificate in Computer application skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.





**39. KCPSB/2023/136: SENIOR ORTHOPAEDIC TRAUMA TECHNICIAN,  
JOB GROUP 'K' (2 POSTS)**

**a) Duties and Responsibilities**

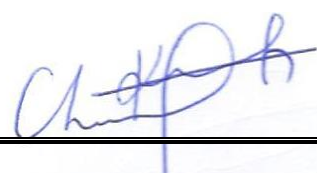
Duties and responsibilities at this level entail;

- i. Interpreting radiological images of orthopedic and trauma cases;
- ii. coaching, mentoring and providing on job training to staff working under them;
- iii. Carrying out minor orthopedic operative techniques involving insertion and removal of Steinman's pins and skull calipers;
- iv. Removing external fixators; manipulating and reducing fracture and dislocations;
- v. Fixing and removing casts, bandages and tractions to and from patients;
- vi. Correcting Congenital Talipes Equino- Varus (C.T. E. V.);
- vii. Participating in the management of minor awareness orthopedic trauma conditions to the communities;
- viii. Counseling patients / clients on issues regarding orthopedic trauma;
- ix. Participating in curriculum development for orthopedic trauma personnel in liaison with other stakeholders; and
- x. Supervising work and staff under the officer in the area of deployment

**b) Requirements for Appointment**

For appointment to this grade an Officer must have; -

- i. Served in the grade of Orthopedic Trauma Technician I for a minimum period of three (3) years;
- ii. Certificate in either Orthopedic plaster and Tractions Technology or Orthopedic Plaster Technology from a recognized institution.
- iii. Certificate in Non-Operative Management of Fractures and Congenial Equino-Varus (CTEV), Course lasting not less than two (2) weeks from a recognized institution;



- iv. Certificate in supervisory skills course lasting not less than two (2) weeks from recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

## **OCCUPATIONAL THERAPY SERVICES**

### **40. KCPSB/2023/137: PRINCIPAL ASSISTANT OCCUPATIONAL THERAPIST, JOB GROUP 'N (1 POST)**

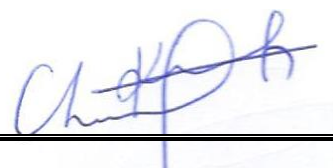
#### **a) Duties and Responsibilities**

- i. Assessing formulating and implementing patients plan;
- ii. Carrying out vocational assessments and recommending appropriate placement;
- iii. Maintaining up-to-date records;
- iv. Keeping information relating to patients/clients;
- v. Preparing Occupational therapy health education materials;
- vi. Following up on patient's progress;
- vii. Analyzing data for research;
- viii. Inducting students on practical training on occupational therapy services;
- ix. Preparing and compiling periodic reports;
- x. Evaluating Occupational therapy activities in the area of deployment.

#### **b) Requirements for Appointment**

For appointment to this grade, an Officer must have:

- i. Served in the grade of Chief Assistant Occupational Therapist for a minimum period of three (3) yrs;
- ii. Diploma in Occupational Therapy from a recognized institution;



- iii. Certificate in Management Course lasting not less than (4) Weeks from a recognized Institution;
- iv. Certificate in Computer Application Skills from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results.

## **BIOMEDICAL ENGINEERING SERVICES**

### **41. KCPSB/2023/138: PRINCIPAL MEDICAL ENGINEERING TECHNOLOGIST JG'N' (I POST)**

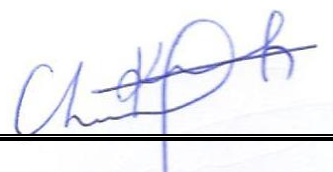
#### **a) Duties and Responsibilities**

- i. Providing specifications on procurement of appropriate medical equipment;
- ii. Installing, maintaining and preparing medium technology medical equipment/plant and furniture;
- iii. Supervising installations and commissioning/decommissioning of medium technology medical equipment;
- iv. Supervising Medical Engineering works in a health facility;
- v. Analyzing information for research;
- vi. Preparing planned preventive measures schedule (PPM);
- vii. Ensuring quality of medical equipment of terms of performance and safety;
- viii. Maintaining information on medical engineering services for input into Health information management system;
- ix. Training users on use and maintenance of medical equipment;
- x. Coaching and mentoring of staff working under the Officer.

#### **b) Requirements for Appointment**

For appointment to this grade, an Officer must have:

- i. Served in the grade of Chief Medical Engineering Technologist for a minimum period of three (3) years;



- ii. Diploma in Medical Engineering or any other equivalent qualifications from a recognized institution;
- iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in Computer application skills from a recognized institution;
- v. Shown Merit and ability as reflected in work performance.

## **42. KCPSB/2023/139: CHIEF MEDICAL ENGINEERING TECHNOLOGIST, JG 'M' (I POST)**


### **a) Duties and Responsibilities**

- i. Providing specifications on procurement of appropriate medical equipment;
- ii. Installing, maintaining and preparing medium technology medical equipment/plant and furniture;
- iii. Supervising installations and commissioning/decommissioning of medium technology medical equipment;
- iv. Analyzing information for research;
- v. Preparing planned preventive measures schedule (PPM);
- vi. Maintaining information on medical engineering services for input into Health information management system;
- vii. Training users on use and maintenance of medical equipment;
- viii. Coaching and mentoring of staff working under the Officer.

### **b) Requirements for Appointment**

For appointment to this grade, an Officer must have:

- i. Served in the grade of Senior Medical Engineering Technologist for a minimum period of three (3) years;
- ii. Diploma in Medical Engineering or any other equivalent qualifications from a recognized institution;
- iii. Certificate in Supervisory skill course lasting not less than four (2) weeks from a recognized institution;



- iv. Certificate in Computer application skills from a recognized institution;
- v. Shown Merit and ability as reflected in work performance.

#### **43. KCPSB/2023/140: MEDICAL ENGINEERING TECHNOLOGIST 1, JG'K' (2 POSTS)**

##### **a) Duties and Responsibilities**

- i. Implementing medical engineering programmes and projects
- ii. Providing user support;
- iii. Undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments;
- iv. Providing specifications for spare parts and consumables;
- v. Maintaining information on medical engineering services for input into integrated Health Information management systems;
- vi. Sensitizing users on use and maintenance of medical equipment.


##### **b) Requirements for Appointment**

- i. Served in the grade of Medical Engineering Technologist II for a minimum period of three (3) years;
- ii. Diploma in Medical Engineering or any other equivalent qualifications from a recognized institution;
- iii. Certificate in Computer application skills from a recognized institution;
- iv. Shown Merit and ability as reflected in work performance.

#### **44. KCPSB/2023/141: MEDICAL ENGINEERING TECHNICIAN I, JOB GROUP 'J' (1 POST)**

##### **a) Duties and responsibilities**

- (i) Undertaking preventive maintenance and repairs of medical/hospital equipment, plant, furniture and instruments,
- (ii) Carrying out minor repairs of health facilities and utilities;



- (iii) Ordering for spare parts and consumables;
- (iv) Taking/maintaining inventory of medical/hospital equipment, furniture and plants;
- (v) Collating and compiling information for research;
- (vi) Collating and compiling information on medical engineering services for input into the health information management system;
- (vii) Implementing medical Engineering programmes and projects.

**b) Requirements for appointment**


- i. Served in the grade of Medical Engineering Technician II for a minimum period of three (3) years;
- ii. Certificate in Medical Engineering or any other equivalent qualification from a recognized institution;
- iii. Certificate in computer application skills from a recognized institution;
- iv. Shown merit and ability as reflected in work performance and results.

**HEALTH INFORMATION SERVICES**

**45. KCPSB/2023/142: ASSISTANT SENIOR HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JG 'L' (1 POST)**

**a) Duties and Responsibilities**

- i. Implementing health records and information policies and guidelines;
- ii. Providing advice on disclosure, confidentiality, security and exchange of health records and information;
- iii. Analyzing Medical records data;
- iv. Carrying Out Health records and information system review;
- v. Capturing data from service points;
- vi. Disseminating Health information;



- vii. Preparing medical reports;
- viii. Maintaining record safety and confidentiality;
- ix. Balancing daily bed returns;
- x. Maintaining Patient Master Index;
- xi. Coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine;
- xii. Indexing diseases and surgical procedures.

#### **b) Requirements for Appointment**

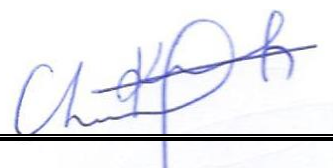
For appointment to this grade, an Officer must have; -

- i. Served in the grade of Assistant Health Records and Information Management Officer for a minimum Period of three (3) years;
- ii. Diploma in Health Records and Information Technology from a recognized institution;
- iii. Certificate in Computer application skills from a recognized institution;
- iv. Shown merit and ability as reflected in work performance and results.

### **46. KCPSB/2023/143: ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER I, JG 'K' (1 POST)**

#### **a) Duties and Responsibilities**

- (i) Editing patient cases;
- (ii) Analyzing medical records data;
- (iii) Updating bed bureau;
- (iv) Capturing data from service points;
- (v) Maintaining record safety and confidentiality;
- (vi) Balancing daily bed returns;
- (vii) Maintaining Patient Master Index;
- (viii) Scheduling of patients to the consultants and specialty clinics;



- (ix) Assigning codes to diseases and surgical procedures;
- (x) Indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine;
- (xi) Compiling medical reports;
- (xii) Sharing of health information with other stakeholders;
- (xiii) Analyzing data;
- (xiv) Compiling patients bio data;
- (xv) Preparing medical records and reports.

#### **b) Requirements for Appointment**

For appointment to this grade, an Officer must have; -


- v. Served in the grade of Assistant Health Records and Information Management Officer II for a minimum Period of three (3) years;
- vi. Diploma in Health records and Information Technology from a recognized institution;
- vii. Certificate in Computer application skills from a recognized institution;
- viii. Shown merit and ability as reflected in work performance and results.

### **PUBLIC HEALTH SERVICES**

#### **47.KCPSB/2023/144: PRINCIPAL PUBLIC HEALTH OFFICER, JOB GROUP “N” (1 POST)**

#### **a) Duties and Responsibilities**

- i. Monitoring and evaluating environmental health risks;
- ii. Implementing promotive and preventive health programmes;
- iii. Monitoring and evaluating compliance to urban and rural sanitation standards in dwellings, commercial premises and work places;
- iv. Monitoring and evaluating the management of solid/liquid and other hazardous wastes;





- v. Promoting hygiene education including school health programmes;
- vi. Implementing international health regulations and rules at ports, airports, frontiers and border posts;
- vii. Educating the public on health and safety at work place;
- viii. Coordinating community-based health care programmes;
- ix. Carrying out surveillance on environmental health pollutants and advising on prevention and control of disease incidences and outbreaks;
- x. Liaising with other stakeholders in carrying out disaster preparedness and response;
- xi. Compiling research reports on public health;
- xii. Compiling and analyzing public health data and reports;
- xiii. Promoting modern information and communication technology in the provision of public health services.

#### **b) Requirements for Appointment**


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

- i. Served in the grade of Chief Public Health Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in Environmental Health or Public Health from a recognized Institution;
- iii. Certificate of competence from the Association of Public Health Officers;
- iv. Certificate in Computer Application Skills from a recognized institution;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

### **48. KCPSB/2023/145: CHIEF ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP, 'M' (6 POSTS)**

#### **a) Duties and Responsibilities**

An Officer at this level will coordinate environmental health activities in the area of deployment.




Specific duties and responsibilities will include: -

- i. Implementing promotive and preventive health programmes;
- ii. Ensuring safety and quality of food and water for both domestic and industrial use;
- iii. Abating of sanitary nuisances;
- iv. Promoting hygiene education including school health programmes;
- v. Implementing international health regulations and rules at ports, airports, frontiers and border posts;
- vi. Undertaking inspection for preventive maintenance of health facilities;
- vii. Vetting and approving building plans;
- viii. Inspecting and issuing occupancy certificates of new buildings;
- ix. Inspecting of commercial and trading premises for maintenance of set standards;
- x. Overseeing exhumation process and authorizing disposal of unclaimed bodies;
- xi. Educating the public on health and safety at work place;
- xii. Implementing community-based health care programmes.

#### **b) Requirements for Appointment**

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

- i. Served in the grade of Senior Assistant Public Health Officer for a minimum period of three (3) years;
- ii. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- iii. Certificate in Supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results.



**49. KCPSB/2023/146: SENIOR ASSISTANT PUBLIC HEALTH OFFICER,  
JOB GROUP 'L' (2 POSTS)**

**a) Duties and Responsibilities**


An officer at this level will provide Environmental Health extension services in the area of deployment, where specific duties and responsibilities will include;

- i. Identifying Environmental Health issues at community level;
- ii. Maintaining up to date records of services rendered;
- iii. Implementing vector, vermin and rodent control measures;
- iv. Implementing integrated mosquito control strategies;
- v. Issuing of intimation and statutory notices;
- vi. Inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water;
- vii. Undertaking inspection for preventive maintenance of health care facilities;
- viii. Overseeing construction of sanitary facilities in schools, trading centres and commercial premises;
- ix. Collecting water and food samples for bacteriological and chemical analysis;
- x. Carrying out immunizations;
- xi. Initiating and implementing community-based health care programmes;
- xii. Implementing integrated mosquito control and other public health strategies;
- xiii. Following up on proper collection and disposal of solid waste.

**b) Requirements for Appointment**

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

- i. Served in the grade of Assistant Public Health Officer I for a minimum period of three (3) years;
- ii. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;



- iii. Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results.

#### **50. KCPSB/2023/147: ASSISTANT PUBLIC HEALTH OFFICER I, JOB GROUP 'K' (4 POSTS)**

##### **a) Duties and Responsibilities**

An Officer at this level will provide Environmental Health extension services in the area of deployment, where specific duties and responsibilities will include:-

- i. Mobilizing, sensitizing and advising communities on matters related to environmental health;
- ii. Carrying out immunization;
- iii. Defaulter tracing and reporting of tuberculosis and other immunizable diseases;
- iv. Identifying environmental health issues at the community level;
- v. Implementing vector, vermin and rodent control measures;
- vi. implementing integrated mosquito control strategies;
- vii. Siting of homesteads, pit latrines, grain stores, trading centers, emergency camps and giving advice on vermin and rodent control;
- viii. Implementing sanitation and hygiene standards in the community;
- ix. Undertaking inspection for preventive maintenance at the health facility
- x. Hospital sanitation and health care waste management;
- xi. Issuing of intimation and statutory notices;
- xii. Inspecting springs and wells to ensure than they are properly maintained and ensure safe sources of drinking water.



## **b) Requirements for Appointment**

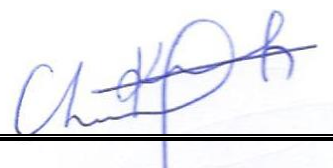
For appointment to this grade, an Officer must have: -

- i. Served in the grade of Assistant Public Health Officer II for a minimum period of three (3) years;
- ii. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- iii. Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results.

## **51.KCPSB/2023/148: SENIOR PUBLIC HEALTH ASSISTANT, JOB GROUP 'K' (5 POSTS)**

### **(a) Duties and responsibilities**

- i. Provide environmental health extension services in the area of deployment;
- ii. Mobilizing, sensitizing and advising communities in matters related to environmental health;
- iii. Carrying out immunizations;
- iv. Defaulter tracing and reporting of tuberculosis and other immunizable diseases;
- v. Referring health cases to relevant health facilities;
- vi. Identifying environmental health issues at household level;
- vii. Organizing community health days to advise communities on common public health issues;
- viii. Maintaining and updating records of public health data;
- ix. Assessing health needs of the community;
- x. Sensitizing communities on food and water safety measures;



- xi. Inspecting homesteads, markets, commercial premises, trading centres to ensure that general cleanliness and sanitary requirements are maintained;
- xii. Issuing of intimation and statutory notices.

**(b) Requirements for appointment**


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

- i. Served in the grade of Public Health Assistant I for a minimum period of three (3) years;
- ii. Certificate in Environmental Health Science or Public Health Technology from a recognized institution;
- iii. Certificate in computer application skills from a recognized institution;
- iv. Shown merit and ability as reflected in work performance and results.

**52. KCPSB/2023/149: PUBLIC HEALTH ASSISTANT I, JOB GROUP 'J' (8 POSTS)**

**(a) Duties and responsibilities**

- i. Provide environmental health extension services in the area of deployment;
- ii. Mobilizing, sensitizing and advising communities on matters related to environmental health;
- iii. Referring health cases to relevant health facilities;
- iv. Carrying out immunization;
- v. Identifying environmental health issues at household level;
- vi. Organizing community health days to advise communities on common public health issues;
- vii. Collecting and maintaining up to date records of services rendered;
- viii. Assessing health needs of the community;
- ix. Sensitizing communities on food and water safety measures.



**(b) Requirements for appointment**

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

- i. Served in the grade of Public Health Assistant II for a minimum period of three (3) years;
- ii. Certificate in Environmental Health Science or Public Health Technology from a recognized institution;
- iii. Certificate in computer application skills from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results.

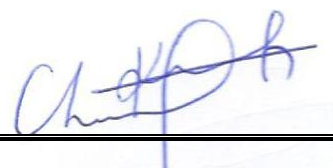
**HUMAN RESOURCE MANAGEMENT SERVICES****53. KCPSB/2023/150: SENIOR HUMAN RESOURCE MANAGEMENT OFFICER JOB GROUP L (1 POST)****a) Duties and Responsibilities**

- i. Assisting in collecting, collating, and analyzing human resource data from Departments and making recommendations;
- ii. Analyzing human resource issues emanating from the departments and initiating appropriate action;
- iii. Assisting in administering HR-related documentation, such as contracts of employment;
- iv. Planning, coordinating and controlling Human Resource Management activities of recruitment, appointments, employee relations and discipline;
- v. Implementing HR policies and regulations;
- vi. Analyzing staff progression and making proposals for career development;
- vii. Ensuring the relevant HR database is up to date, accurate and complies with legislation;

- viii. Assisting in all administrative activities relating to medical aid, insurance, health and safety, staff retirement benefits and staff leave administration;
- ix. Assisting in drafting job descriptions in consultation with heads of department;
- x. Addressing human resource staff complaints;
- xi. Preparing committee reports and agenda;
- xii. Carrying out job performance evaluation and preparing job descriptions;
- xiii. Carrying out performance appraisal, training and development;
- xiv. Handle employee relations and welfare issues;
- xv. Any other duties that may be assigned by the Director and/or the Board Secretary.

**b) Requirements for appointment**

- i. Served in the grade of Human Resource Officer I for a minimum period of three (3) years;
- ii. Be a registered member of IHRM in good standing;
- iii. A thorough understanding of human resource management policies, labour laws and regulations;
- iv. Must demonstrate a high level of confidentiality;
- v. Must be able to work under pressure and meet tight deadlines;
- vi. Must be of a pleasant disposition with high interpersonal skills;
- vii. Must be computer literate and able to demonstrate high level of professionalism;
- viii. Demonstrate understanding and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution.
- ix. Shown merit and ability as reflected in work performance and results.





## **DRIVERS**

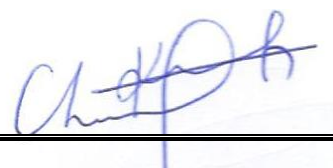
### **54. KCPSB/2023/151: DRIVER I, JOB GROUP 'F' (4 POSTS)**

#### **a) Duties and responsibilities**

- i. Driving a motor vehicle as authorized;
- ii. Carrying out routine checks on the vehicle cooling, oil, electrical and brake system, tyre pressure, etc
- iii. Detecting and reporting malfunctioning of vehicle systems;
- iv. Maintenance of work ticket for vehicle assigned;
- v. Ensuring security and safety for the vehicle on and off the road;
- vi. Safety of the passengers and/or goods therein;
- vii. Maintaining cleanliness of the vehicle.

#### **b) Requirements for appointment**

- i. Kenya Certificate of Secondary Education mean grade 'D' Plain or equivalent qualifications from recognized institutions;
- ii. A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- iii. Passed Suitability Test for drivers Grade II;
- iv. Passed occupational test for drivers grade II;
- v. A valid certificate of Good Conduct from the Kenya Police;
- vi. Must have attended a defensive driving and driver's refresher driving course;
- vii. Must have attended a First Aid Certificate courses lasting not less than one (1) week at St. John Ambulance or any other recognized institution;
- viii. Must have served as driver II for minimum period of not less than three (3) years;
- ix. Shown merit and ability as reflected in work performance and results.



## TELEPHONE OPERATORS

### 55. KCPSB/2023/152: TELEPHONE SUPERVISOR II, JOB GROUP 'J' (1 POST)

#### a) Duties and responsibilities

Work at this level will include telephone operation duties: -

- i. Routine testing of exchange lines and switchboard facilities; and
- ii. Telephone exchange clerical work.

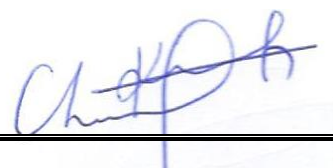
An officer at this level will be in charge of a telephone exchange of three to four (3-4) switch board positions with a maximum capacity of forty (40) exchange lines and four hundred (400) exchange lines. Specifically, the officer will be responsible for: -

- i. Supervision of work at the switch board;
- ii. Telephone exchange routine work;
- iii. Preparation of duty/annual leave roster for telephone personnel;
- iv. Liaising with engineers/technicians on maintenance of telephone exchange, equipment/facilities, with accounts section on payment of telephone bills and with supplies section on procurement of telephone facilities/spare parts and stationery.

#### b) Requirements for appointment

For promotion to this grade, an officer must: -

- i. Have served in the grade of Senior Telephone Operator or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- ii. Have attended and passed a certificate course for Government Telephone Supervisors lasting not less than four (4) months from a Government Training Institute or any other recognized institution;
- iii. Be proficient in computer applications;



- iv. Possess good oral and written communication skills in both English and Kiswahili; and
- v. Have shown merit and ability as reflected in work performance and results.

## **CLERICAL OFFICERS**

### **56. KCPSB/2023/153: CHIEF CLERICAL OFFICER, JOB GROUP 'J' (1 POST)**

#### **a) Duties and Responsibilities**

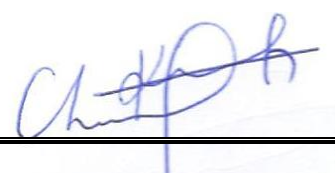
This is the highest grade in the cadre. An officer at this level will handle complex clerical tasks of diverse nature, and may be deployed to be in charge of Clerical Officers within a section or deployed as a Caretaker. Specific duties and responsibilities will involve: -

- i. Coordination of clerical work in a section; maintenance of general cleanliness and security of buildings and equipment;
- ii. Planning of office accommodation and layout;
- iii. Processing of documents for issue of licenses or certificate under relevant Acts.
- iv. In addition, the officer will induct new Clerical Officers, and supervise and guide staff working under him/her.

#### **b) Requirements for Appointment**

For appointment to this grade, an officer must:

- i. Have served in the grade of Senior Clerical Officer for at least three (3) years;
- ii. Have passed the Proficiency Examination for Clerical Officers;
- iii. Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management



Examination (KAME) or any other approved equivalent qualification from a recognized institution;

- iv. Be in possession of an ICT certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and
- v. Have shown merit and ability as reflected in work performance and results.

### **57. KCPSB/2023/154: SENIOR CLERICAL OFFICER, JOB GROUP 'H' (1 POST)**

#### **a) Duties and Responsibilities**

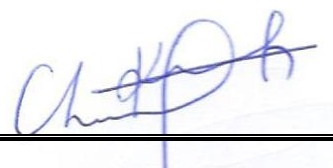
An officer at this level will supervise and provide guidance to officers working under him/her. Specific duties and responsibilities will include: -

- i. Verifying compiled statistical records for accuracy; processing of human resource statistics;
- ii. Maintenance of stores, records and equipment inventory;
- iii. Preparation of estimates of expenditure for general office services;
- iv. Assisting in planning office accommodation and layout;
- v. Preparation of estimates of expenditure on general office services;
- vi. Safe custody of invoices, receipts and other records;
- vii. Processing of documents for issue of licenses or certificates under relevant Acts;
- viii. Preparation and maintenance of records and ensuring proper maintenance of filing system.

#### **b) Requirements for Appointment**

For appointment to this grade, an officer must: -

- i. Have served in the grade of Clerical Officer I for a minimum period of three (3) years;
- ii. Have passed the Proficiency Examination for Clerical Officers;



- iii. Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- iv. Be in possession of an Information Communication Technology (ICT) certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and
- v. Have shown merit and ability as reflected in work performance and results.

#### **58. KCPSB/2023/155: CLERICAL OFFICER I, JOB GROUP 'G' (5 POSTS)**


##### **a) Duties and Responsibilities**

- i. Verifying compiled statistical records for accuracy; processing of human resource statistics;
- ii. Maintenance of stores, records and equipment inventory;
- iii. Preparation of estimates of expenditure for general office services;
- iv. Assisting in planning office accommodation and layout;
- v. Preparation of estimates of expenditure on general office services;
- vi. Safe custody of invoices, receipts and other records;
- vii. Processing of documents for issue of licenses or certificates under relevant Acts;
- viii. Preparation and maintenance of records and ensuring proper maintenance of filing system.

##### **b) Requirements for Appointment**

For appointment to this grade, an officer must: -

- i. Have served in the grade of Clerical Officer II for a minimum period of three (3) years;
- ii. Have passed the Proficiency Examination for Clerical Officers;



- iii. Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- iv. Be in possession of an Information Communication Technology (ICT) certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and
- v. Have shown merit and ability as reflected in work performance and results.

## **CLEANING SUPERVISORS**

### **59. KCPSB/2023/156: CLEANING SUPERVISOR I, JOB GROUP 'G (3 POSTS)**


#### **a) Duties and responsibilities**

Duties and responsibilities at this level will entail; -

- i. Undertaking cleaning duties in the area of deployment;
- ii. Performing messengerial duties;
- iii. Preparing tea and washing utensils;
- iv. Undertaking any other related duties.

#### **b) Requirements for appointment**

- i. Kenya certificate of secondary education certificate;
- ii. Must have served as cleaning supervisor II for a minimum period of three (3) years;
- iii. Must have undertaken short courses cumulatively lasting not less than one (1) month at the Kenya school of government or any other recognized training institution;



- iv. Have shown merit and ability as reflected in work performance and results.

## **60. KCPSB/2023/157: CLEANING SUPERVISOR II A, JOB GROUP 'F' (3 POSTS)**

### **a) Duties and responsibilities**

Duties and responsibilities at this level will entail; -

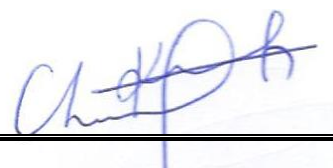
- i. Undertaking cleaning duties in the area of deployment;
- ii. Performing messengerial duties;
- iii. Preparing tea and washing utensils;
- iv. Undertaking any other related duties.

### **b) Requirements for appointment**

- i. Kenya certificate of secondary education certificate;
- ii. Must have served as Support Staff Supervisor II for a minimum period of three (3) years;
- iii. Must have undertaken short courses cumulatively lasting not less than one (1) month at the Kenya school of government or any other recognized training institution;
- iv. Have shown merit and ability as reflected in work performance and results.

### **How to apply:**

- Applications should be made **online** through <https://internaladvert.psbkericho.co.ke/vacancies>.
- Details of the qualifications and requirements can be obtained from: <https://internaladvert.psbkericho.co.ke/download>.



- Only County Government of Kericho employees are eligible to apply and are required to register first through:  
<https://internaladvert.psbkericho.co.ke/register>.
- Applicants **MUST** attach letter of last promotion
- Applicants **MUST** attach **original** scanned: National Identity cards/passport, promotion letters, curriculum vitae, testimonials, academic and professional certificates other testimonials **on or before 9<sup>th</sup> June, 2023.**

**Important:**

- Details of the qualifications and requirements can be obtained from the County website
- Any application/s sent through **post or hand delivered** will **NOT** be accepted/ considered.
- Only shortlisted applicants will be contacted

