

MAKUENI COUNTY PUBLIC SERVICE BOARD

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VACANCY

INTERNAL ADVERTISEMENT

Makueni County Public Service Board wishes to recruit competent and qualified serving public officers in the Government of Makueni County to fill the following vacant positions:

DEPARTMENT OF HEALTH SERVICES

1. VACANCY IN THE GRADE OF PRINCIPAL PUBLIC HEALTH OFFICER JOB GROUP 'N' (1 POST)

Duties and Responsibilities

1. Monitoring and evaluating environmental health risks;
2. Implementing promotive and preventive health programmes;
3. Monitoring and evaluating compliance to urban and rural sanitation standards in dwellings, commercial premises and work places;
4. Monitoring and evaluating the management of solid/liquid and other hazardous wastes;
5. Promoting hygiene education including school health programmes;
6. Implementing international health regulations and rules at ports, airports, frontiers and border posts;
7. Educating the public on health and safety at work place;
8. Coordinating community based health care programmes;
9. Carrying out surveillance on environmental health pollutants and advising on prevention and control of disease incidences and outbreaks;
10. Liaising with other stakeholders in carrying out disaster preparedness and response;
11. Compiling research reports on public health;
12. Compiling and analyzing public health data and reports;
13. Promoting modern information and communication technology in the provision of public health services.



Requirements for appointment

For appointment to 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; and
- vi. Shown merit and ability as reflected in work performance and results.

2. VACANCY IN THE GRADE OF ASSISTANT DIRECTOR NUTRITION AND DIETETICS JOB GROUP 'P' (1POST)

Duties and Responsibilities

1. Initiating and reviewing nutrition programmes
2. Providing guidelines on supplemental and therapeutic diets for existing and emerging diseases for hospital use and other institutions
3. Developing nutrition information, education, promotion and communication materials
4. Providing nutrition consultancy support
5. Developing specialized diets for special needs
6. Providing nutrition services in specialized clinics
7. Supporting inpatient and outpatient management
8. Planning and preparing hospital menus
9. Facilitating training in various training institutions
10. Conducting, monitoring and evaluating infant and young child feeding programmes
11. Conducting research on nutrition and dietetics and preparing reports
12. Developing nutrition guidelines
13. Conducting data audits in the community and hospitals
14. Guiding in procurement and distribution of nutrition equipment and commodities

Requirements for appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Principal Nutrition and Dietetics Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in any of the following disciplines in Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science, Food Science and Nutrition or Home economics from a recognized institution.
- iii. Masters of Science in any of the following disciplines: Nutrition and Dietetics, Clinical Nutrition and Dietetics, Public Health Nutrition, Food/Nutrition and Dietetics, Human Nutrition, Applied Human Nutrition, Food Science and Nutrition, Home Economics or Public Health and Epidemiology from a recognized institution.



- iv. Certificate in Computer Application Skills from a recognized institution;
- v. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND); and
- vi. Demonstrated a high degree of professional competence and administrative capability.

3. VACANCIES IN THE GRADE OF CHIEF PUBLIC HEALTH OFFICER JOB GROUP 'M' (2 POSTS)

Duties and Responsibilities

- i. Monitoring and evaluating the management of solid/liquid and other hazardous wastes;
- ii. Ensuring safety and quality of food and water for both domestic and industrial use;
- iii. Ensuring abatement of sanitary nuisances; carrying out surveillance on environmental health pollutants;
- iv. Promoting hygiene education including school health programmes;
- v. Implementing international health regulations and rules at ports, airports, frontiers and border posts;
- vi. Vetting and approving building plans;
- vii. Inspecting and issuing occupancy certificates of new buildings;
- viii. Inspecting of commercial and trading premises for maintenance of set standards;
- ix. overseeing exhumation process and authorizing disposal of unclaimed bodies; and carrying out surveillance and advising on prevention and control of disease incidences, outbreaks and disasters.

Requirements for appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior 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. Shown merit and ability as reflected in work performance and results.

4. VACANCY IN THE GRADE OF CHIEF PHYSIOTHERAPIST JOB GROUP 'M' (1POST)

Duties and Responsibilities

- 1. Treating and rehabilitating patients/clients using Physiotherapy interventions i.e electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical areas and the community
- 2. Planning and organizing group Physiotherapy treatments/sessions for patients and clients
- 3. Evaluating treatment outcomes for review, placement, referral or discharge
- 4. Carrying out physical disability assessments for categorization, registration and other support



5. Providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living to prevent non-communicable diseases
6. Maintaining information and records relating to patients
7. Inducting students on practical training on physiotherapy therapy services
8. 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 hospital
9. Maintaining equipment and inventory
10. Analyzing data and preparing reports
11. Coaching and mentoring of staff

Requirements for appointment

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

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

5. VACANCIES IN THE GRADE OF PRINCIPAL REGISTERED NURSE JOB GROUP 'N' (2 POSTS)

Duties and Responsibilities

1. Implementing application of the nursing process at the health service delivery point;
2. Coordinating the provision of appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization, reproductive health;
3. Designing health education and counselling interventions for patients/clients and community on identified health needs;
4. Managing a service delivery department; monitoring and evaluating health care at the health service delivery department; preparing • training plans/programmes for nurses at the service delivery department;
5. Facilitating the referral of patients and clients appropriately;
6. Facilitating patients' admission and initiate discharge plans;
7. Keeping up-to-date records of nursing staff;
8. Facilitating availability of resources for keeping clinical environment tidy and safe;
9. Ensuring effective utilization and safety of assigned medical supplies and equipment;
10. Coordinating school health programmes, occupational health activities and home based care services;
11. Conducting clinical teaching and assessment of nursing staff and students;



12. Conducting desk reviews on health reports and implementing recommendations related to nursing;
13. Analyzing data for research and compiling reports.

Requirements for appointment

For appointment to this grade, an officer must have:

- 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 practicing license from the Nursing Council of Kenya;
- v. Certificate in Senior Management Course (SMC) lasting not less than four (4) weeks from recognized institution;
- vi. Certificate in computer application skills 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 programmers;

6. VACANCY IN THE GRADE OF SENIOR REGISTERED NURSE - JOB GROUP 'L' (IPOST)

Duties and Responsibilities

1. Implementing application of the nursing process at the health service delivery point;
2. Coordinating the provision of appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization, reproductive health;
3. Designing health education and counselling interventions for patients/clients and community on identified health needs;
4. Managing a service delivery department; monitoring and evaluating health care at the health service delivery department; preparing • training plans/programmes for nurses at the service delivery department;
5. Facilitating the referral of patients and clients appropriately;
6. Facilitating patients' admission and initiate discharge plans;
7. Keeping up-to-date records of nursing staff;
8. Facilitating availability of resources for keeping clinical environment tidy and safe;
9. Ensuring effective utilization and safety of assigned medical supplies and equipment;
10. Coordinating school health programmes, occupational health activities and home based care services;
11. Conducting clinical teaching and assessment of nursing staff and students;



12. Conducting desk reviews on health reports and implementing recommendations related to nursing;
13. Analyzing data for research and compiling reports.

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 application skills from a recognized institution.
- (vi) Shown merit and ability as reflected in work performance and results.

7. VACANCIES IN THE GRADE OF SENIOR ENROLLED NURSE II JOB GROUP 'K' (4 POSTS)

Duties and responsibilities

1. Assessing patients and clients and establishing health care needs;
2. Planning and implementing nursing care interventions based on patients'/clients' health needs;
3. Providing health education and counselling on identified health and socio-economic needs to patients/clients;
4. Referring patients and clients appropriately;
5. Facilitating patients' admission and discharge in a health facility;
6. Making appropriate discharge plan for patients;
7. Ensuring a tidy and safe clinical environment; ensuring safe custody of in-patients belongings;
8. Maintaining records on patients/clients personal and health condition/care;
9. Conducting assessment of school health needs;
10. Planning, implementing interventions and preparing periodic reports;
11. Conducting occupational health needs assessment;
12. Providing appropriate healthcare services including immunization, reproductive health;
13. Guiding and orienting staff and students;
14. Carrying out health outreach activities.

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 application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

8. VACANCIES IN THE GRADE OF REGISTERED NURSE I JOB GROUP 'K' (48 POSTS)

Duties and Responsibilities

1. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
2. Diagnosing common health conditions;
3. Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health;
4. Providing health education and counselling to patients/clients and community on identified health needs;
5. Referring patients and clients appropriately;
6. Facilitating patients' admission and initiating discharge plans;
7. Maintaining records on patients/clients health condition and care;
8. Ensuring a tidy and safe clinical environment;
9. Collecting and collating data for research;
10. Evaluating healthcare outcomes on patients/clients and preparing individualized reports;
11. Conducting assessment of schools health needs;
12. Planning, implementing interventions and preparing periodic reports;
13. Identifying occupational health needs and making appropriate recommendations

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 application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

9. VACANCIES IN THE GRADE OF ENROLLED NURSE I JOB GROUP 'J' (7 POSTS)

Duties and Responsibilities

- 1. Assessing patients and clients and establishing health care needs;
- 2. Planning and implementing nursing care interventions based on patients'/clients' health needs;
- 3. Providing appropriate healthcare service, including immunization, Prevention of Mother to Child Transmission of HIV (PMTCT), ante-natal care and delivery, providing health education and counselling on identified health and socio-economic needs to patients'/clients';
- 4. Referring patients and clients appropriately;
- 5. Facilitating patients' admission and discharge in a health facility;
- 6. Ensuring a tidy and safe clinical environment;
- 7. Ensuring safe custody of in-patients belongings;
- 8. Maintaining records on patients/clients personal and health condition/care;
- 9. Evaluating healthcare outcomes on patients/clients and preparing individualized reports; conducting assessment of school health needs;
- 10. Planning, implementing interventions and preparing periodic reports;
- 11. Guiding and orienting students.

Requirements for appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Enrolled Nurse II, for a minimum period of two (2) 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 application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results

10. VACANCY IN THE GRADE OF CHIEF REGISTERED CLINICAL OFFICER ANAESTHETIST JOB GROUP 'M' (1POST)

Duties and Responsibilities



1. Providing clinical services in a health facility;
2. Conducting ward rounds, reviewing and making appropriate referrals;
3. Carrying out surgical procedures as per training and skill;
4. 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;
5. Compiling and analyzing clinical data;
6. Implementing community health care activities in liaison with other health workers;
7. Guiding and counseling patients, clients and staff on health issues;
8. Sensitizing patients and clients on preventive and promotive health;
9. Providing clinical out reach and school health services;
10. Assessing, preparing and presenting medico-legal reports;
11. Coaching and mentoring students on attachment;
12. Organizing health management teams and convening health management committee meetings;
13. Carrying out disease surveillance, and recommending appropriate control measures

Requirements for appointment

For promotion to the Grade of Chief Registered Clinical officer JG 'M', an officer must have:

- i. Served in the grade of Senior Registered Clinical Officer for a minimum period of three (3) years;
- ii. Higher Diploma in Clinical Medicine and Surgery – anaesthesia from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate of Registration from the Clinical Officers' Council;
- v. Certificate in Computer Application Skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

11. VACANCIES IN THE GRADE OF REGISTERED CLINICAL OFFICER I JOB GROUP 'K' (6 POSTS)

Duties and Responsibilities

1. Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
2. Guiding and counseling patients, clients and staff on health issues;
3. Referring patients and clients to appropriate health facilities;
4. Assessing, preparing and presenting medico-legal reports;
5. Organizing health management teams and convening health management committee meetings;
6. Implementing community health care activities in liaison with other health workers;



7. Sensitizing patients and clients on preventive and promotive health;
8. Providing clinical outreach and school health services;
9. Carrying out minor surgical procedures as per training and skill;
10. Collecting data and compiling clinical data.

Requirements for appointment

For promotion to the Grade of Registered Clinical officer 1, JG 'K', an officer must have:

- i. Served in the grade of Registered Clinical Officer II 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 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

12. VACANCIES IN THE GRADE OF REGISTERED CLINICAL OFFICER I - ANAESTHETIST JOB GROUP 'K' (4 POSTS)

Duties and Responsibilities

1. Implementing clinical programmes, procedures, guidelines and standards quality assurance;
2. Providing clinical and family health care in health institutions and communities through history taking, examining, investigating, diagnosing, treating and managing diseases/conditions;
3. Implementing medico-legal standards and guidelines; undertaking disease surveillance, control and management; undertaking research on critical health issues and emerging trends;
4. Providing clinical outreach and school health services;
5. Monitoring patients, making appropriate referrals and providing necessary guidance and counseling;
6. 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;
7. Providing emergency clinical care during disasters.

Requirements for appointment

For promotion to the Grade of Registered Clinical officer I -Anaesthetist, JG 'K', an officer must have:



- i. Served in the grade of Registered Clinical Officer II - Anaesthetist for a minimum Period of three (3) years;
- ii. Higher Diploma in Clinical Medicine and Surgery in Anaesthesia 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.

17. VACANCY IN THE GRADE OF A MEDICAL SOCIAL WORKER I JOB GROUP 'K' (1POST)

Duties and Responsibilities

Coordinate social work activities within a hospital covering a number of units, planning and directing social work programmes such as counselling, placement, home based care, rehabilitation and follow up of patients in general but particularly sensitive cases of pandemic diseases.

Requirements for appointment

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

- (i) Served in the grade of Medical Social Worker II for a minimum period of three (3) years;
- (iii) Shown merit and ability as reflected in work performance and results.

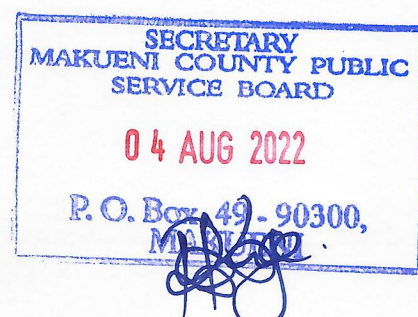
18. VACANCY IN THE GRADE OF CHIEF MEDICAL LABORATORY TECHNOLOGIST JOB GROUP 'M' (1POST)

Duties and Responsibilities

1. Implementing laboratory policies, guidelines, strategies and programs
2. Preparing media for culture and sensitivity testing
3. Requisitioning of laboratory consumables and apparatus
4. Investigating disease outbreaks in liaison with other health care providers
5. Mentoring and coaching trainees on practical attachment
6. Preparing stains and reagents for specimen examination
7. Preparing blood products
8. Preparing operational research proposals
9. Maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation
10. Preparing periodical reports

Requirements for appointment

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



- i. Served in the grade of Senior Laboratory Technologist for a minimum period of three (3) years;
- ii. Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Building/Civil Engineering, Earth or Sciences Biotechnology from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Valid practice licence from KMLTTB
- v. Certificate in Computer applications skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results

19. VACANCIES IN THE GRADE OF MEDICAL LABORATORY TECHNOLOGIST I JOB GROUP 'K' (2 POSTS)

Duties and Responsibilities

1. Recruiting, preparing and bleeding of blood donors for transfusion services.
2. Performing blood grouping
3. Storing blood products according to their requirements
4. Screening for blood transfusion infections
5. Issuing blood and blood products to peripheral health facilities
6. Preparing blood products
7. Collecting and analyzing laboratory findings and resultant data
8. Processing the specimen according to specific SOPs
9. Supervising the disinfection, washing and sterilization of apparatus
10. Mentoring and coaching trainees on practical attachment
11. Receiving and scrutinizing laboratory requisition forms and specimens
12. Preparing clients for collection of specimens for correctness
13. Receiving, collecting, labelling and registering specimens
14. Disaggregating specimens for processing and analyses
15. Preparing reagents, examining specimens for quality, writing and recording laboratory findings and results
16. Dispatching laboratory results for use in clinical management and preparing stains and reagents.

Requirements for appointment

For promotion to 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 any of the following fields: Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical



- Laboratory Technology, Building/Civil Engineering, Earth or Sciences Biotechnology from a recognized
- iii. Registration certificate issued by the Kenya Laboratory Technicians and Technologist board.
- iv. Valid practicing license by the Kenya Laboratory Technicians and Technologist board.
- v. Certificate in Computer applications skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results

20. VACANCIES IN THE GRADE OF NUTRITION AND DIETETICS TECHNOLOGIST I JOB GROUP 'K' (3 POSTS)

Duties and Responsibilities

1. Initiating and reviewing nutrition programmes
2. Providing guidelines on supplemental and therapeutic diets for existing and emerging diseases for hospital use and other institutions
3. Developing nutrition information, education, promotion and communication materials
4. Developing specialized diets for special needs
5. Providing nutrition services in specialized clinics
6. Supporting inpatient and outpatient management
7. Planning and preparing hospital menus
8. Facilitating training in various training institutions
9. Conducting, monitoring and evaluating infant and young child feeding programmes
10. Conducting research on nutrition and dietetics and preparing reports
11. Developing nutrition guidelines
12. Conducting data audits in the community and hospitals
13. Guiding in procurement and distribution of nutrition equipment and commodities

Requirements for appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Nutrition and Dietetics Technologist II JG 'J' 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 result.

21. VACANCY IN THE GRADE OF CHIEF ACCOUNTANT JOB GROUP 'M' (1POST)

Duties and Responsibilities

1. Planning, directing, coordinating, supervising areas of control, training and development of staff under him/her,



2. Setting targets for the division
3. Assist in preparations of final accounts.
4. Ensuring safe custody of Government assets and records
5. Authorizing payments and signing of cheques subject to set limits.
6. Timely and accurate preparation of management reports.
7. Providing guidance to officers under him/her to achieve the desired results.

Requirements for appointment

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

- i. Served in the grade of a senior Accountant , Job Group 'L' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- ii. Passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.

OR

A Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent.

- iii. Certificate in Computer Applications
- iv. Attended a Management Course not lasting less than 4 weeks from Kenya Institute of Administration or from a recognized institution
- v. Shown merit and ability as reflected in work performance and results.

In addition to the above requirements, an officer must have the following key competencies:

- (i) Interpersonal skills including being a team player;
- (ii) Integrity and commitment to producing results;
- (iii) Proven working attitude and ability to give and take instructions; and
- (iv) Ability to get on well with the diverse workforce.

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization
- Good communication skills
- Ability to take instructions
- Good organizational and supervisory skills

Core Skills

- Team playing skills
- Accuracy



- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

22. VACANCY IN THE GRADE OF HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT I JOB GROUP 'J' (1POST)

Duties and Responsibilities

1. Editing patient cases;
2. Analyzing medical records data;
3. Updating bed bureau;
4. Capturing data from service points;
5. Maintaining record safety and confidentiality;
6. Balancing daily bed returns; maintaining Patient Master Index;
7. Scheduling of patients to the consultants and speciality clinics;
8. Assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine;
9. Compiling medical reports;
10. Sharing of health information with other stakeholders;
11. Analyzing data; compiling patients bio data;
12. Preparing medical records and reports.

Requirements for appointment

- i. Served in the grade of Health Records and Information Management Assistant II for a minimum period of three (3) years;
- ii. Certificate in Health Records and Information 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.

23. VACANCY IN THE GRADE OF SENIOR HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT JOB GROUP 'K' (1POST)

Duties and Responsibilities

1. Editing patient cases;
2. Analyzing medical records data;
3. Updating bed bureau;
4. Capturing data from service points;
5. Maintaining record safety and confidentiality;



6. Balancing daily bed returns; maintaining Patient Master Index;
7. Scheduling of patients to the consultants and speciality clinics;
8. Assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine;
9. Compiling medical reports;
10. Sharing of health information with other stakeholders;
11. Analyzing data; compiling patients bio data;
12. Preparing medical records and reports.

Requirements for appointment

- i. Served in the grade of Health Records and Information Management Assistant I for a minimum period of three (3) years;
- ii. Certificate in Health Records and Information 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.

24. VACANCY IN THE GRADE OF PRINCIPAL ASSISTANT OCCUPATIONAL THERAPIST JOB GROUP 'N' (1POST)

Duties and Responsibilities

1. Treating and rehabilitating patients/clients using physiotherapy interventions
2. Keeping information relating to patient clients
3. Preparing occupational therapy health education materials
4. Carrying out physical disability assessments for categorization, registration and other interventions
5. Maintaining an up to date data base for occupational therapy services for input into the intergrated health information system.
6. Preparing periodic reports

Requirements for appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of chief Assistant Occupational Therapist for minimum period of (3) years;
- ii. Bachelors degree in occupational therapy from a recognized institution;
- iii. Certificate in Senior Management Course (SMC) lasting not less than (4) weeks, from a recognized institution;
- iv. Certificate in Computer Application skills; and
- v. Shown merit and ability as reflected in work performance and results.



25. VACANCY IN THE GRADE OF SENIOR ASSISTANT OCCUPATIONAL THERAPIST JOB GROUP 'L' (1POST)

Duties and Responsibilities

1. Treating and rehabilitating patients/clients using physiotherapy interventions
2. Keeping information relating to patient clients
3. Preparing occupational therapy health education materials
4. Carrying out physical disability assessments for categorization, registration and other interventions
5. Maintaining an up to date data base for occupational therapy services for input into the intergrated health information system.
6. Preparing periodic reports

Requirements for appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Occupational Therapist I for a minimum period of (3) years;
- ii. Diploma in occupational therapy from a recognized institution;
- iii. Certificate in Computer Application skills; and
- iv. Shown merit and ability as reflected in work performance and results.

26. VACANCY IN THE GRADE OF ASSISTANT OCCUPATIONAL THERAPIST I JOB GROUP 'K' (1POST)

Duties and Responsibilities

1. Treating and rehabilitating patients/clients using physiotherapy interventions
2. Keeping information relating to patient clients
3. Preparing occupational therapy health education materials
4. Carrying out physical disability assessments for categorization, registration and other interventions
5. Maintaining an up to date data base for occupational therapy services for input into the intergrated health information system.
6. Preparing periodic reports

Requirements for appointment

For appointment to this grade, an officer must have:



- i. Served in the grade of Occupational Therapist II for a minimum period of (3) years;
- ii. Diploma in occupational therapy from a recognized institution;
- iii. Certificate in senior management course lasting not less than (4) weeks, from a recognized institution;
- iv. Certificate in Computer Application skills; and
- v. Shown merit and ability as reflected in work performance and results.

27. VACANCY IN THE GRADE OF ASSISTANT OFFICE ADMINISTRATOR I JOB GROUP 'K' (1POST)

Duties and Responsibilities

1. Taking oral dictation, managing e - office, word and data processing.
2. Operating office equipment
3. Attending to visitors , handling telephone calls and appointments
4. Maintaining office diary and travel itineraries, security of office records, equipment and documents, including classified materials, preparing responses to simple routine correspondence.
5. Maintaining an up to date filing system in the office, ensuring security, integrity and confidentiality of data.
6. Managing office protocol and etiquette, supervising office cleanliness, maintaining petty cash and undertaking any other administrative duty.

Requirements for appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Office Administrator II or Office Administrative Assistant I for a minimum period of (3) years;
- ii. Diploma in secretarial studies from the Kenya National Examinations Council

OR

Business Education single and Group certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects.

- a. Shorthand III (minimum 100 w.p.m.)
- b. Typewriting III (50 w.p.m) computerized document processing
- c. Business English III/Communications II
- d. Office Practice II
- e. Office Management III/Office Administration and Management III
- f. Secretarial Duties II
- iii. Certificate in Public Relations and Customer Care course lasting not less than two weeks from the Kenya School of Government of any other government training institution.
- iv. Certificate in computer applications from a recognized institution
- v. Shown merit and ability as reflected in work performance and results.



**28. VACANCY IN THE GRADE OF SENIOR MEDICAL ENGINEERING TECHNICIAN
JOB GROUP 'K' (1POST)**

Duties and Responsibilities

1. Undertaking preventive, maintenance and repairs of medical hospital equipment, plants, furniture and instruments.
2. Carrying out minor repairs of health facilities and utilities, ordering for spare parts and consumables
3. Collating and compiling information for research, medical engineering services for input into the health information management system and implementing medical engineering programmes and projects

Requirements for appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Medical engineering technician I for a minimum period of (3) years;
- ii. Certificate in Medical engineering or any other qualification from a recognized institution
- iii. Certificate in computer applications from a recognized institution
- iv. Shown merit and ability as reflected in work performance and results.

**29. VACANCY IN THE GRADE OF MEDICAL ENGINEERING TECHNICIAN I JOB
GROUP 'J' (1 POST)**

Duties and Responsibilities

1. Undertaking preventive, maintenance and repairs of medical hospital equipment, plants, furniture and instruments.
2. Carrying out minor repairs of health facilities and utilities, ordering for spare parts and consumables
3. Collating and compiling information for research, medical engineering services for input into the health information management system and implementing medical engineering programmes and projects

Requirements for appointment

For appointment to this grade, an officer must have:

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



30. VACANCY IN THE GRADE OF PHARMACEUTICAL TECHNOLOGIST I JOB GROUP 'K' (1 POST)

Duties and Responsibilities

1. Receiving, interpreting, and processing of prescriptions; promoting rational drug/medicines use; acquiring of drugs/medicines for the health facility;
2. Preparing and submitting reports; providing health education on rational use of drugs/medicines; receiving complaints and reporting adverse drug reaction;
3. Receiving and reporting poor quality medicine.

Requirement 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 enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB)
- iv. Certificate in computer application skills from a recognized institution and
- v. Shown merit and ability as reflected in work performance and results

31. VACANCY IN THE GRADE OF SENIOR PHARMACEUTICAL TECHNOLOGIST JOB GROUP 'L' (1 POST)

Duties and Responsibilities

1. Receiving, interpreting, and processing of prescriptions; assessing and supervising interns and students on attachment;
2. Evaluating training programmes and preparing reports; providing health education to patients on drug use;
3. Sampling and reporting findings for submitted specimens for quality control purposes; receiving complaints and reporting adverse drug reaction;
4. Receiving and reporting poor quality medicine; and guiding and counseling staff working under the officer.

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



HOW TO APPLY

All applications clearly specifying the Position applied for must be received on or before **Thursday, 18th August, 2022**, and should be addressed to:-

**Secretary/CEO
Makueni County Public Service Board
P.O. Box 49 - 90300
MAKUENI**

NOTE:

- (i) The Job Application Form can be downloaded from the County Public Service Board website; www.makuenipsb.go.ke
- (ii) Only Shortlisted candidates will be contacted
- (iii) Shortlisted candidates will be required to produce the following documents during the interview:
 - a. Original Identity Card/passport;
 - b. Letter of 1st Appointment;
 - c. Confirmation letter to the Permanent and Pensionable Establishment;
 - d. Letter of promotion to the current job group;
 - e. Original academic certificates;
 - f. Original Professional certificates.
 - g. Registration certificate (where necessary)
- (iv) The Makueni County Government is an equal Opportunity Employer; Youth, Women, Persons with Disabilities and other disadvantaged persons are encouraged to apply.



**SECRETARY/CEO
MAKUENI COUNTY PUBLIC SERVICE BOARD**