

**MAKUENI COUNTY PUBLIC SERVICE BOARD**

P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751

Email: cpsb@makueni.go.ke

web: www.makuenipsb.go.ke

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

S/NO.	Cadre	Job Group	No. of Vacancies
1.	Chief Physiotherapist	M	6
2.	Principal Registered Nurse	N	6
3.	Senior Registered Nurse	L	24
4.	Senior Enrolled Nurse II	K	18
5.	Registered Nurse I (i) Diploma Holders (223 Posts) (ii) Anaesthetist (1 Post)	K	224
6.	Enrolled Nurse I	J	15
7.	Registered Clinical Officer I (i) Diploma Holders (40 posts) (ii) Anaesthetist (6 posts)	K	46
8.	Chief Medical Laboratory Technologist	M	1
9.	Medical Laboratory Technologist I	K	30
10.	Senior Health Records and Information Management Assistant	K	3
11.	Pharmaceutical Technologist I	K	6
12.	Senior Pharmaceutical Technologist	L	1
13.	Senior Assistant Public Health Officer	L	5
14.	Principal Public Health Officer	N	5
15.	Chief Human Resource Management and Development Officer	M	1
16.	Chief Nursing Officer	M	2
17.	Senior Enrolled Nurse I	L	11
18.	Senior Registered Clinical Officer (i) Diploma (7 Posts) (ii) Anaesthetist (5 posts)	L	12
19.	Chief Registered Clinical Officer (i) Diploma (5 Posts)	M	10



	(ii) Anaesthetist (5 Posts)		
20.	Chief Health Records & Information Management Officer	M	1
21.	Assistant Principal Health Records and Management Officer	N	1
22.	Community Health Assistant I	J	12
23.	Assistant Community Health Officer I	K	5
24.	Senior Assistant Community Health Officer	L	1
25.	Chief Assistant Community Health Officer	M	1
26.	Senior Nutrition and Dietetics Technologist	L	1
27.	Chief Radiographer	M	1
28.	Principal Radiographer	N	1
29.	Principal Nursing Officer	N	1
30.	Supply Chain Management Assistant I	K	1
31.	Supply Chain Management Officer I	K	1
32.	Chief Nutrition and Dietetics Technologist	M	1
33.	Assistant Chef	H	1
34.	Senior Medical Engineering Technologist	L	1
35.	Principal Medical Engineering Technologist	N	1
36.	Chief Clerical Officer	J	1
37.	Assistant Chief Health Administrative Officer	M	1
38.	Chief Public Health Officer	M	6
39.	Assistant Public Health Officer II	J	6
40.	Assistant Public Health Officer I	K	1
41.	Health Records and Information Management Assistant I	J	4
42.	Radiographer I	K	6
43.	Assistant Physiotherapist I	K	6
44.	Medical Engineering Technician I	J	4
45.	Nutrition and Dietetics Technologist I	K	7
46.	Medical Social Worker I	K	1
47.	Senior Assistant Physiotherapist	L	1
48.	Senior Medical Laboratory Technologist	L	2
49.	Principal Medical Laboratory Technologist II	N	1
50.	Chief Pharmaceutical Technologist	M	3
51.	Senior Assistant Occupational Therapist	L	1
52.	Chief Assistant Occupational Therapist	M	1
53.	Principal Accountant	N	1
	Total		510

All applications should reach the Secretary/CEO, County Public Service Board on or before 5:00 pm on Wednesday 11th October, 2023.



The full details of the job descriptions and requirements for appointment can be accessed in the County website: www.makuenipsb.go.ke and in the County Government Headquarters, Department of Health Services Notice Board and County Public Service Board Notice Board.


SECRETARY
MAKUENI COUNTY PUBLIC
SERVICE BOARD
26 SEP 2023
SECRETARY/CEO
MAKUENI COUNTY PUBLIC SERVICE BOARD
P.O. Box 49-40300,
MAKUENI



MAKUENI COUNTY PUBLIC SERVICE BOARD
P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751
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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:

**1. VACANCY IN THE GRADE OF CHIEF PHYSIOTHERAPIST JOB GROUP ‘M’
(6 POSTS)**

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 neruto 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:-

1. Served in the grade of Senior Physiotherapist Job Group "L" for a minimum period of three (3) years;
2. Bachelor's degree in Physiotherapy from a recognized institution;
3. Certificate of Registration Certificate from Physiotherapy Council of Kenya (PCK);
4. Current Certificate of Practice from Physiotherapy Council of Kenya (PCK);
5. Certificate in computer application skills from a recognized institution; and
6. Shown merit and ability as reflected in work performance and results.

2. VACANCIES IN THE GRADE OF PRINCIPAL REGISTERED NURSE JOB GROUP 'N' (6 POSTS)

- (i) **DIPLOMA NURSE – 5 POSTS**
- (ii) **ANAESTHETIST – 1 POST**

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:

1. Served in the grade of Chief Registered Nurse Job Group “M” for a minimum period of three (3) years;
2. 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; Registration Certificate issued by the Nursing Council of Kenya;
3. Higher diploma in Anaesthesia from a recognized institution (*for the Anaesthetist*);
4. Valid practicing license from the Nursing Council of Kenya;
5. Certificate in Management Course lasting not less than four (4) weeks from recognized institution;
6. Certificate in computer application skills from a recognized institution.
7. 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;

3. VACANCIES IN THE GRADE OF SENIOR REGISTERED NURSE JOB GROUP ‘L’ (24 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.

For appointment to this grade, an officer must have:

1. Served in the grade of Registered Nurse I Job Group “K” for a minimum period of three (3) years;
2. 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; Registration Certificate issued by the Nursing Council of Kenya;
3. Valid practicing license from the Nursing Council of Kenya;
4. Certificate in computer application skills from a recognized institution.
5. shown merit and ability as reflected in work performance and results.

4. VACANCIES IN THE GRADE OF SENIOR ENROLLED NURSE II JOB GROUP ‘K’ (18 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.

For appointment to this grade, an officer must have:

1. Served in the grade of Enrolled Nurse I Job Group “J” for a minimum period of three (3) years;



2. 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;
3. Enrolment Certificate issued by the Nursing Council of Kenya;
4. Valid practicing license from Nursing Council of Kenya;
5. Certificate in computer application skills from a recognized institution; and
6. Shown merit and ability as reflected in work performance and results.

5. VACANCIES IN THE GRADE OF REGISTERED NURSE I JOB GROUP 'K' (224 POSTS)

(i) DIPLOMA HOLDERS – 223 POSTS

(ii) ANAESTHETIST – 1 POST

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 school's 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:

1. Served in the grade of Registered Nurse II Job Group "J" for a minimum period of three (3) years;
2. 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;
3. Higher diploma in Anaesthesia from a recognized institution (*for the Anaesthetist*);



4. Registration Certificate issued by the Nursing Council of Kenya;
5. Valid practicing license from the Nursing Council of Kenya;
6. Certificate in computer application skills from a recognized institution; and
7. Shown merit and ability as reflected in work performance and results.

6. VACANCIES IN THE GRADE OF ENROLLED NURSE I JOB GROUP 'J' (15 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:

1. Served in the grade of Enrolled Nurse II, Job Group "H" for a minimum period of two (3) years;
2. 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;
3. Enrolment Certificate issued by the Nursing Council of Kenya;
4. Valid practicing license from Nursing Council of Kenya;
5. Certificate in computer application skills from a recognized institution; and
6. Shown merit and ability as reflected in work performance and results



7. VACANCIES IN THE GRADE OF REGISTERED CLINICAL OFFICER I JOB GROUP 'K' (46 POSTS)

(i) DIPLOMA - 40 POSTS

(ii) ANAESTHETIST - 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, Job Group 'K', an officer must have:

1. Served in the grade of Registered Clinical Officer II for a minimum Period of three (3) years;
2. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
3. Higher Diploma in Clinical Medicine and Surgery in Anaesthesia from a recognized institution (*for the Anaesthetist*);
4. Certificate of Registration from the Clinical Officers' Council;
5. Certificate in Computer Application Skills from a recognized Institution; and
6. Shown merit and ability as reflected in work performance and results

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

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:-

1. Served in the grade of Senior Medical Laboratory Technologist Job Group "L" for a minimum period of three (3) years;
2. Diploma in Medical Laboratory Science or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
3. Registration certificate issued by the Kenya Laboratory Technicians and Technologist board (KMLTTB)
4. Valid practicing licence from the Kenya Medical Laboratory Technicians and Technologists Board.
5. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
6. Certificate in Computer applications skills from a recognized institution; and
7. Shown merit and ability as reflected in work performance and results.

9. VACANCY IN THE GRADE OF MEDICAL LABORATORY TECHNOLOGIST I JOB GROUP 'K' (30 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:-

1. Served in the grade of Medical Laboratory Technologist II Job Group "J" for a minimum period of three (3) years;
2. Diploma in Medical Laboratory Science or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
3. Registration certificate issued by the Kenya Laboratory Technicians and Technologist board (KMLTTB)
4. Valid practicing license by the Kenya Laboratory Technicians and Technologist board.
5. Certificate in Computer applications skills from a recognized institution; and
6. Shown merit and ability as reflected in work performance and results

10. VACANCY IN THE GRADE OF SENIOR HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT JOB GROUP 'K' (3 POSTS)

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

1. Served in the grade of Health Records and Information Management Assistant I Job Group "J" for a minimum period of three (3) years;



2. Certificate in Health Records and Information Technology from a recognized institution;
3. Certificate in computer application skills from a recognized institution; and
4. Shown merit and ability as reflected in work performance and results.

11.VACANCY IN THE GRADE OF PHARMACEUTICAL TECHNOLOGIST I JOB GROUP 'K' (6 POSTS)

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:-

1. Served in the grade of Pharmaceutical Technologist II Job Group "J" for at least three (3) years;
2. Diploma in either Pharmacy or pharmaceutical Technology or equivalent qualification approved by the pharmacy and poisons Board from a recognized institution;
3. Certificate of enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB)
4. Certificate in computer application skills from a recognized institution and
5. Shown merit and ability as reflected in work performance and results

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

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:-

1. Served in the grade of pharmaceutical Technologist I Job Group "K" for at least three (3) years;
2. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by Pharmacy and poisons Board from a recognized institution;
3. Certificate of Enrollment as a Pharmaceutical Technologist awarded by Pharmacy and poisons Board (PPB)
4. Certificate in computer application skills from a recognized institution and
5. Shown merit and ability as reflected in work performance and results.

13. VACANCIES IN THE GRADE OF SENIOR ASSISTANT PUBLIC HEALTH OFFICER JOB GROUP 'L' (5 POSTS)

Duties and Responsibilities

1. Identifying environmental health issues at community level;
2. Maintaining up to date records of services rendered; implementing vector, vermin and, rodent control measures;
3. Implementing integrated mosquito control strategies;
4. Issuing of and statutory notices;
5. Inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water;
6. Undertaking inspection for preventive maintenance of health care facilities;
7. Overseeing construction of sanitary facilities in schools, trading centres and commercial premises; collecting water and food samples for bacteriological and chemical analysis;
8. Carrying out immunizations;
9. Initiating and implementing Community Based Health Care Programmes;
10. Implementing integrated mosquito control and other public health strategies;
11. Following up on proper collection and disposal of solid waste.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Assistant Public Health Officer 1 Job Group "K" for a minimum period of three (3) years;
2. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
3. Certificate in Computer Application Skills from a recognized institution; and
4. Shown merit and ability as reflected in work performance and results.



14.VACANCIES IN THE GRADE OF PRINCIPAL PUBLIC HEALTH OFFICER JOB GROUP 'N' (5 POSTS)

Duties and Responsibilities

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

1. Served in the grade of Chief Public Health Officer Job Group "M" for a minimum period of three (3) years;
2. Bachelor's Degree in Environmental Health or Public Health from a recognized Institution;
3. Certificate of competence from the Association of Public Health Officers;
4. Certificate in Computer Application Skills from a recognized institution;
5. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
6. shown merit and ability as reflected in work performance and results

15. VACANCY IN THE POSITION OF CHIEF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER, JOB GROUP 'M' (1 POST)

Duties and Responsibilities

1. Coordinating human resource services in such areas as appointment, promotion, payroll management; discipline, pensions, establishment and complement control;
2. Preparing and processing cases for the Ministerial Human Resource Management Advisory Committee;



3. Implementing human resource management decisions within existing rules, regulations and procedures;
4. Preparing and compiling reports on the implementation of Performance Management systems including Performance Appraisal Systems;
5. Managing human resource information systems;
6. Undertaking training needs assessment;
7. Identifying training and development programmes;
8. Carrying out training needs analysis;
9. Preparing training projections and plans;
10. Undertaking evaluation of training programmes;
11. Developing, updating and maintaining human resource development data and records.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Senior Human Resource Management and Development Officer Job Group "L" for a minimum period of three (3) years;
2. Bachelor's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant Social Science from a recognized institution;
3. Higher Diploma in any of the following fields: Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations or its equivalent from a recognized institution;
4. Membership to a relevant professional body;
5. Certificate in computer application skills from a recognized institution; and
6. Shown merit and ability as reflected in work performance and results.

16. VACANCIES IN THE GRADE OF CHIEF NURSING OFFICER JOB GROUP 'M' (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:

1. Served in the grade of a Senior Nursing Officer for a minimum Job Group "L" period of three (3) years;
2. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
3. Registration Certificate issued by the Nursing Council of Kenya;
4. Valid practicing license from the Nursing Council of Kenya;
5. Certificate in computer application skills from a recognized institution.
6. Shown merit and ability as reflected in work performance and results.

17. VACANCIES IN THE GRADE OF SENIOR ENROLLED NURSE I JOB GROUP 'L' (11 POSTS)

Duties and Responsibilities at this level will entail:

1. Assessing patients and clients and establishing health care needs;
2. Planning and implementing nursing care interventions based on patients'/clients' health needs; Providing health education and counselling on identified health and socio-economic needs to patients/clients! referring patients and clients appropriately;
3. Facilitating patients' admission and discharge in a health facility;
4. Ensuring a tidy and safe clinical environment;
5. Ensuring safe custody of in-patients belongings;
6. Maintaining records on patients/clients personal and health condition/care;
7. Conducting assessment of school health needs;
8. Planning, implementing interventions and preparing periodic reports;
9. Conducting occupational health needs assessment,
10. Planning, implementing, evaluating, making recommendations and
11. Preparing periodic reports; providing appropriate healthcare services including immunization, reproductive health; guiding and orienting staff, students and health personnel; and carrying out health outreach activities.



For appointment to the grade, an officer must have:

1. Served in the grade of Senior Enrolled Nurse II Job Group “K” for a minimum period of three (3) years;
2. 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;
3. Enrolment Certificate issued by the Nursing Council of Kenya;
4. valid practicing license from Nursing Council of Kenya;
5. Certificate in computer application skills from a recognized institution; and
6. Shown merit and ability as reflected in work performance and results.

**18. VACANCIES IN THE GRADE OF SENIOR REGISTERED CLINICAL OFFICER
JOB GROUP ‘L’ (12 POSTS)**

- (i) DIPLOMA – 7 POSTS
- (ii) ANAESTHETIST – 5 POSTS

Duties and Responsibilities

Duties and responsibilities at this level will include:

1. Implementing Community Health Care activities in liaison with other health workers;
2. History taking, examining, diagnosing, treating and managing diseases and conditions in an outpatient or inpatient health facility;
3. Sensitizing patients and clients on preventive and promotive health;
4. Providing clinical outreach and school health services;
5. Coaching and mentoring students on attachment;
6. Carrying out surgical procedures as per training and skill;
7. Guiding and counseling patients, clients and staff on health issues;
8. Assessing, preparing and presenting medico-legal reports;
9. Organizing health management teams and convening health management committee meetings; Conducting ward rounds, reviewing and making appropriate referrals;
10. Carrying out surgical procedures as per training and skill; 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; and collecting and compiling clinical data.

For appointment to this grade, an officer must have:

1. Served in the grade of Registered Clinical Officer I Job Group “K” for a minimum period of three (3) years;
2. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;



3. Higher Diploma in Clinical Medicine and Surgery in Anaesthesia from a recognized institution (*for the Anaesthetist*);
4. Certificate of Registration from the Clinical Officers' Council;
5. Certificate in Computer Application Skills from a recognized institution; and
6. Shown merit and ability as reflected in work performance and results

**19. VACANCIES IN THE GRADE OF CHIEF REGISTERED CLINICAL OFFICER
JOB GROUP 'M' (10 POSTS)**

(i) DIPLOMA – 5 POSTS

(ii) ANAESTHETIST – 5 POSTS

Duties and Responsibilities

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

For appointment to this grade, an officer must have:

1. Served in the grade of Senior Registered Clinical Officer Job Group "L" for a minimum period of three (3) years;
2. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
3. Higher Diploma in Clinical Medicine and Surgery in Anaesthesia from a recognized institution (*for the Anaesthetist*);
4. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
5. Certificate of Registration from the Clinical Officers' Council;



6. Certificate in Computer Application Skills from a recognized institution; and
7. shown merit and ability as reflected in work performance and results

20. VACANCY IN THE GRADE OF ASSISTANT CHIEF HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JOB GROUP 'M' (1 POST)

Duties and Responsibilities

1. Implementing health records and information policies and guidelines;
2. Providing advice on disclosure, confidentiality, security and exchange of health records and information;
3. Analyzing medical records data;
4. Carrying out health records and. information system review; \ designing. medical and surgical indices;
5. Developing data quality audit tools;
6. Designing monitoring and evaluation tools;
7. Disseminating health information;
8. Preparing medical records reports;
9. Maintaining health records safety and confidentiality;
10. Maintaining diagnostic and surgical indices; maintaining Patient Master Index;
11. Coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and
12. Indexing diseases and surgical procedures.

Requirements for Appointment

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

1. Served in the, grade of Assistant Senior Health Records and Information Management Officer Job Group "L" for a minimum period of three (3) years;
2. Diploma in Health Records and Information Technology from a recognized institution;
3. Certificate in Supervisory Skills/Management Course lasting not less than two (2) weeks from a recognized institution;
4. Certificate in computer application skills from a recognized institution; and
5. Demonstrated merit and ability as reflected in work performance and results.

21. VACANCY IN THE GRADE OF ASSISTANT PRINCIPAL HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER JOB GROUP 'N' (1 POST)

Duties and Responsibilities

1. Implementing health records and information policies and guidelines;
2. Providing advice on disclosure, confidentiality, security and exchange of health records and information;



3. Coordinating analysis of medical records data;
4. Carrying out health records and information system review; designing medical and surgical indices; developing data quality audit tools;
5. Designing health records monitoring and evaluation tools;
6. Developing data quality audit tools;
7. Disseminating health information;
8. Maintaining health records safety and confidentiality;
9. Maintaining diagnostic and surgical indices;
10. Maintaining Patient Master Index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine and; indexing diseases and surgical procedures

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

1. Served in the grade of Assistant Chief Health Records and Information Management Officer Job Group “M” for a minimum period of three (3) years;
2. Diploma in Health Records and Information Technology from a recognized institution;
3. Certificate in Management course lasting for not less than four (4) weeks from a recognized institution; (iv) Certificate in computer application Skills from a recognize institution; And
4. Demonstrated outstanding administrative capabilities in work performance and results.

22. VACANCIES IN THE GRADE OF COMMUNITY HEALTH ASSISTANT I, JOB GROUP ‘J’ (12 POSTS)

Duties and Responsibilities

1. Identifying common ailments and minor injuries at community level;
2. Identifying and referring health cases to the appropriate health facilities;
3. Coordinating community health activities;
4. Collating health data from households for analysis;
5. Visiting homes to determine health situations and dialogue with household;
6. Sensitizing and disseminating health information to the community;
7. Identifying defaulters of health interventions and referring them to, health facilities;
8. Convening meetings and action. days in collaboration with Community Health Committees and other stakeholders;
9. Managing community health resource centers; and
10. Requisitioning refills for the community health workers kits.

Requirements for Appointment

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

1. Served in the grade of Community Health Assistant II Job Group “H” for a minimum period of three (3)'years; Certificate in any of the following disciplines: Community Health, Psychology, Counseling, Social Work or Community Development from a recognized institution;



2. Certificate in Computer Application Skills from a recognized institution; and
3. Shown merit and ability as reflected in work performance and result.

23. VACANCIES IN THE GRADE OF ASSISTANT COMMUNITY HEALTH OFFICER I, JOB GROUP 'K' (5 POSTS)

Duties and Responsibilities

1. Coordinating community health activities;
2. Collating health data from households for analysis;
3. Sensitizing community members on health issues; recommending appropriate action for identified defaulters of health interventions;
4. Planning and coordinating community health meetings in liaison with other stakeholders in the health sector; Identifying and taking action for common ailments and minor injuries;
5. Collecting data during community diagnosis;
6. Conducting community psychosocial counseling; and
7. Training Community Health Workers and Community Health Committees on community health issues.

Requirements for Appointment

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

1. Served in the grade of Assistant Community Health Officer II Job Group "J" for a minimum period of three (3). Years;
2. Diploma in any of the following disciplines: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counseling, Social Work, Community Development or Health Promotion and Education from a recognized institution;
3. Certificate in Computer Application Skills from a recognized institution; and
4. Shown merit and ability as reflected in work performance and results.

24. VACANCIES IN THE GRADE OF SENIOR ASSISTANT COMMUNITY HEALTH OFFICER, JOB GROUP 'L' (1 POST)

Duties and Responsibilities

1. Analyzing and interpreting health data from community units;
2. Issuing and maintaining inventory of Community Health Workers' kits;
3. Recommending appropriate action for identified defaulters of health interventions and providing support;
4. Maintaining health intervention defaulter register for follow-up;
5. Monitoring and documenting completion of health referral cases;
6. Compiling community health reports; and
7. Monitoring and evaluating community health activities.



Requirements for Appointment

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

1. Served in the grade of Assistant Community Health Officer I Job Group "K" for a minimum period of three, (3) years;
2. Diploma in any of the following disciplines: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counseling, Social Work, Community Development or Health Promotion and Education from a recognized institution;
3. Certificate in Computer Application Skills from a recognized institution; and
4. Shown merit and ability as reflected in work performance and results.

25. VACANCIES IN THE GRADE OF CHIEF ASSISTANT COMMUNITY HEALTH OFFICER, JOB GROUP 'M' (1 POST)

Duties and Responsibilities

1. Analyzing and interpreting health data from community units;
2. Submitting community health reports;
3. Validating community health services data in Sub-County (District) Health Information Systems; conducting community health diagnosis and research;
4. Conducting functionality assessment of community units using standard tools;
5. Carrying out advocacy and resource mobilization activities for community health services; sensitizing communities on available health services and emerging issues;
6. Monitoring and evaluating community health activities;
7. Designing and developing Information Education Communication materials for community health services; and
8. Coaching and mentoring staff.

Requirements for Appointment

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

1. Served in the grade of Senior Assistant Community Health Officer Job Group "L" for a minimum period of three (3) years;
2. Diploma in any of the following disciplines: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counseling, Social Work, Community Development or Health Promotion and Education from a recognized institution;
3. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
4. Certificate in Computer Applications Skills from a recognized institution; and
5. Shown merit and ability as reflected in work performance and results.



26. VACANCY IN THE GRADE OF SENIOR NUTRITION AND DIETETICS TECHNOLOGIST JOB GROUP 'L' (1 POST)

Duties and responsibilities at this level will include:

1. Providing outpatient and inpatient nutrition care;
2. Providing therapeutic nutrition support in disease management in health care facilities;
3. Providing nutrition care for pre-term babies;
4. Supervising implementation of baby friendly hospital initiatives;
5. Supervising provision of therapeutic feeds;
6. Conducting nutrition assessments;
7. Undertaking ward rounds and supervising administration of inpatient feeding; counseling patients with specific nutritional needs;
8. Conducting nutrition health education and demonstrations;
9. Assessing and reviewing nutrition of referral cases;
10. Preparing hospital menus and reviewing nutrition of referral cases;
11. Preparing hospital menus and patient feeding protocol;
12. Implementing nutrition projects;
13. Analyzing nutrition data; preparing monthly reports for the station or facility;
14. Formulating therapeutic diets for outpatients and in-patients; and
15. Facilitating nutrition in health and inter-sectorial teams.

For appointment to this grade, an officer must have:

1. Served in the grade of Nutrition and Dietetics Technologist I Job Group "K" for a minimum period of three (3) years;
2. Diploma in Community Nutrition, Clinical nutrition or Nutrition and Dietetics from recognized institution;
3. Certificate in computer Application skills from a recognized institution;
4. Registration by the council of the institute of Nutritionists and Dieticians (CIND); and
5. Shown merit and ability as reflected in work performance and results.

27. VACANCY IN THE GRADE OF CHIEF RADIOGRAPHER, JOB GROUP 'M' (1 POST)

Duties and Responsibilities

An officer at this level may be deployed at District or a Provincial Hospital. Specific duties will include:

1. Implementing policies and regulations on Medical Imaging Services in the Hospital;
2. Ensuring safety of radiography equipment in the department;
3. Establishing and Co-coordinating procurement;
4. Ensuring safe custody of radiographic and photographic supplies in the department and Supervising junior staff and/or students on attachment in the department.



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

Requirements for Appointment

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

1. Served in the grade of Senior Radiographer, Job Group 'L' or in a comparable and relevant position in the Public Service for at least three (3) years;
2. Management course lasting not less than four (4) weeks from Kenya Institute of Administration or any other recognized institution; and
3. Demonstrated considerable technical competence and administrative capabilities in organizing radiographic services.

28. VACANCY IN THE GRADE OF PRINCIPAL RADIOGRAPHER, JOB GROUP 'N' (1 POST)

Duties and Responsibilities

1. Co-coordinating and supervising the implementation of policies and regulations on Medical Imaging Services;
2. Ensuring safety and maintenance of all medical imaging equipment's in the station;
3. Implementing Quality Assurance Programmes;
4. Establishing and maintaining radiation safety standards in the hospital; initiating procurement and safe storage of Medical Imaging Supplies;
5. Organizing training programs for staff and/or students on attachment in the department.

Requirements for Appointment

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

1. Served in the grade of Chief Radiographer Job Group "M" or in a comparable and relevant position in the Public Service for at least three (3) years;



2. Demonstrated considerable technical competence and administrative capabilities in organizing and providing radiographic services

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

29. VACANCY IN THE GRADE OF PRINCIPAL NURSING OFFICER, JOB GROUP 'N' (1 POST)

Duties and Responsibilities

Duties and responsibilities at this level will include:

1. Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
2. Performing a comprehensive physical examination within various settings;
3. Assessing, formulating, planning and implementing evidence-based nursing care for client/patient;
4. Ensuring a safe nursing care environment for client/patient;
5. Conducting patient audits to improve client/patient care;
6. Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families;
7. Conducting nursing teaching and assessment of nursing staff and students; and
8. Coordinate quality assurance activities for improvement of nursing care outcomes.

In addition, duties and responsibilities will include:

1. Evaluating community interventions and providing feedback;
2. Managing nursing commodities and other resources;



3. Conducting studies and surveys in various health care areas and disseminating findings to improve care;
4. Coordinating occupational health and safety activities and
5. Preparing periodic reports;
6. Ensuring effective utilization and safety of assigned medical supplies and equipment;
7. Developing standard operating procedures for the unit in collaboration with other stakeholders; conducting training needs assessment and developing training/induction programmes; evaluating in-house training programmes and producing periodical reports;
8. Implementing nursing programmes; mobilizing resources for implementation of nursing activities and projects;
9. Conducting ward rounds and reviewing patients' conditions; and coaching and mentoring nursing staff

For appointment to this grade, an officer must have:

1. Served in the grade of Chief Nursing Officer Job Group "M" for a minimum period of three (3) years;
2. Bachelor's Degree in either Nursing or Midwifery from a recognized institution; '
3. Registration Certificate issued by the Nursing Council of Kenya;
4. Valid practicing license from the Nursing Council of Kenya;
5. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
6. Certificate in computer application skills from a recognized institution; and
7. Shown merit and ability as reflected in work performance and results.

30. VACANCY IN THE GRADE OF SUPPLY CHAIN MANAGEMENT ASSISTANT I, JOB GROUP 'K' (1 POST)

Duties and Responsibilities

Work at this level will be similar to that of Supply Chain. Management Assistant II; though more complex in nature. Specifically, duties will entail: -

1. Warehousing distribution,
2. Fleet management, inventory and stock Control.

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

1. Served in the grade of Supply Chain Management Assistant II Job Group "J" or in a comparable and relevant position in the Public Service for a minimum period of three (3) years: and shown merit and reflected in work performance and results

In -addition to the above requirements an officer must have the following key personal attributes and core competencies: -

(i) Personal 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

(ii) Core Competences

- Team playing skills.
- Accuracy
- Care for resources
- Manual dexterity
- Execution of instructions
- Interpersonal skills
- Analytical skills
- Records Management skills

31. VACANCY IN THE GRADE OF SUPPLY CHAIN MANAGEMENT OFFICER I, JOB GROUP 'K' (1 POST)

Duties and Responsibilities

Processing of agenda for the tender committees and assisting in implementation of decisions thereof. '

Requirements for Appointment

1. For appointment to this grade, an officer must have
2. Served in. the grade 'of -Supply Chain Management Officer II Job Group "J" or in a comparable and relevant position in the Public Service for a minimum of three (3) years;
3. Bachelor's Degree 'in any of the following; -Commerce, -Business Administration; Economics, Procurement and Supplies Management, Marketing or. their equivalent qualification from a recognized institution; and
4. Shown merit and ability as reflected in work performance and results

In addition to the above requirements an officer must have the following key, attributes and Core competences: -

(i) Personal 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,

(ii) Core Competences

- Team playing skills Accuracy Care for resources
- Manual dexterity
- Execution of instructions



- Interpersonal skills
- Analytical skills
- Records Management skills

32.VACANCY IN THE GRADE OF CHIEF NUTRITION AND DIETETICS TECHNOLOGIST JOB GROUP 'M' (1 POST)

Duties and Responsibilities

1. Providing therapeutic nutrition support in disease management in hospital wards and kitchens, managing inpatient feeding programmes.
2. Initiating nutrition projects
3. Providing nutrition services in tuberculosis, diabetic and renal clinics
4. Providing specialized nutrition support for inpatient
5. Conducting nutrition data audits in the facility
6. Carrying out nutrition research and preparing reports for the station or facility
7. Planning and formulating therapeutic diets for outpatient and in patients
8. Providing specifications for the procurement of nutrition equipment
9. Facilitating nutrition health and inter-sectoral teams.
10. Assessing, implementing and reviewing nutrition health programmes in health care facilities.

For appointment to this grade, an officer must have:

1. Served in the grade of Senior Nutrition and Dietetics Technologist Job Group "L" for a minimum period of three (3) years.
2. Diploma in Community Nutrition, Clinical Nutrition and Dietetics from a recognized institution.
3. Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution.
4. Certificate in computer applications skills from a recognized institution
5. Shown merit and ability as reflected in work performance and results.

33. VACANCY IN THE GRADE OF ASSISTANT CHEF JOB GROUP 'H' (1 POST)

Duties and Responsibilities

1. Food preparation and production;
2. Setting up and directing placement of foods in serving line;
3. Replenishing of foodstuffs in the buffet service line;
4. Maintaining correct stock levels;
5. Detecting and reporting spoilt or unattractive raw food materials;
6. Ensuring proper stock rotation;
7. Ordering of foodstuffs from the main store;
8. Carrying out on the job training for staff; and



9. Filling work order forms for defective equipment.

Requirements for Appointment

1. Served in the grade of Cook 1 Job Group "G" for at least three (3) years; and
2. Demonstrated knowledge and skills in institutional food preparation

34. VACANCY IN THE GRADE OF SENIOR MEDICAL ENGINEERING TECHNOLOGIST JOB GROUP 'L' (1POST)

Duties and Responsibilities

1. Implementing medical engineering programmes and projects
2. Providing user support
3. Undertaking preventive maintenance and repairs of medical/hospital equipment, plants furniture and instruments
4. Installing medical equipment and furniture of medium technology
5. Analyzing information for research
6. Preparing planned preventive maintenance schedule (PPMs) providing specifications for spare parts and consumables
7. Maintaining inventory of medical/hospital equipment, furniture and plants
8. Supervising medical engineering works in a health service facility
9. Updating and maintaining on medical engineering services for input into the health information management systems
10. Training users on use and maintenance of medical equipment
11. Supervising staff working under the officer
12. Analyzing data for research and compiling reports.

For appointment to this grade, an officer must have:

1. Served in the grade of Medical Engineering Technologist I Job Group "K" for a minimum period of three (3) years;
2. Diploma in Medical Engineering or any other equivalent qualification from a recognized institution.
3. Certificate in computer application skills from a recognized institution.
4. Shown merit and ability as reflected in work performance and results.

35.VACANCY IN THE GRADE OF PRINCIPAL MEDICAL ENGINEERING TECHNOLOGIST JOB GROUP 'N' (1 POST)

Duties and Responsibilities

1. Implementing medical engineering programmes and projects
2. Providing user support.



3. Undertaking preventive maintenance and repairs of medical/hospital equipment, plants furniture and instruments
4. Installing medical equipment and furniture of medium technology
5. Analyzing information for research
6. Preparing planned preventive maintenance schedule (PPMs) providing specifications for spare parts and consumables
7. Maintaining inventory of medical/hospital equipment, furniture and plants
8. Supervising medical engineering works in a health service facility
9. Updating and maintaining on medical engineering services for input into the health information management systems
10. Training users on use and maintenance of medical equipment
11. Supervising staff working under the officer
12. Analyzing data for research and compiling reports.

For appointment to this grade, an officer must have:

1. Served in the grade of Chief Medical Engineering Technologist Job Group “M” for a minimum period of three (3) years;
2. Diploma in Medical Engineering or any other equivalent qualification from a recognized institution.
3. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution
4. Certificate in computer application skills from a recognized institution.
5. Shown merit and ability as reflected in work performance and results.

36. VACANCY IN THE GRADE OF CHIEF CLERICAL OFFICER JOB GROUP ‘J’ (1 POST)

Duties and Responsibilities

1. Coordination of clerical work in a section;
2. Maintenance of general cleanliness and security of buildings and equipment;
3. Planning of office accommodation and layout;
4. Processing of documents for issue of licenses or certificate under relevant Acts.
5. Inducting new Clerical Officers, supervising and guiding staff working under him/her.

For appointment to this grade, an officer must:

1. Have served in the grade of Senior Clerical Officer Job Group “H” for at least three (3) years;
2. 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;



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

37.VACANCY IN THE GRADE OF ASSISTANT CHIEF HEALTH ADMINISTRATIVE OFFICER JOB GROUP 'M' (1 POST)

Duties and Responsibilities

1. Ensuring efficient and effective management of health support services
2. Promoting the welfare of patients and staff and ensuring their security
3. Liaising with other professional and technical departmental heads in order to improve overall management and delivery of health care services and promoting discipline and professionalism among the health administrative personnel

Requirements for appointment

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

1. Served in the grade of Senior Health Administrative Officer Job Group "L" or in a comparable position for a minimum period of three (3) years
2. ii. Demonstrated professional competence in the management of health services in a health institution.

38. VACANCIES IN THE GRADE OF CHIEF PUBLIC HEALTH OFFICER, JOB GROUP 'M' (6 POSTS)

Duties and Responsibilities

Duties and responsibilities at this level will include:

1. Implementing promotive and preventive health programmes;
2. Monitoring compliance to urban and rural sanitation standards in dwellings, commercial premises and work places;
3. Monitoring the management of solid/liquid and other hazardous wastes;
4. Ensuring safety and quality of food and water for both domestic and industrial use;
5. Carrying out surveillance on environmental health pollutants; promoting hygiene education including school health programmes;
6. Implementing international health regulations and rules at ports, airports, frontiers and border posts;
7. Carrying out surveillance and advising on prevention and control of disease incidences and outbreaks;
8. Liaising with other stakeholders in carrying out disaster preparedness and response;
9. Compiling research reports on public health;
10. Compiling and analyzing of public health data and reports; and



11. Promoting modern information and communication technology in the provision of public health services.

For appointment to this grade, an officer must have:

1. Served in the grade of Senior Public Health Officer Job Group “L” for a minimum period of three (3) years;
2. Bachelor’s Degree in Environmental Health or Public Health from a recognized Institution;
3. Certificate of competence from the Association of Public Health Officers;
4. Certificate in Computer Application Skills from a recognized institution;
5. Shown merit and ability as reflected in work performance and results.

39. VACANCIES IN THE GRADE OF ASSISTANT PUBLIC HEALTH OFFICER II, JOB GROUP ‘J’ (6 POSTS)

Duties and Responsibilities

1. Mobilizing, sensitizing and advising communities on matters related to environmental health; Referring of health cases to relevant health facilities;
2. Carrying out immunization; identifying environmental health issues at community level; Organizing community health days to advise communities on common public health issues; Collecting and maintaining up to date records of services rendered;
3. Assessing health needs of the community; implementing vector, vermin and rodent control measures; implementing integrated mosquito control strategies;
4. Sitting of homesteads, pit latrines, grain stores, trading centres, emergency camps;
5. Implementing sanitation and hygiene standards in the community; and
6. Undertaking inspection for preventive maintenance at the health facility hospital sanitation including health care waste management.

Requirements for Appointment

For appointment to this grade, an officer must have:

1. Served in the grade of Assistant Public Health Officer III Job Group “H” for a minimum period of three (3) years;
2. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
3. Certificate in Computer Application Skills from a recognized institution; and (iv) shown merit and ability as reflected in work performance and results.

40. VACANCY IN THE GRADE OF ASSISTANT PUBLIC HEALTH OFFICER I, JOB GROUP ‘K’ (1 POST)

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:



1. Mobilizing, sensitizing and advising communities on matters related to environmental health; Carrying out immunization; defaulter tracking and reporting of Tuberculosis and other immunizable diseases; identifying environmental health issues at community level;
2. Implementing vector vermin and rodent control measures; implementing integrated mosquito control strategies.; sitting of homesteads, pit latrines, grain stores, trading centers, emergency camps and giving advice on vermin and rodent control;
3. Implementing sanitation and hygiene standards in the community; undertaking inspection for preventive maintenance at the health facility, hospital sanitation and health care waste management; issuing of intimation and statutory notices; and inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water.

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

1. Served in the grade of Assistant Public Health Officer II Job Group "J" for a minimum period of three (3) years;
2. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
3. Certificate in Computer Application Skills from a recognized institution; and
4. Shown merit and ability as reflected in work performance and results.

41. VACANCIES IN THE GRADE OF HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT I, JOB GROUP 'J' (4 POSTS)

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

1. Receiving and registering patients; booking appointment for patients to specialty clinics and consultants; storing and retrieving medical records;
2. Preparing clinics; updating bed bureau; editing patient cases records; capturing data from service points;
3. Maintaining record safety and confidentiality; balancing daily bed returns;
4. Preparing and maintaining patient master index; creating and updating patient master index; updating patient master index;
5. Directing patients to relevant clinics; scheduling patients to the consultants and specialty clinics; assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the international classification of diseases and procedures in medicine;
6. Compiling medical records and reports.

For appointment to this grade, an officer must have:

1. Served in the grade of Health Records and Information Management Assistant II Job Group "H" for a minimum period of three (3) years;
2. Certificate in Health Records and Information Management from a recognized institution; Certificate in computer application skills from a recognized institution; and
3. Shown merit and ability as reflected in work performance and results.



42. VACANCIES IN THE GRADE OF RADIOGRAPHER I, JOB GROUP 'K' (6 POSTS)

Duties and Responsibilities

Work at this level will involve:

1. Providing medical Imaging Services at a District Provincial Hospital; processing,
2. Verifying and maintaining information related to patients; providing care and counseling patients and their relatives before, during and after examination. In addition, the officer will be safeguarding and providing basic maintenance and safety of medical imaging equipment's in the 10 hospital; establishing and maintaining Quality Assurance Programs in the department; Coordinating procurement and safe storage of departmental supplies of radiographic materials and preparing reports on radiography activities.

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

1. Served in the grade of Radiographer II, Job Group "J" or in a comparable and relevant position in the Public Service for at last three (3) years; and
2. Shown merit and ability as reflected in work performance and results.

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 specialisation
- 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

43. VACANCIES IN THE GRADE OF ASSISTANT PHYSIOTHERAPIST I, JOB GROUP 'K' (6 POSTS)

Duties and Responsibilities

Duties and responsibilities at this level will entail:-



1. Screening, assessing and providing therapeutic exercise, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution;
2. Carrying out physical disability assessments and categorization, registration and other services; Verifying and maintaining information and records relating to patients;
3. Carrying out home visits and following up on patients progress; sensitizing the community on physiotherapy issues; maintaining patients/clients progress reports;
4. Collecting data for operational research and preparing periodic reports.

For appointment to this grade, a candidate must have;

1. Served in the grade of Assistant Physiotherapist II Job Group "J" for a minimum period of three (3) years;
2. Diploma in Physiotherapy from a recognized institution;
3. Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
4. Current certificate of practice from Physiotherapy council of Kenya (PCK) and
5. Certificate in any computer application skills from a recognized institution and
6. Shown merit and ability as reflected in work performance and results

44. VACANCIES IN THE GRADE OF MEDICAL ENGINEERING TECHNICIAN I, JOB GROUP 'J' (4 POSTS)

Duties and Responsibilities

Duties and responsibility at this level will involve:-

1. Undertaking medical equipment, plants, instruments and limited health facilities and utilities; implementing medical engineering programmes and projects; providing user support;
2. Undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments; installing basic medical equipment and furniture;
3. Compiling information for research; compiling information on medical engineering services for input into Health information management system and implanting medical engineering programmes and projects.

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

1. Served in the grade of medical Engineering Technician II Job Group "H" for a minimum period of three (3) years;
2. Certificate in Medical Engineering or any other equivalent qualification from a recognized institution;
3. Certificate in computer application skills from recognized institution; and
4. Shown merit and ability as reflected in work performance and results.



45. VACANCIES IN THE GRADE OF NUTRITION AND DIETETICS TECHNOLOGIST I, JOB GROUP 'K' (7 POSTS)

Duties and responsibilities

Duties and responsibilities at this level will include:

1. Providing nutrition services in health care facilities; conducting nutrition assessments;
2. Undertaking ward rounds and supervising administration of inpatient feeding; collating and analyzing nutrition data; counseling patients with specific nutritional needs; implementing and monitoring outpatient and inpatient supplementary and therapeutic feeding programmes; promoting maternal, infant and young children feeding programmes; conducting nutrition health education and demonstrations,
3. Disseminating nutrition and dietetics information, education and demonstrations disseminating nutrition and dietetic information, education and communication materials, facilitating district health and nutrition steering groups; supervising and implementing baby friendly hospital initiatives;
4. Assessing and reviewing nutrition of referral cases, overseeing the nutrition management of patients in health care facilities and preparing monthly nutrition reports in health care facilities.

For appointment to this grade, an officer must have;

1. Served in the grade of Nutrition and Dietetics Technologist II Job Group "J" for a minimum period of three(3) years
2. Diploma in community Nutrition, Clinical Nutrition or Nutrition and Dietetics from recognized institution;
3. Certificate in computer application skills from a recognized institution;
4. Registration by the institute of Nutritionists and Dieticians (CIND) and
5. Shown merit and ability as reflected in work performance and results.

46. VACANCIES IN THE GRADE OF MEDICAL SOCIAL WORKER I, JOB GROUP 'K' (1 POST)

Duties and Responsibilities

An officer at this level will be expected to co-ordinate social work activities within a hospital covering a number of units, planning and directing social work programmes such as counseling, placement, home based care, rehabilitation and follow up of patients in general but particularly sensitive cases of pandemic diseases.

Requirement for Appointment

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

1. Served in the grade of Medical Social Worker II Job Group "J" or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; ; and
2. Shown merit and ability in work performance and results.

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



1. Positive working attitude and ability to take instructions;
2. Ability to get on well with the diverse workforce; and
3. Integrity and commitment to producing results.

47. VACANCY IN THE GRADE OF SENIOR ASSISTANT PHYSIOTHERAPIST, JOB GROUP 'L' (1 POST)

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

1. Screening, assessing and proving therapeutic exercise, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an inpatient and outpatient unit/ward/health institution;
2. Carrying out physical disability assessments and categorization, registration and other services;
3. Verifying and maintaining information and records relating to patients;
4. Carrying out home visits and following up on patients progress;
5. Sensitizing the community on physiotherapy issues;
6. Maintaining patients/clients progress reports;
7. Collecting data for operational research and preparing periodic reports.

For appointment to this grade, a candidate must have;

1. Served in the grade of Assistant Physiotherapist I Job Group "K" for a minimum period of three (3) years;
2. Diploma in Physiotherapy from a recognized institution;
3. Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
4. Current certificate of practice from Physiotherapy council of Kenya (PCK) and
5. Certificate in any computer application skills from a recognized institution and
6. Shown merit and ability as reflected in work performance and results

48. VACANCIES IN THE GRADE OF SENIOR MEDICAL LABORATORY TECHNOLOGIST, JOB GROUP 'L' (2 POSTS)

Duties and responsibilities at this level will entail:

1. Processing and analyzing specimens for special techniques such as viral load and CD4 count;
2. Undertaking quality control measures on working reagents to ensure conformity with set standards;
3. Writing and recording of results ;
4. Verification of results;
5. Sensitizing the community on importance blood donation with other health care providers;
6. Recruiting, preparing and bleeding of blood donors;
7. Rearing and maintaining of laboratory animals for research; and



8. Mentoring and coaching of trainees on practical attachment.

For appointment to this grade, a candidate must have;

1. Served in the grade of Medical Laboratory Technologist (I) Job Group “K” for a minimum period of three (3) years;
2. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
3. Registration certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
4. Valid practicing license issued by Kenya Medical Laboratory Technicians and Technologists Board;
5. Certificate in Computer skills application from a recognized institution; and
6. Shown merit and ability as reflected in work performance and results.

49. VACANCY IN THE GRADE OF PRINCIPAL MEDICAL LABORATORY TECHNOLOGIST II, JOB GROUP ‘N’ (1 POST)

Duties and responsibilities at this level will entail:

1. Implementing laboratory policies, guidelines, strategies and program;
2. Recruiting, preparing and bleeding of blood donors for transfusion services;
3. Performing blood grouping;
4. Screening of blood donors for transfusion transmissible infections;
5. Issuing blood and blood products to health facilities as per request;
6. Coordinating the preparation of reagents stains and examining specimens;
7. Carrying out operational laboratory research;
8. Preparing procurement plan for laboratory requirements;
9. Providing technical specifications for the procurement of medical laboratory reagents, apparatus and equipment;
10. Maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation;
11. Investigating disease outbreaks in liaison with other health care providers;
12. Archiving specimens of medical importance for reference;
13. Processing the specimen according to specific Standard Operating Procedures(SOP);
14. Validating and calibrating laboratory equipment;
15. Preparing periodical laboratory reports.

For appointment to this grade, a candidate must have;

1. Served in the grade of Chief Medical Laboratory Technologist Job Group “M” for a minimum period of three (3) years;
2. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;



3. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
4. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board;
5. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
6. Certificate in computer application skills from a recognized institution and;
7. Demonstrated capability and efficiency in organizing work and discharging Medical Laboratory functions

**50. VACANCIES IN THE GRADE CHIEF PHARMACEUTICAL TECHNOLOGIST
JOB GROUP 'M' (3 POSTS)**

Duties and responsibilities at this level will entail:

1. Preparing and executing plans to ensure efficient running of a health facility;
2. Preparing and submitting reports on drug/medicine;
3. Providing health education to patients and other health personnel;
4. Promoting national drug medicines use
5. Developing and evaluating training programmes and preparing reports;
6. Supervising and assessing student interns;
7. Maintaining books/register of drugs/medicines in a health facility;
8. Stock taking of drugs/medicines and non-pharmaceuticals;
9. Providing health education to patients on drug/medicine use;
10. Participating in ward rounds and advising on drug/medicine issues.

For appointment to this grade, a candidate must have;

1. Served in the grade of Senior Pharmaceutical Technologist Job Group "L" for at least three (3) years;
2. Diploma in either pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
3. Certificate in management course lasting not less than four(4) weeks from a recognized institution;
4. Certificate of enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
5. Certificate in computer application skills from a recognized institution;
6. Shown merit and ability as reflected in work performance and results.

**51. VACANCY IN THE GRADE SENIOR ASSISTANT OCCUPATIONAL THERAPIST,
JOB GROUP 'L' (1 POST)**

Duties and responsibilities at this level will entail:

1. Assessing, formulating and implementing patients treatment plan;
2. Carrying out clients functional and special needs education assessments and formulating necessary interventions;



3. Maintaining records and data relating patients;
4. Providing health education to patients and care givers;
5. Requisitioning and ensuring proper utilization of Occupational therapy supplies and equipment;
6. Following up on patients progress;
7. Collecting and compiling data for research;
8. Inducting students on practical training on Occupational therapy services; and
9. Compiling periodic reports.

For appointment to this grade, a candidate must have;

1. Served in the grade of Assistant Occupational Therapist 1 Job Group “K” for a minimum period of three (3) years;
2. Diploma in Occupational Therapy from a recognized institution;
3. Certificate in Computer Application Skills from a recognized institution; and
4. Shown merit and ability as reflected in work performance and results.

52. VACANCIES IN THE GRADE CHIEF ASSISTANT OCCUPATIONAL THERAPIST, JOB GROUP ‘M’ (1 POST)

Duties and responsibilities at this level will entail:

1. Assessing, formulating and implementing patient’s treatment plan;
2. Carrying out functional and vocational assessments and formulate necessary interventions;
3. Maintaining records and data relating to patients;
4. Preparing Occupational therapy health education materials;
5. Promoting health education in the area of disability;
6. Following up on patients progress;
7. Compiling and analyzing data for research;
8. Inducting students on practical training on Occupational therapy services; and
9. Compiling periodic reports.

For appointment to this grade, a candidate must have;

1. Served in the grade of Senior Assistant Occupational Therapist Job Group “L” for a minimum period of three (3) years;
2. Diploma in Occupational Therapy from a recognized institution;
3. Certificate in supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
4. Certificate in Computer Application Skills from a recognized institution; and
5. Shown merit and ability as reflected in work performance and results.



53. VACANCY IN THE GRADE PRINCIPAL ACCOUNTANT, JOB GROUP 'N' (1 POST)

Duties and responsibilities

1. Providing advisory services to District Departmental heads and other stakeholders on all financial matters in the District;
2. Participating and providing advice as expected of the office in Tender Committee, projects committee, District Executive Committee, District development committee etc.;
3. Interpretation and implementation of financial regulations and procedures, Treasury circulars, letters and instructions;
4. Ensuring expenditures are within the voted allocations; developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
5. Preparation of management financial reports which include monthly expenditure, returns, monthly bank reconciliation statements, and revenue/AIA returns, cash flow statements, analysis of deposits etc and maintenance of up to date and accurate books of accounts;
6. Safeguarding Government Assets and records in the District Treasury;
7. Supervision, training, development and deployment of Accounts staff in the District Treasury. Entail assisting in day to day running of the district treasury;
8. Authorization of payments and signing of cheques subject to set limits;
9. Preparation of revenue and expenditure returns in the District as required by Treasury regulations and law;
10. Assisting in developing of supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
11. Training officer of the Accounting staff in the District; and
12. Any other relevant duties as assigned by the District Accountant.
13. As Head of Division in an Accounting Unit, an officer will be responsible for planning, directing, coordinating, supervising areas of control, training and development of staff under him/her and setting targets for the division;
14. Undertaking ad hoc assignment relating to accounting services;
15. Assisting in preparation of final accounts; ensuring safe custody of government assets and records under him/her;
16. Authorizing payments and signing of cheques subject to limit set for him/her;
17. Ensuring timely and accurate preparation of quality management report that fall under his Division; and
18. Guiding officers under him/her to achieve the desired results.

Requirements for the Appointment

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

1. Served in the grade of Chief Accountant, Job Group 'M' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;



2. A Bachelor's degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination OR Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
3. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registration of Accountants Board (RAB).
4. 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:

1. Integrity and commitment to produce results;
2. Creative and innovative, technical problem solving, transformative and resource management skills;
3. Ability to work with minimum supervision;
4. Good knowledge in professional field of specialization; and
5. Good organization and supervisory skills.

TO HOW APPLY

Written applications enclosing current Curriculum Vitae, Copies of academic and professional certificates, letter(s) of 1st appointment, last promotion, admission to permanent and pensionable establishment etc and National Identification Card should be submitted in a sealed envelope and addressed to;

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

Or delivered by hand at the reception desk at Makueni County Public Service Board Offices located past Makueni Girls, Opposite Wote Technical Training Institute to be received on or before **5:00 p.m. on Wednesday, 11th October, 2023.**

NOTE:

- (i) The Job Application Form (revised 2022) 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. Letter of Admission into the Permanent and Pensionable Establishment;
 - d. Letter of promotion to the current job group;
 - e. Original academic certificates;



- f. Original professional certificates.
- g. Registration/membership certificate (where necessary)
- h. Valid practice licence (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