



MAKUENI COUNTY PUBLIC SERVICE BOARD
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VACANCIES

DEPARTMENT OF HEALTH SERVICES

Makueni County Public Service Board is a body corporate established under Section 57 of the County Governments Act 2012 whose mandate includes appointing persons to hold or act in the offices of County Public Service.

In order to strengthen the capacity of the Public Service, the Board wishes to recruit competent and qualified persons to fill the following positions as per Section 59 of the County Governments' Act 2012.

1. Medical Laboratory Technologist III (2 Posts)

Salary: Job Group "H"

Salary Scale: Kshs. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Three (3) years' renewable contract

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

1. Diploma in Medical Laboratory Science or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
2. Registration certificate issued by the Kenya Laboratory Technicians and Technologist board;
3. Valid practicing license by the Kenya Laboratory Technicians and Technologist board;
4. Certificate in Computer applications skills from a recognized institution.

2. Medical Officer (2 Posts)

Salary: Job Group "M"

Salary Scale: Kshs. 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

Terms of Service: Three (3) years' renewable contract

Duties and Responsibilities

Duties and responsibilities will entail:-

1. Undertaking "First-on –call" duties including; clerking
2. Investigating and managing patients; conducting weekly clinic and theatre days;
3. Performing emergency surgeries; working with medical specialists in wards, theatres, and clinics; Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems; undertaking medical examinations; responding to intern calls; training and supervising Medical Officers (intern) and other students; carrying out outreach services;
4. Ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider; and preparing medical reports.

Requirements

1. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by the Medical Practitioners and Dentists Board;
2. Registration Certificate by the Medical Practitioners and Dentists Board;
3. Valid practicing license from Medical practitioners and Dentists Board;
4. Certificate in computer application skills from a recognized institution.



3. Clerical Officer II (7 Posts)

Salary: Job Group 'F'

Salary Scale: Kshs. 19,220 x 680 – 19,900 x 700 – 20,600 x 780 – 21,380 x 800 – 22,180 x 950 – 23,130 p.m.

Terms of Service: Three (3) years' renewable contract

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. 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;
 2. Proficiency in computer applications
4. **Senior Assistant Director of Medical Services/Medical Specialist I (Radiologist, Oncologist and Neurosurgeon) (3 Posts)**
- Salary:** Job Group 'Q'
- Salary Scale:** Kshs. 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 x 6,070 – 130,700 x 6,370 – 137,070 p.m.
- Terms of Service:** Three (3) years' renewable contract

Duties and Responsibilities

1. Developing and coordinating implementation of health standards, guidelines and protocols; undertaking specialized diagnosis, care treatment and rehabilitation of patients;
2. Assessing employees' fitness for continuation of work, age assessment and medical practice among others; planning and managing national healthcare programs at the implementation level directed towards the improvement of health services in the country;
3. Developing intervention activities or programs for training of health staff in field of community health and health management;
4. Promoting international Health Relations; monitoring and evaluating health projects and programmes; providing guidance, training and development of Professional staff in clinical practice specialty;
5. Coordinating outreach activities and services; designing and undertaking research; coordinating health research; analyzing, utilizing and disseminating research findings in planning activities to improve service delivery; initiating development of an appropriate health information management system;



6. Coordinating provision of quality health care and adherence to health standards; providing specifications for procurement of health supplies and commodities;
7. Coordinating training and development and performance management.

Requirements

1. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board;
 2. Master's degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, family medicine, general Surgery, Geriatrics, Internal medicine, Microbiology, Neurosurgery, obstetrics and gynecology, Occupational Medicine, ophthalmology, orthopedic surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and reconstructive Surgery, Psychiatry, Public Health, Radiology, Health systems management, Health Economics, Health Informatics, Epidemiology, Global health policy Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the medical Practitioners and Dentists Board;
 3. Registration certificate by the Medical Practitioners and Dentists Board;
 4. Valid practicing license from Medical Practitioners and Dentists Board;
 5. Certificate in computer application skills from a recognized institution.
- 5. Registered Clinical Officer III (6 posts)**
Salary: Job Group 'H'
Salary: Kshs. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.
Terms of Service: Three (3) years' renewable contract

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

1. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution
2. Certificate of Registration from the Clinical Officers' Council;



3. Valid practicing license.
4. Certificate in Computer Application Skills from a recognized Institution

6. Registered Nurse III (16 Posts)

Salary: Job Group "H"

Salary Scale: Kshs 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150– 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 X 1,380 – 35,380 p.m.

Terms of Service: Three (3) years' renewable contract

Duties and Responsibilities

Duties and responsibilities at his level will entail:

1. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes; Diagnosing common health conditions; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health, providing health education and counselling to patients/clients and community on identified health needs;
2. Implementing recommendations from research findings for improvement of care; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; Maintaining records on patients/client's health condition and care; ensuring a tidy and safe clinical environment; conducting assessment of school health needs; planning, implementing interventions and
3. Preparing periodic reports; identifying occupational health needs; and making recommendations; and conducting clinical teaching and assessing nursing students.

Requirements

1. 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;
2. Registration Certificate issued by the Nursing Council of Kenya;
3. Valid practicing license from Nursing Council of Kenya;
4. Certificate in computer application skills from a recognized institution

7. Nutrition and Dietetics Technologist III (2 Posts)

Salary: Job Group 'H'

Salary Scale: Kshs. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150– 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Three (3) years' renewable contract

Duties and responsibilities

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.

Requirements

1. Diploma in Community Nutrition, Clinical nutrition or Nutrition and Dietetics from recognized institution;
2. Certificate in computer Application skills from a recognized institution;
3. Registration by the council of the institute of Nutritionists and Dieticians (CIND)

8. Orthopaedic Trauma Technologist III (2 Posts)

Salary: Job Group "H"

Salary Scale: Kshs. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150– 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380– 35,380 p.m.

Terms of Service: Three (3) years' renewable contract

Duties and Responsibilities

Duties and responsibilities at this level entail:

1. Interpreting radiological images of orthopaedic and trauma; coaching, mentoring and providing on job training to staff working under him/her;
2. Carrying out minor orthopaedic operative techniques involving insertion and removal of steinman's pins and skull calipers; removing external fixators; manipulating and reducing fractures and dislocation; fixing and removing casts, bandages and tractions to and from patients;
3. Correcting Congenital Talipes C.T.E.V; participating in the management of minor orthopaedic trauma cases in emergencies and accidents; sensitizing and creating awareness on trauma cases in emergencies and accidents;
4. Sensitizing and creating awareness on orthopaedic trauma conditions to the communities; and counselling patients/clients with orthopaedic trauma needs.

Requirements for appointment

1. Diploma in either Orthopaedics plaster and Traction Technology or Orthopaedic Plaster Technology from a recognized institution;



2. Certificate in computer application skills from recognized institution and

9. Pharmacist (1 Post)

Salary: Job Group 'M'

Salary Scale: Kshs. 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

Terms of Service: Three (3) years' renewable contract

Duties and Responsibilities

1. Selecting, quantifying, procuring and warehousing of medical supplies;
2. Monitoring effective storage of specialized medical supplies requiring cold storage;
3. Making entries into the relevant inventory management records and registers;
4. Participating in ward rounds to monitor medicine use, interactions and adverse drug reactions; Carrying out continuing medical education for health workers in general;
5. Conducting health education on appropriate use of medicines to patients;
6. Participating in multidisciplinary clinical team activities of patient care; reporting adverse drug reactions and poor-quality medicines; timely preparation of relevant monthly reports and submission to relevant offices; training and mentoring of interns and students attached to the facility;
7. Keeping safe custody and maintenance of up to date narcotic and psychotropic substances records; running of poison information centers;
8. Dissemination and providing new drug information to health workers and the general public; and supervising pharmaceutical services at lower level health facilities.

Requirements

1. Bachelor of Pharmacy (B Pharm) degree from an institution recognized by the Pharmacy and poisons Board;
2. Certificate of registration by a Pharmacist by Pharmacy and poisons Board;
3. Valid Practicing License
4. Certificate in computer application skills from recognized institution;

10. Assistant Public Health Officer III (2 POSTS)

Salary: Job Group "H"

Salary Scale: Kshs. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Three (3) years' renewable contract

Duties and Responsibilities

1. Implementing promotive and preventive health programmes;
2. Ensuring safety and quality of food and water for both domestic and industrial use; abating sanitary nuisances;
3. Promoting hygiene education including school health programmes;
4. Implementing international health regulations and rules at 'ports, airports, frontiers and border posts;



5. Undertaking inspection for preventive maintenance of health facilities; vetting and approving building plans;
6. Inspecting and issuing occupancy certificates of new buildings; inspecting commercial and trading premises for maintenance of set standards; overseeing exhumation process and authorizing disposal of unclaimed bodies;
7. Educating the public on health and safety at work place; and
8. Implementing community-based health care programmes.

Requirements

1. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
2. Certificate in Computer Application Skills from a recognized institution.

11. Psychological Counsellor II (2 Posts)

Salary: Job Group 'J'

Salary Scale: Kshs 32,700 x 1,300 – 34,000 x 1,380 – 35,380, x 1,390– 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690 p.m.

Terms of Service: Three (3) years' renewable contract

Duties and Responsibilities

1. Undertaking initial client assessment
2. Assessing and evaluating individual issues through the use of appropriate psychological counselling skills, methods and techniques
3. Developing and administering counselling contracts to clients
4. Establishing collaborative working relationships with the client for effective psychological counselling services
5. Conducting individual and group counselling sessions
6. Developing psychological explanation of the client issues
7. Referring clients to specialists, documenting, recording and keeping appropriate psychological counselling information and records

Requirements for appointment

1. Bachelor's degree in Counselling Psychology, Psychology (Counselling) or an equivalent qualification from a recognized institution

OR

Bachelor's degree in any of the following disciplines: Psychology, Occupational Psychology, Education psychology (Guidance and Counselling), Social Psychology, Social Work, Anthropology **plus** a Diploma in Counselling Psychology or equivalent qualification from a recognized institution

2. Membership of a counselling professional body recognized by the Counsellors and Psychologists Board.
3. Valid practicing license by the Counsellors and Psychologists Board



4. Certificate in computer applications skills from a recognized institution

12. Health Administrative Officer III (2 Posts)

Salary: Job Group 'H'

Salary Scale: Kshs. 26,900 x 1,110 – 28,010 x 1,120 – 29,130 x 1,150 – 30,280 x 1,170 – 31,450 x 1,250 – 32,700 x 1,300 – 34,000 x 1,380 – 35,380 p.m.

Terms of Service: Three (3) years' renewable contract

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; liaising with other professional and technical departmental heads in order to improve overall management and delivery of health care services;
3. Promoting discipline and professionalism among the health administrative personnel.

Requirements

1. Kenya Certificate of Secondary Education (KCSE) , mean grade of C- or its equivalent qualification with at least a C in English/Kiswahili and Mathematics from a recognized institution
2. Diploma in Health Management, Hospital Administration, Business Administration or its equivalent qualification from a recognized institution.

HOW TO APPLY

Written applications enclosing current Curriculum Vitae, copies of academic and professional certificates, birth certificate and ID card clearly indicating the position applied for on the **ENVELOPE** 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 **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. If you do not hear from us, please consider your application unsuccessful;
- (iii) Shortlisted candidates will be required to produce originals of their National Identity card, birth certificate, academic and professional certificates, transcripts and testimonials at the interview;



- (iv) Academic Qualifications of external origin MUST be accompanied with a recognition and equation certificate from the relevant body in Kenya;
- (v) Canvassing for appointment to any of the position will lead to automatic disqualification.
- (vi) Please note that it is a criminal offence to present fake certificates;
- (vii) The Makueni County Government is an equal opportunity employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply.
- (viii) Affirmative action as stipulated in the constitution shall be applied;
- (ix) The successful candidates will be required to present the relevant documents in compliance with Chapter 6 of the Constitution of Kenya;
- (x) **The Board does not charge a fee at any stage of the recruitment process. Payment of any form of fee will lead to automatic disqualification.**


SECRETARY
MAKUENI COUNTY PUBLIC
SERVICE BOARD
26 SEP 2023
10-89300
MAKUENI
Secretary/CEO
MAKUENI COUNTY PUBLIC SERVICE BOARD