



**MAKUENI COUNTY PUBLIC SERVICE BOARD**

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

**Email: [cpsb@makueni.go.ke](mailto:cpsb@makueni.go.ke)**

**web: [www.makuenipsb.go.ke](http://www.makuenipsb.go.ke)**

**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. Senior Assistant Director of Medical Services/Medical Specialist I (Radiologist, and Neurosurgeon) (2 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:** Permanent and Pensionable

**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;
3. Planning and managing national healthcare programs at the implementation level directed towards the improvement of health services in the country;
4. Developing intervention activities or programs for training of health staff in field of community health and health management;
5. Promoting international Health Relations;
6. Monitoring and evaluating health projects and programmes;
7. Providing guidance, training and development of professional staff in clinical practice specialty;
8. Coordinating outreach activities and services;
9. Designing and undertaking research;





10. Coordinating health research;
11. Analyzing, utilizing and disseminating research findings in planning activities to improve service delivery;
12. Initiating development of an appropriate health information management system;
13. Coordinating provision of quality health care and adherence to health standards; providing specifications for procurement of health supplies and commodities;
14. Coordinating training and development and performance management.

#### **Requirements for appointment**

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. At least three (3) years experience as assistant director or its equivalent in public or private sector;
4. Registration certificate by the Medical Practitioners and Dentists Board;
5. Certificate in Strategic Leadership Development Programme or its equivalent lasting not less than six (6) weeks from a recognized institution;
6. Valid practicing license from Medical Practitioners and Dentists Board;
7. Certificate in computer application skills from a recognized institution.

#### **2. Chief Executive Officer – Makueni County Referral Hospital (1Post)**

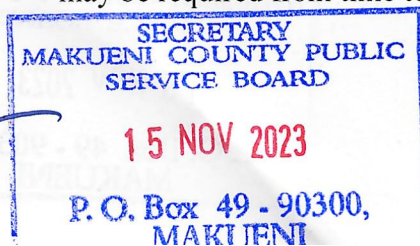
**Salary:** Job Group 'R'

**Salary Scale:** Kshs. 124,630 x 6,070 – 130,700 x 6,370 – 137,070 x 6,570 – 143,640 x 6,770 – 150,410 x 6,960 – 157,370 x 7,160 – 164,530 x 7,820 – 172,350 p.m.

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

#### **Duties and Responsibilities**

1. Accounting officer of the Makueni County Referral Hospital;
2. Providing administrative support services in the hospital;
3. Coordinating of Government Health Programmes and Non-Governmental Organizations (NGOs) involved in the delivery of Health care services in health-related services in the Hospital
4. Reviewing, formulating and implementing of health and administrative policies, procedures and programmes for the hospital;
5. Effective supervision, deployment, discipline, training and development of staff for the health administrative service within the hospital;
6. Preparing monthly reports to the office to the office of the Governor and other reports as may be required from time to time;





7. Providing mechanism for reply of grievances by the patients and the public;
8. Ensuring that all staff under the hospital are working efficiently;
9. Ensuring the commodities at the hospital are available at all the times;
10. Any other duty as may be assigned by the County Executive Committee Member

### **Requirements for appointment**

1. Kenyan Citizen;
2. Bachelor's degree in any of the following social sciences: medicine, Surgery, Nursing or any other health related field; Government, Anthropology, Sociology, Business Administration, Public Administration, Commerce, Economics, Law or its recognized equivalent qualification from a recognized institution;
3. Master's degree in any of the following fields: Medicine or any health related field, Health Management. Hospital Administration, Health Planning, Public Health, Health Economics and Business Administration or its equivalent qualification from a recognized institution will be an added advantage;
4. Certificate in any of the following: Government, Leadership, health Management/Administration or Business Administration/Management or its equivalent from a recognized institution;
5. Outstanding professional competence and administrative ability in the Management of health services in a large institution having an experience of not less than 5 years;
6. Be computer literate;
7. Must meet the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.

### **3. Registered Clinical Officer I - Oncology (1post)**

**Salary:** Job Group 'K'

**Salary:** Kshs. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960 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. Pain Management;
5. Administration of Chemotherapeutic agents/cancer drugs;
6. Counseling on Cancer Management;
7. Assessing, preparing and presenting medico-legal reports;
8. Organizing health management teams and convening health management committee meetings;
9. Implementing community health care activities in liaison with other health workers;
10. Sensitizing patients and clients on preventive and promotive health;
11. Providing clinical outreach and school health services;
12. Carrying out minor surgical procedures as per training and skill; and
13. Collecting data and compiling clinical data.





## Requirements for appointment

1. Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized institution;
2. Higher Diploma in Clinical Medicine and Surgery in Clinical Oncology or any other equivalent qualification from a recognized institution;
3. At least Six (6) years working experience as a Registered Clinical Officer;
4. Certificate of Registration from the Clinical Officers' Council;
5. Valid practicing license from the Clinical Officers Council;
6. Certificate in Computer Application Skills from a recognized institution.

## OFFICE OF THE GOVERNOR

### 4. Principal Administrative Secretary (CEC Affairs) (1 Post)

**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

**Terms of Service:** Permanent and Pensionable

### Duties and responsibilities

1. Principal deputy of the County Secretary and Head of County Public Service
2. Custody and maintenance of county executive committee boardrooms, workspace and documents;
3. Lead secretariat of the County Executive Committee Affairs secretariat function;
4. Management of County Executive Committee affairs secretarial activities, processes and reports;
5. Coordinating meetings of the county chief officers (heads of dockets) and the county directors' forum with a view of building the linkage with the CEC committee;
6. Analyzing cabinet proposals to ensure accurate/plausibility of information/projections;
7. Evaluating options, providing feedback, advising and recommend to departments boards and agencies on cabinet decisions;
8. Managing and coordinating documentation of government speeches, talking notes and written information;
9. Preparing County Executive Committee meetings agenda briefs and presentation for the County Secretary;
10. Facilitating sessions of standing County Executive Committee meetings/CEC working groups;
11. Disseminating of County Executive Committee documents to executive committee members;
12. Monitoring implementation of County Executive Committee decisions and resolutions;





13. Performing any other duty as may be directed by the County Secretary.

### Requirements for appointment

1. Be a Kenya Citizen;
2. Have at least 12 years' relevant experience, five(5) of which should have been at a management level in Public Service or Private Sector;
3. A Bachelor degree in Social Sciences from a recognized institution;
4. A Master's degree from a recognized Institution;
5. Certificate in Strategic Leadership Development programme lasting not less than six (6) weeks from a recognized institution;
6. Have a thorough knowledge of the functions/operations of the Government
7. Demonstrate thorough knowledge of Makueni County Government Policies;
8. Meet the requirements of Chapter 6 of the Constitution on Leadership and Integrity;
9. Must be a registered member in good standing with the relevant professional body;
10. Proven merit and ability in administration/management and leadership;
11. Certificate in Computer Application Skills from a recognized institution.

### HOW TO APPLY

Written applications enclosing the job application form, 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, 29<sup>th</sup> November, 2023.**

### NOTE:

- (i) The Job Application Form (revised 2022) can be downloaded from the County Public Service Board website; [www.makuenipsb.go.ke](http://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/CEO

MAKUENI COUNTY PUBLIC SERVICE BOARD

