

KISII COUNTY GOVERNMENT



PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT FOR COMPETITIVE PROMOTIONS

Pursuant to Article 235 of the Constitution of Kenya and Sections 59, 63, 65, and 70 (1) of the County Governments Act Revised Edition 2020 [2012], the Kisii County Public Service Board invites applications from competent and suitably qualified officers currently serving in the Kisii County public service on Permanent and Pensionable terms of service to fill the following vacancies in the County Department of Medical Services, Public Health and Sanitation.

DEPARTMENT OF MEDICAL SERVICES, PUBLIC HEALTH AND SANITATION.

1. CHIEF MEDICAL SPECIALIST, JOB GROUP 'S' ONE (1) POST

Requirements for Appointment

For Appointment to this grade, an officer must have:

- i. Served as a Deputy Director of Medical Services/Senior Medical Specialist for a minimum period of three (3) years;
- ii. Bachelor of Medicine and Bachelor of Surgery (MBCChB) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- iii. 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;

- iv. Registration Certificate by the Medical Practitioners and Dentists Board;
- v. Valid practicing license from the Medical Practitioners and Dentists Board;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6);
- vii. Certificate in computer application skills from a recognized, institution; and;
- viii. Shown outstanding professional competence and administrative capability and initiative in the general organization and management of the Function.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Developing and coordinating the implementation of health standards, guidelines, and protocols;
- ii. Undertaking specialized diagnosis, care, treatment, and rehabilitation of patients;
- iii. Assessing employees' fitness for a continuation of work, age assessment, and medical practice among others;
- iv. Planning and managing national healthcare programs at the implementation level directed towards the improvement of health services in the country;
- v. Developing intervention activities or programs for the training of health staff in the field of community health and health management;
- vi. Promoting International Health Relations;
- vii. Monitoring and evaluating health projects and programmes;
- viii. Providing guidance, training, and development of professional staff in clinical practice specialty;
- ix. Coordinating outreach activities and services;
- x. Designing and undertaking research;
- xi. Coordinating health research;
- xii. Analyzing, utilizing, and disseminating research findings in planning activities to improve service delivery;
- xiii. Initiating the development of an appropriate health information management system;
- xiv. Coordinating provision of quality health care and adherence to health standards;
- xv. Providing specifications for procurement of health supplies and commodities; and
- xvi. Coordinating training and development and performance management.

2. SENIOR MEDICAL SPECIALIST, JOB GROUP 'R', ONE (1) POST

Requirements for Appointment

- i. Served as a Senior Assistant Director of Medical Services/Medical Specialist I, for a minimum period of three (3) years;
- ii. Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- iii. Master's degree in any of the following fields: Medicine, 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;
- iv. Certificate of Registration by the Medical Practitioners and Dentists Board;
- v. Valid practicing license from Medical Practitioners and Dentists Board;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution; and
- viii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

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

- viii. Coordinating emergency response and clinical care;
- ix. Coordinating health projects and programmes;
- x. Managing health information systems;
- xi. Carrying out health surveys and research; and
- xii. Monitoring the provision of forensic and medico-legal services.

3. SENIOR PHARMACEUTICAL SPECIALIST, 'R', ONE (1) POST

Requirements for Appointment

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

- i. Served in the grade of Deputy Director of Pharmaceutical Services/Senior Pharmaceutical Specialist for a minimum period of three (3) years;
- ii. Bachelor of Pharmacy (B pharm) degree from an institution recognized by the Pharmacy and Poisons Board;
- iii. Master's degree in any of the following: Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio pharmacy; Public Health; Microbiology or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board;
- iv. Certificate of Registration as a Pharmacist by the Pharmacy and Poisons Board;
- v. Valid practicing license from Pharmacy and Poisons Board;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution; and
- viii. Shown outstanding professional competence and administrative capability and initiative in the general organization and management of the Pharmacy Function.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Preparing and assessing research proposals involving medicine use;
- ii. Receiving and analyzing reports of adverse drug reactions and poor-quality medicines;

- iii. Analyzing medicines for quality assurance;
- iv. Providing expertise and pharmaceutical care in approved areas of specialization;
- v. Coordinating Medicines and Therapeutic Committee activities;
- vi. Assessing and evaluating research findings involving medicine use;
- vii. Identifying areas of research and disseminating research findings on medicine utilization;
- viii. Carrying out laboratory tests of medicines and medical devices to ensure quality assurance;
- ix. Keeping custody and safe use of licit psychotropic and narcotic substances;
- x. Carrying out pharmacovigilance activities (monitoring, and reporting of adverse drug reactions and poor-quality medicines);
- xi. Training, coaching and mentoring of pharmacy interns and students;
- xii. Coordinating setting of targets and performance management; and
- xiii. Supervising, disciplining and developing staff.

4. MEDICAL SPECIALIST I, JOB GROUP 'Q', TWELVE (12) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Medical Specialist II for a minimum period of three (3) years;
- ii. Bachelor of Medicine and Bachelor of Surgery (MBCbB) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- iii. 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;
- iv. Certificate of Registration by the Medical Practitioners and Dentists Board;
- v. Valid practicing license from the Medical Practitioners and Dentists Board;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution; and
- viii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Undertaking general diagnosis, care, treatment, and rehabilitation of patients;
- ii. Carrying out specialized clinical care;
- iii. Providing psycho-social interventions;
- iv. Providing clinical services to patients;
- v. Training, consulting, and performing surgeries in various health facilities;
- vi. Carrying out forensic and medico-legal services;
- vii. Coordinating disease surveillance, prevention, and control;
- viii. Coordinating health education and promotion;
- ix. Implementing health projects and programmes;
- x. Maintaining up-to-date health information systems;
- xi. Monitoring the provision of health treatment and care;
- xii. Undertaking health research; and
- xiii. Analyzing medical reports.

5. PHARMACEUTICAL SPECIALIST I, JOB GROUP 'Q', FOUR (4) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist II, for a minimum period of three (3) years;
- ii. Bachelor of Pharmacy (B Pharm) degree or any other equivalent qualification from an institution recognized by the Pharmacy and Poisons Board;
- iii. Master's degree in any of the following: Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio pharmacy; Public Health; Microbiology or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board;
- iv. Certificate of Registration by the Pharmacy and Poisons Board;
- v. Valid practicing license from Pharmacy and Poisons Board;

- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution; and
- viii. Demonstrated ability and competence in organizing, performing, and discharging the dental function.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Coordinating pharmaceutical services in a health facility;
 - ii. Coordinating Medicine and Therapeutics committee activities in a health facility;
 - iii. Developing and reviewing standard operating procedures for all pharmaceutical services in the facility;
 - iv. Researching medicine utilization;
 - v. Providing continuous professional development education to pharmacists;
 - vi. Evaluating the appropriateness of donated medical supplies;
 - vii. Maintaining pharmaceutical inventories;
 - viii. Participating in facility management committees;
 - ix. Providing medicinal information in preparation of patient drug management therapies;
 - x. Coordinating preparation of annual work plans and ensuring they are adhered to; and
 - xi. Coordinating capacity building and deployment of pharmaceutical personnel.
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- i. Training, supervising and mentoring Medical Officers (Interns) and other students;
 - ii. Performing emergency surgeries;
 - iii. Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems;
 - iv. Undertaking medical examinations and preparing Medical Board Proceedings;
 - v. Carrying out community diagnosis, care and treatment;
 - vi. Ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider;
 - vii. Conducting disease surveillance, prevention, and control;
 - viii. Carrying out health education and promotion; and
 - ix. Preparing medical reports.

6. ASSISTANT DIRECTOR, NURSING SERVICES, JOB GROUP 'P', TWO (2) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Principal Nursing Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- iii. Master's Degree in any of the following disciplines: Nursing, Midwifery, Medical-Surgical Nursing, Pediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management and leadership, Mental Health or Geriatric Nursing from a recognized institution;
- iv. Registration Certificate issued by the Nursing Council of Kenya;
- v. Valid practicing license from the Nursing Council of Kenya;
- vi. Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution; and
- viii. Demonstrated a high degree of professional competence and administrative capability.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Coordinating development policies, standards and guidelines in the provision of nursing services;
- ii. Ensure application of the nursing process at the service delivery unit of specialization;
- iii. Carrying out comprehensive health needs assessment in the area of specialization;
- iv. Formulating interventions to address identified health needs;
- v. Monitoring and evaluating health care services in a health facility;
- vi. Coordinating implementation of nursing related projects and programs;
- vii. Coordinating the provision of appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization and reproductive health;
- viii. Coordinating preparation of training plans/programs for nurses at the service delivery department;

- ix. Providing quantification and specifications for procurement of medical supplies and equipment;
- x. Conducting research and preparing reports;
- xi. Advising Health/Hospital Management Team (HMT) on matters relating to Nursing Services;
- xii. Implementing continuing professional development programs for nurses;
- xiii. Preparing strategic/annual work plans in a health facility; and
- xiv. Coaching and mentoring staff.

7. SENIOR PRINCIPAL REGISTERED NURSE, JOB GROUP 'P', FOUR (4) POSTS

Requirements for Appointment

- i. Served in the grade of Principal Registered Nurse for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery, or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iii. Higher Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Registered Anesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Pediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;

OR

- i. Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education
- ii. Psychology, Nursing Administration, Community Health Nursing, Mental Health and

OR

- i. Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education
- ii. Psychology, Nursing Administration, Community Health Nursing, Mental Health and
- iii. Psychiatric Nursing or Clinical Care from a recognized institution;
- iv. Registration Certificate issued by the Nursing Council of Kenya;
- v. Valid practicing license from the Nursing Council of Kenya;

- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution; and
- viii. 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 programs.

Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Initiating development of nursing policies, standards and guidelines in the provision of nursing services in area of specialization;
- ii. Implementing projects and programs in area of specialization;
- iii. Ensuring application of the nursing process at the health service delivery point/area;
- iv. 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;
- v. Formulating interventions to address identified health needs;
- vi. Managing nursing services at a health facility;
- vii. Monitoring and evaluating health care in a health facility;
- viii. Coordinating preparation of training plans/programs for nurses at the service delivery department;
- ix. Providing specifications for procurement of nursing commodities and supplies;
- x. Conducting research and preparing reports;
- xi. Coordinating health care activities in an area of specialization in collaboration with other stakeholders;
- xii. Advising the Health/Hospital Management Team (HMT) on matters relating to nursing;
- xiii. Implementing continuing professional development programs for nurses; and
- xiv. Initiating preparation of annual work plans.

8. PRINCIPAL REGISTERED NURSE, JOB GROUP 'N', TWENTY-ONE (21) POSTS

Requirements for Appointment

- i. Served in the grade of Chief Registered Nurse for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya

- Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
 - iv. Valid practicing license from the Nursing Council of Kenya;
 - v. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
 - vi. Certificate in computer application skills from a recognized institution; and
 - vii. Shown a high degree of professional competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programs.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

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

9. CHIEF REGISTERED NURSE, JOB GROUP 'M', SIXTY-ONE (61) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Registered Nurse for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid Practicing License from the Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

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

10. SENIOR ENROLLED NURSE I, JOB GROUP 'L', THIRTY-TWO (32) POSTS

Requirements of Appointment

For appointment to this grade, an officer must have;

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

Duties and Responsibilities

Duties and responsibilities at this level will entail:

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

11. PRINCIPAL REGISTERED CLINICAL OFFICER I, JOB GROUP 'P', SIX (6) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Principal Registered Clinical Officer II for a minimum period of three (3) years;
- ii. Higher Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate of Registration from the Clinical Officers' Council;
- v. Valid Practice License from the Clinical Officers' Council;
- vi. Certificate in computer applications skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Providing clinical services in a health facility;
- ii. Conducting ward rounds, reviewing and making appropriate referrals;
- iii. Carrying out surgical procedures as per training and skill;
- iv. Offering specialized clinical services including Ear, Nose, and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lung and Skin, Dermatology and Venereology;
- v. Compiling and analyzing clinical data;
- vi. Implementing community health care activities in liaison with other health workers;
- vii. Guiding and counseling patients, clients, and staff on health issues;
- viii. Sensitizing patients and clients on preventive and promotive health;
- ix. Providing clinical outreach and school health services;
- x. Assessing, preparing, and presenting medico-legal reports;
- xi. Management committee meetings at level 3 health facilities;
- xii. Coaching and mentoring students on attachment;
- xiii. Organizing health management teams and convening health management committee meetings; and
- xiv. Carrying out disease surveillance and recommending appropriate control measures.
- xv.

12. PRINCIPAL REGISTERED CLINICAL OFFICER II, JOB GROUP 'N', ELEVEN (11) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Chief Registered Clinical Officer for a minimum period of three (3) years;
- ii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate of Registration from the Clinical Officers' Council;
- v. Valid Practice License from the Clinical Officers' Council;
- vi. Certificate in computer applications skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Providing clinical services in a health facility;
- ii. Conducting ward rounds, reviewing and making appropriate referrals;
- iii. Carrying out surgical procedures as per training and skill;
- iv. Offering specialized clinical services including Ear, Nose, and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lung and Skin, Dermatology and Venereology;
- v. Compiling and analyzing clinical data;
- vi. Implementing community health care activities in liaison with other health workers;
- vii. Guiding and counseling patients, clients, and staff on health issues;
- viii. Sensitizing patients and clients on preventive and promotive health;
- ix. Providing clinical outreach and school health services;
- x. Assessing, preparing, and presenting medico-legal reports;
- xi. Management committee meetings at level 3 health facilities;
- xii. Coaching and mentoring students on attachment;
- xiii. Organizing health management teams and convening health management committee meetings; and
- xiv. Carrying out disease surveillance and recommending appropriate control measures.

13. CHIEF REGISTERED CLINICAL OFFICER, JOB GROUP 'M', FOURTEEN (14) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Senior Registered Clinical Officer for a minimum period of three (3) years;
- ii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate of Registration from the Clinical Officers' Council;
- v. Valid Practice License from the Clinical Officers' Council;
- vi. Certificate in computer applications skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Providing clinical services in a health facility;
- ii. Conducting ward rounds, reviewing and making appropriate referrals;
- iii. Carrying out surgical procedures as per training and skill;
- iv. Offering specialized clinical services including Ear, Nose, and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lung and Skin, Dermatology and Venereology;
- v. Compiling and analyzing clinical data;
- vi. Implementing community health care activities in liaison with other health workers;
- vii. Guiding and counseling patients, clients, and staff on health issues;
- viii. Sensitizing patients and clients on preventive and promotive health;
- ix. Providing clinical outreach and school health services;
- x. Assessing, preparing, and presenting medico-legal reports;
- xi. Management committee meetings at level 3 health facilities;
- xii. Coaching and mentoring students on attachment;
- xiii. Organizing health management teams and convening health management committee meetings; and
- xiv. Carrying out disease surveillance and recommending appropriate control measures.

14. PRINCIPAL MEDICAL LABORATORY TECHNOLOGIST II, JOB GROUP 'N', TWO (2) POSTS

Requirements for Appointment

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

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

Duties and Responsibilities

Duties and responsibilities at this level will entail:

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

15. CHIEF DENTAL TECHNOLOGIST II, JOB GROUP 'M', ONE (1) POSTS

Requirements for Appointment

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

- i. Served in the grade of Senior Dental Technologist for a minimum period of three (3) years;
- ii. Diploma in Dental Technology or equipment qualification from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate of registration from the Kenya Dental Technologists Association;
- v. Certificate in Computer applications skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Designing and fabricating over dentures;
- ii. Fabricating all ceramic systems;
- iii. Constructing functional appliances such as oral screens and activators;
- iv. Constructing maxillofacial prostheses such as obturators;
- v. Managing dental laboratory inventory and stores;
- vi. Casting and processing metallic complete and partial dentures; and
- vii. Guiding and counseling of staff.

16. CHIEF MEDICAL LABORATORY TECHNOLOGIST, JOB GROUP 'M', THIRTEEN (13) POSTS

Requirements for Appointment

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

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

- v. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- vi. Certificate in Computer applications skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

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

17. SENIOR MEDICAL LABORATORY TECHNOLOGIST, JOB GROUP 'L', NINETEEN (19) POSTS

Requirements for Appointment

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

- i. Served in the grade of Medical Laboratory Technologist I, for a minimum period of three (3) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iv. Valid practicing license from the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- v. Certificate in Computer applications skills from a recognized institution; and

- vi. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Receiving and scrutinizing laboratory requisition forms and specimens;
- ii. Preparing clients for collection of specimens;
- iii. Receiving, collecting, labeling, and registering specimens;
- iv. Disaggregating specimens for processing and analysis;
- v. Preparing reagents;
- vi. Supervising the disinfection, washing, and sterilization of apparatus;
- vii. Maintaining equipment and reagents for vector insecticide application, monitoring, and evaluation;
- viii. Preparing media for culture and sensitivity testing;
- ix. Examining specimens for quality;
- x. Writing and recording of laboratory findings and results;
- xi. Dispatching laboratory results for use in clinical management;
- xii. Preparing stains;
- xiii. Preparing blood products;
- xiv. Collecting and analyzing data;
- xv. Processing the specimen according to the Standard Operating Procedures (SOPs);
- xvi. Mentoring and coaching trainees on practical attachment; and
- x. Preparing periodical reports.

18. MEDICAL LABORATORY TECHNICIAN I, JOB GROUP 'J', FOUR (4) POSTS

Requirements for Appointment

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

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

Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Preparing reagents;
- ii. Examining specimens;
- iii. Preparing clients for collection of specimens;
- iv. Receiving, collecting, labeling, and registering specimens;
- v. Disaggregating specimens for processing and analysis;
- vi. Examining specimens for quality;
- vii. Writing and recording of laboratory findings and results;
- viii. Decontaminating working benches;
- ix. Receiving and scrutinizing laboratory requisition forms/specimens for accuracy;
- x. Performing routine diagnostic tests;
- xi. Dispatching laboratory results for use in clinical management.

19. ASSISTANT DIRECTOR PUBLIC HEALTH, JOB GROUP 'P', TWO (2) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Principal Public Health Officer/Principal Assistant Public Health Officer for a minimum period of three (3) years;
 - ii. Post Graduate Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- OR**
- iii. Bachelor's degree in either Environmental Health or Public Health or an equivalent qualification from a recognized Institution;
 - iii. Master's Degree in any of the following: Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution;
 - iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
 - v. Certificate in Computer Application Skills from a recognized institution;
 - vii. Demonstrated professional competence and ability as reflected in work performance and results;
 - viii. Certificate in Computer Application Skills from a recognized institution; and
 - ix. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will include:

- i. Monitoring, enforcing, and implementing statutory provisions and other relevant legislations on public health;
- ii. Setting standards and guidelines in the provision of public health services; monitoring the implementation of public health projects and programmes; enforcing international health regulations and rules;
- iii. Carrying out research on public health needs;
- iv. Monitoring the development and management of public and private mortuaries, cemeteries and crematoria;
- v. Preparing proposals for resource mobilization;
- vi. Organizing forums with relevant partners and agencies in support of public health programmes and projects;
- vii. Planning and budgeting for the 'departmental resources;
- viii. Integrating modern information communication technology in the department;
- ix. Developing strategic/work plans, performance targets, and contracts in the department; and coaching and mentoring of staff.

20. PRINCIPAL ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP 'N', TEN (10) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

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

Duties and Responsibilities

Specific duties and responsibilities will include:

- i. Monitoring and evaluating the management of solid/liquid and other hazardous wastes;

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

21. CHIEF ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP 'M', FIVE (5)POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

- xi. Served in the grade of Senior Assistant Public Health Officer for a minimum period of three (3) years;
- xii. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- xiii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- xiv. Certificate in Computer Application Skills from a recognized institution; and
- xv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Specific duties and responsibilities will include:

- i. Implementing promotive and preventive health programmes;
- ii. Ensuring safety and quality of food and water for both domestic and industrial use;
- iii. Abating sanitary nuisances;
- iv. Promoting hygiene education including school health programmes;
- v. Implementing international health regulations and rules at ports, airports, frontiers, and border posts;

- vi. Undertaking inspection for preventive maintenance of health facilities;
- vii. Vetting and approving building plans;
- viii. Inspecting and issuing occupancy certificates of new buildings;
- ix. Inspecting commercial and trading premises for maintenance of set standards;
- x. Overseeing the exhumation process and authorizing the disposal of unclaimed bodies;
- xi. Educating the public on health and safety at the workplace; and
- xii. Implementing community-based health care programmes.

22. ASSISTANT CHIEF HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JOB GROUP 'M', ONE (1) POST

Requirements for Appointment

- i. Served in the grade of Assistant Senior Health Records and Information Management Officer for a minimum period of three (3) years;
- ii. Diploma in Health Records and Information Technology from a recognized institution;
- iii. Certificate in a supervisory course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Implementing health records and information policies and guidelines;
- ii. Providing advice on disclosure, confidentiality, security, and exchange of health records and information;
- iii. Analyzing medical records data; carrying out health records and information system review; designing medical and surgical indices;
- iv. Developing data quality audit tools; designing monitoring and evaluation tools; disseminating health information;
- v. Preparing medical reports; maintaining health records safety and confidentiality; maintaining diagnostic and surgical indices;
- vi. Maintaining patient master index;
- vii. Coding diseases and surgical procedures according to the international classification of diseases and procedures in medicine; and
- viii. Indexing diseases and surgical procedures.

23. PRINCIPAL ASSISTANT OCCUPATIONAL THERAPIST, JOB GROUP 'N', ONE (1) POST

Requirements for Appointment

- i. Served in the grade of Chief Assistant Occupational Therapist for a minimum period of three (3) years;
- ii. Diploma in Occupational Therapy from a recognized institution;
- iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in Computer Application Skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

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

24. CHIEF ASSISTANT OCCUPATIONAL THERAPIST, JOB GROUP 'M', ONE (1) POST

Requirements for Appointment

- i. Served in the grade of Senior Assistant Occupational Therapist for a minimum period of three (3) years;
- ii. Diploma in Occupational Therapy from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- vi. Certificate in Computer Application Skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Assessing, formulating, and implementing patients' treatment plans;

- ii. Carrying out functional and vocational assessments and formulating necessary interventions;
- iii. Maintaining records and data relating to patients/clients;
- iv. Preparing occupational therapy health education materials;
- v. Promoting health education in the area of disability;
- vi. Following up on patients' progress;
- vii. Compiling and analyzing data for research including students on practical training on occupational therapy services;
- viii. Preparing and compiling periodic reports.

25. SENIOR PRINCIPAL ASSISTANT PHYSIOTHERAPIST, JOB GROUP 'P', ONE (1) POST

Requirements for the promotion

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

- i. Served in the grade of registered Principal Assistant Physiotherapist for a minimum period of three (3) years;
- ii. Diploma in Physiotherapy from a recognized institution;
- iii. Certificate in Senior Management Skills Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in Computer Application Skills from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results.
- vi. Certificate of Registration from the Kenya Society of Physiotherapists (KSP).
- vii. Current Certificate of Practice from, the Kenya Society of Physiotherapists (KSP).

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Treating and rehabilitating patients/clients using physiotherapy interventions i.e. electrotherapy, manipulative therapy/technology, and exercise therapy among others in clinical areas and the community;
- ii. Organizing group physiotherapy treatments/sessions for patients and clients;
- iii. Evaluating treatment outcomes for review, placement, referral, or discharge;
- iv. Carrying out physical disability assessments for categorization, registration, and other interventions;
- v. Providing health promotion and education to patients/clients on neuromusculoskeletal disorders and healthy living to prevent non-communicable diseases;
- vi. Verifying and maintaining information and records relating to patients;
- vii. Ensuring availability of physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in the hospital;
- viii. Maintaining patient's/clients' progress reports;

- ix. Analyzing data for research; and
- x. Preparing periodic reports.

26. CHIEF ORTHOPAEDIC TRAUMA TECHNOLOGIST, JOB GRADE 'M', ONE (2) POSTS

Requirements for promotion

For appointment to this grade, an officer must have—

- i. Served in the grade of Senior Orthopaedic Trauma Technologist II for a minimum period of three (3) years;
- ii. Diploma in Orthopaedic Plaster Technology from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level entail;

- i. Interpreting radiological images of Orthopaedic and trauma cases;
- ii. Supervising the manipulating and reducing fractures and dislocations;
- iii. Supervising fixing and removing casts, bandages, and tractions to and from patients;
- iv. Managing the corrections of congenital Talipes Equino-Varus (C.T.E.V.);
- v. Ensuring the documentation of orthopaedic and trauma cases;
- vi. Counseling patients/clients on issues regarding Orthopaedic trauma;
- vii. Assessing and referring patients with musculo-skeletal conditions;
- viii. Carrying out minor Orthopaedic operative techniques involving insertion and removal of Steinman's pins and skull calipers; and removing external fixators;
- ix. Cleaning and treating simple wounds resulting from Orthopaedic trauma;
- x. Making follow-ups of Orthopaedic and trauma cases in the wards and out-patient clinics;
- xi. Participating in the management of minor Orthopaedic and trauma cases in emergencies and accidents;
- xii. Sensitizing and creating awareness of Orthopaedic trauma conditions to the communities; and
- xiii. Providing Orthopaedic and trauma assistance during orthopaedic surgical operations.

27. SENIOR ORTHOPAEDIC TRAUMA TECHNOLOGIST, JOB GRADE 'L', ONE (1) POST

Requirements for promotion

For appointment to this grade, an officer must have—

- i. Served in the grade of Orthopaedic Trauma Technologist 1 for a minimum period of three (3) years;
- ii. Diploma in Orthopaedic Plaster Technology from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level entail;

- i. Interpreting radiological images of Orthopaedic and trauma cases;
- ii. Manipulating and reducing fractures and dislocations;
- iii. Fixing and removing casts, bandages, and tractions to and from patients;
- iv. Corrections of congenital Talipes Equino-Varus (C.T.E.V.);
- v. Documentation of orthopaedic and trauma cases;
- vi. Counseling patients/clients on issues regarding Orthopaedic trauma;
- vii. Assessing and referring patients with musculo-skeletal conditions;
- viii. Carrying out minor Orthopaedic operative techniques involving insertion and removal of Steinman's pins and skull calipers; and removing external fixators;
- ix. Cleaning and treating simple wounds resulting from Orthopaedic trauma;
- x. Making follow-ups of Orthopaedic and trauma cases in the wards and out-patient clinics;
- xi. Participating in the management of minor Orthopaedic and trauma cases in emergencies and accidents;
- xii. Sensitizing and creating awareness of Orthopaedic trauma conditions to the communities; and
- xiii. Providing Orthopaedic and trauma assistance during orthopaedic surgical operations.

28. CHIEF ASSISTANT COMMUNITY HEALTH OFFICER, JOB GROUP 'M', ONE (1) POST

Requirements for appointment

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

- i. Served in the grade of Senior Assistant Community Health Officer for a minimum period of three (3) years;

- ii. Diploma in any of the following disciplines: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counselling, Social Work, Community Development or Health Promotion and Education from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer applications skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

Duties and responsibilities will include:

- i. Analyzing and interpreting health data from community units;
- ii. Submitting community health reports;
- iii. Validating community health services data in sub-county (district) health information systems;
- iv. Conducting community health diagnosis and research;
- v. Conducting functionality assessment of community units using standard tools;
- vi. Carrying out advocacy and resource mobilization activities for community health services;
- vii. Sensitizing communities on available health services and emerging issues;
- viii. Monitoring and evaluating community health activities;
- ix. Designing and developing Information Education Communication materials for community health services; and
- vii. Coaching and mentoring staff.

29. SENIOR MEDICAL ENGINEERING TECHNOLOGIST, JOB GROUP 'L', ONE (1) POST

Requirements for promotion

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

- i. Served in the grade of Medical Engineering Technologist I for a minimum period of three (3) years;
- ii. Diploma in Medical Engineering or any other equivalent qualification from a recognized institution;
- iii. Certificate in computer applications skills from a recognized institution; and
- vi. Showed merit and ability as reflected in work performance and results.

Duties and responsibilities

Duties and responsibilities will include:

- i. Implementing medical engineering programmes and projects;

- ii. Providing user support;
- iii. Undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture's, and instruments;
- iv. Installing medical equipment and the furniture of medium technology;
- v. Analyzing information for research;
- vi. Preparing Planned Preventive Maintenance schedule (PPM);
- vii. Providing specifications for spare parts and consumables;
- viii. Maintaining inventory of medical/hospital equipment, furniture and plants;
- ix. Supervising Medical Engineering works in a health facility;
- x. Updating and maintaining information on medical engineering services for input into the Health information management system;
- xi. Training users on the use and maintenance of medical equipment; and
- xii. Supervising staff working under the officer.

30. CHIEF PHARMACEUTICAL TECHNOLOGIST, JOB GROUP 'M', ONE (1) POST

Requirements for Appointment

For appointment to this grade, an officer must have:

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

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Preparing and executing plans to ensure efficient running of a health facility;
- ii. Preparing and submitting reports on drugs/medicine;
- iii. Providing health education to patients and other health personnel;
- iv. Promoting rational drug/medicines use;
- v. Developing and evaluating training programmes and preparing reports;
- vi. Supervising and assessing students/interns;
- vii. Maintaining books/registers of drugs/medicines in a health facility;
- viii. Stocktaking of drugs/medicines and non-pharmaceuticals;

- ix. Providing health education to patients on drug/medicine use; and
- x. Participating in ward rounds and advising on drug/medicine issues.

31. SENIOR PHARMACEUTICAL TECHNOLOGIST, JOB GROUP 'L', TWO (2) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

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

Duties and Responsibilities

Duties and responsibilities at this level will entail:

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

32. SENIOR PHARMACEUTICAL TECHNOLOGIST I, JOB GROUP 'K', FOUR (4) POSTS

Requirements for Appointment

For appointment to this grade, an officer must have:

- vi. Served in the grade of Pharmaceutical Technologist II for at least three (3) Years;
- vii. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by Pharmacy and Poisons Board from a recognized institution;
- viii. Certificate of Enrollment as a Pharmaceutical Technologist awarded by Pharmacy and Poisons Board (PPB);
- ix. Certificate in computer applications from a recognized institution; and
- x. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- ix. Receiving, interpreting, and processing of prescriptions;
- x. Assessing and supervising interns and students on attachment;
- xi. Evaluating training programmes and training programmes and preparing reports;
- xii. Providing health education to patients on drug use;
- xiii. Sampling and reporting findings for submitted specimens for quality control purposes;
- xiv. Receiving complaints and reporting adverse drug reactions;
- xv. Receiving and reporting poor quality medicine; and
- xvi. Guiding and counseling staff working under the office.

How to Apply

Interested and qualified candidates are asked to send their applications together with National Identity Card, Certified copies of the Academic certificates and transcripts, professional certificates, and licenses (*where applicable*), letters of appointment/promotion to the current substantive post to reach the office of the Ag. Board Secretary, Kisii County Public Service Board, **on or before Monday 20th November, 2024.**

Applications should be submitted in a sealed envelope with the position applied for marked on the left side and either hand delivered to the Kisii CPSB offices situated at Kisii –Kilgoris road near the Kisii Cathedral junction road or posted to the following address:

**The Ag. Board Secretary,
Kisii County Public Service Board,
P.O. Box 1848-40200,
KISII.**

Important information to all applicants:

Short-listed candidates shall be required to:

- i. Produce originals of their national identity card, academic certificates and transcripts, professional certificates, and licenses (where applicable);
- ii. Produce a letter of appointment/promotion to the current substantive post during the interview; and
- iii. In addition, they will be required to ensure that the Head of Department's recommendation is forwarded before the interview.

Please note that:

- i. Only short-listed and successful candidates will be contacted;
- ii. It is a criminal offense to present fake certificates/documents;
- iii. Canvassing in any form will lead to automatic disqualification.