



Centre for Health Solutions - Kenya



## COUNTY GOVERNMENT OF LAIKIPIA

### VACANCIES

Centre for Health Solutions (CHS) in collaboration with County Government of Laikipia wishes to recruit competent and qualified persons to fill the following vacant positions under the CHS HIV treatment and care program – Tegemeza Plus:

#### DEPARTMENT OF MEDICAL SERVICES AND PUBLIC HEALTH

1. ACCOUNTANT [II]

NUMBER OF VACANCIES:	ONE (1)
TERMS OF SERVICE:	CONTRACT: ONE (1) YEAR (12 MONTHS)
SALARY:	KSH.56,190 (CONSOLIDATED)

#### **Duties and Responsibilities :**

An officer at this level will be responsible for performing a variety of accounting work of limited scope. Specifically, work will involve preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing cash book, imprest and advances ledgers etc.

The scope and complexity of work will increase with experience and training but the officer will still be under close supervision where new tasks are involved.

He/she will be responsible for the safe custody of records and assets under him/her

#### **Requirement for appointment**

#### **For appointment to this grade, a candidate must:-**

- (i) Be in possession of Bachelors degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) or any other relevant equivalent qualification and passed Part II of the Certified Public Accountants (CPA) Examination.

## 2. REGISTERED CLINICAL OFFICER

NUMBER OF VACANCIES:	FOUR (4)
TERMS OF SERVICE:	CONTRACT: ONE (1) YEAR (12 MONTHS)
SALARY:	KSH.32,897 (CONSOLIDATED)

### **Duties and responsibilities**

Duties and responsibilities at this level mainly involve seeing and examining patients, diagnosing and treating patients' ailments at an outpatients department in a hospital or health centre. In addition, the officer will be expected to assist in planning and conducting primary Health Care activities, teaching students attached to hospital and health centres; supervising and counselling a small number of staff engaged on routine patients' care and giving support and health education.

### **Requirement for appointment**

#### **For appointment to this grade, a candidate must have:-**

- (i) A diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- (ii) Certificate of registration from Clinical Officer's Council ; and,
- (iii) Certificate in computer application skills from a recognized institution.

## 3. HEALTH RECORDS & INFORMATION MANAGEMENT ASSISTANT

NUMBER OF VACANCIES:	TWO (2)
TERMS OF SERVICE:	CONTRACT: ONE (1) YEAR (12 MONTHS)
SALARY:	KSH.23,721 (CONSOLIDATED)

### **Duties and responsibilities**

Duties and responsibilities at this level will entail: receiving and documenting patients at hospital reception; registering and booking appointments for patients to clinics and consultants; storing and retrieving medical records; preparing clinics; updating bed *bureau*; editing of patients case records; gathering data from different sources; capturing data from service points; maintain records of safety and confidentiality; storing and retrieving medical records; balancing daily bed returns; creating and maintaining master index; updating patient master index; directing patients to relevant clinics; scheduling patients to the consultants and speciality clinics; assigning codes to diseases and surgical procedures according to the International Classification and Procedures in Medicine, preparing Health records and reports.

### **Requirement for appointment**

#### **For appointment to this grade, a candidate must have:-**

- (i) Certificate in Health Records and Information Technology from a recognized institution; and,
- (ii) Certificate in computer application skills from a recognized institution.

#### 4. KENYA REGISTERED COMMUNITY HEALTH NURSE

NUMBER OF VACANCY: TWO (2)  
TERMS OF SERVICE: CONTRACT: ONE(1) YEAR (12 MONTHS)  
SALARY 32,897 (CONSOLIDATED)

#### **Duties and Responsibilities**

Duties and responsibilities will entail: assessing, planning, implementing nursing interventions and evaluating patients' outcomes; providing appropriate healthcare services including Integrated Management of Childhood Illness(IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring a tidy and safe clinical environment; and collecting and compiling data.

#### **Requirements for Appointment**

For appointment to this grade, a candidate must have:-

- (i) 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 Kenya Medical Training College or any other recognized institution;
- (ii) Registration certificate issued by Nursing Council of Kenya;
- (iii) Valid practising licence from Nursing Council of Kenya; and,
- (iv) Certificate in computer application skills from a recognized institution.

Written applications should be sent to:

**THE Ag. CHIEF OFFICER OF HEALTH  
COUNTY HEALTH OFFICES (NANYUKI TEACHING & REFERRAL HOSPITAL)  
P.O. BOX 1271-10400  
NANYUKI**

Applications may also be hand delivered and dropped in the Job Applications Box at the office of Ag. Chief Officer of Health at Nanyuki Teaching and Referral Hospital on or before **Wednesday, 4<sup>th</sup> April, 2018.**

*The candidates will be selected on merit through fair and open competition from the widest range of eligible candidates. Canvassing (directly or indirectly) will lead to disqualification.*

*Qualified youth, women and persons with disability are encouraged to apply.*

**Distribution:**

Office of H.E the Governor

Office of H.E the Deputy Governor

Ag. County Secretary

Ag. Chief Officer – Health

Clerk – Laikipia County Assembly

Notice Boards.