



**COUNTY GOVERNMENT OF LAIKIPIA**  
**COUNTY PUBLIC SERVICE BOARD**  
**P.O. Box 52-20300**  
**NYAHURURU**

Email: cpsb@laikipia.go.ke

Cell phone: 0715 052 052

**INTERNAL ADVERTISEMENT OF VACANCIES IN LAIKIPIA HEALTH SERVICES**

Laikipia County Public Service Board invites applications from competent and qualified **servicing officers** to fill the following vacant positions in Laikipia Health Services: -

	<b>VACANCY</b>	<b>JOB GROUP</b>	<b>NO OF POSTS</b>
1	Senior Deputy Director of Medical Services	CPSB 02	1
2	Assistant Director of Medical services	CPSB 05	29
3	Senior Assistant Director of Dental Services/Dental Specialist 1	CPSB 04	1
4	Senior Deputy Director of Pharmaceutical Services/Chief Pharmaceutical Specialist	CPSB 02	1
5	Deputy Director of Pharmaceutical Services/Senior Pharmaceutical Specialist	CPSB 03	1
6	Senior Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist I	CPSB04	1
7	Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist II	CPSB 05	12
8	Chief Clinical Officer	CPSB 07	1
9	Principal Registered Clinical Officers 1	CPSB 05	1
10	Principal Registered Clinical Officer II	CPSB 06	3
11	Principal Registered Clinical Officer II- Anaesthetist	CPSB 06	1
12	Chief Registered Clinical Officer	CPSB 07	1
13	Senior Registered Clinical Officer	CPSB 08	1
14	Senior Registered Clinical Officer-Anaesthetist	CPSB 08	1
15	Registered Clinical Officer 1- Anaesthetist	CPSB 09	1
16	Registered Clinical Officer 1	CPSB 09	15
17	Assistant Director, Nursing Services	CPSB 05	1
18	Principal Nursing Officer	CPSB 06	1
19	Chief Nursing Officer	CPSB 07	4
20	Senior Principal Registered Nurse	CPSB 05	1
21	Principal Registered Nurse	CPSB 06	9
22	Chief Registered Nurse	CPSB 07	36
23	Senior Registered Nurse	CPSB 08	9
24	Registered Nurse 1	CPSB 09	71
25	Senior Enrolled Nurse I	CPSB 08	7
26	Senior Enrolled Nurse 11	CPSB 09	3
27	Enrolled Nurse 1	CPSB 10	13
28	Dental Technologist 1	CPSB 09	1
29	Radiographer 1	CPSB 09	2
30	Principal Assistant Public Health Officer	CPSB 06	3
31	Chief Assistant Public Health Officer	CPSB 07	11
32	Senior Assistant Public Health Officer	CPSB 08	3
33	Assistant Public Health Officer 1	CPSB 09	3
34	Senior Public Health Assistant	CPSB 09	1
35	Public Health Assistant 1	CPSB 10	2
36	Chief Medical Laboratory Officer	CPSB 07	2

37	Principal Medical Laboratory Technologist 11	CPSB 06	2
38	Chief Medical Laboratory Technologist	CPSB 07	5
39	Medical Laboratory Technologist 1	CPSB 09	13
40	Senior Medical Laboratory Technician 1	CPSB 08	1
41	Senior Principal Pharmaceutical Technologist	CPSB 05	1
42	Pharmaceutical Technologist 1	CPSB 09	3
43	Assistant Health Records and Information Management Officer 1	CPSB 09	6
44	Health Records and Information Management Assistant 1	CPSB 10	1
45	Principal Nutrition and Dietetics Technologist	CPSB 06	1
46	Chief Nutrition and Dietetics Technologist	CPSB 07	1
47	Senior Nutrition and Dietetics Technologist	CPSB 08	1
48	Nutrition and Dietetics Technologist 1	CPSB 09	5
49	Principal Orthopaedic Technologist	CPSB 06	1
50	Senior Principal Medical Engineering Technologist	CPSB 05	1
51	Medical Social Worker I	CPSB 09	1
52	Community Health Assistant I	CPSB 10	4
53	Mortuary Attendant	CPSB 13	1
54	Assistant Director Administration Services	CPSB 05	1
55	Senior Human Resource Management Officer	CPSB 08	1
56	Chief Accountant	CPSB 07	2
57	Senior Accountant	CPSB 08	1
58	Principal Driver	CPSB 10	2
59	Senior Driver	CPSB 12	3
60	Chief Clerical Officer	CPSB 10	2
61	Senior Reception Assistant II	CPSB 11	1
62	Senior Telephone Supervisor	CPSB 08	2
63	Supply Chain Management Assistant I	CPSB 09	1
64	Registry Officer	CPSB 13	1

## **MEDICAL OFFICERS**

### **1. SENIOR DEPUTY DIRECTOR OF MEDICAL SERVICES (JOB GROUP CPSB 02)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 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 x 13,680 - 186,030 x 16,980 203,010 p.m.**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: developing and coordinating implementation of health standards, guidelines and protocols; undertaking specialized diagnosis, care, treatment and rehabilitation of patients; 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; developing intervention activities or programs for training of health staff in field of community health and health management; promoting International Health Relations; monitoring and evaluating health projects and programmes; providing guidance, training and development of professional staff in clinical practice specialty; 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; coordinating provision of quality health care and adherence to health standards; providing specifications for procurement of health supplies and commodities; and coordinating training and development and performance management.

#### **(b) Requirements for Appointment:**

For Appointment to this grade, an officer must:

- (i) Have served as a Deputy Director of Medical Services/Senior Medical Specialist II for a minimum period of three (3) years.
- (ii) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by 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 Gynaecology, 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 Council.
- (v) Valid practicing license from Medical Practitioners and Dentists Council.
- (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.
- (viii) Demonstrated professional competence and managerial capability as reflected in work in performance and results.

## **2. ASSISTANT DIRECTOR OF MEDICAL SERVICES (JOB GROUP CPSB 05)**

**NUMBER OF VACANCIES: TWENTY-NINE (29)**

**SALARY: Ksh. 90,200 x 3,220 - 93,420 x 4,520 - 97,940 x 4,920 - 102,860 x 5,070 - 107,930 x 5,300 - 113,230 x 5,560 - 118,790 x 5,840 - 124,630 p.m.**

### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- reviewing patients and instructing writing all the recommendations; undertaking "First-on-Call", duties including clerking, investigating, and managing patients; conducting weekly clinic and theatre days; managing health facilities at various tiers in communities; responding to intern calls; training, supervising and mentoring Medical Officers (Intern) and other students; performing emergency surgeries; undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems;

### **(b) Requirements for Appointment**

For appointment to this grade an officer must have:

- (i) Served as Senior Medical Officer for a minimum period of three (3) years.  
OR  
Attained a Master's Degree as at the date of advertisement of the vacancy;
- (ii) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- (iii) Registration Certificate by the Medical Practitioners and Dentists Council.
- (iv) Valid practising license from Medical Practitioners and Dentists Council.
- (v) Certificate in computer application skills from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

## **DENTAL OFFICERS**

### **1. SENIOR ASSISTANT DIRECTOR OF DENTAL SERVICES/DENTAL SPECIALIST I (JOB GROUP CPSB 04)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 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.**

### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- performing specific dental procedures including restorative, prosthodontics, pedodontics, orthodontics, minor oral-facial surgeries, and periodontology; being on call to review and manage dental health patients; undertaking medico-legal duties which include tilling of P.3 forms; undertaking dental examinations, age assessment, and writing dental reports; conducting outreach community oral health services; referring complex cases; educating and creating awareness on prevention of dental diseases and dental health; maintaining up-to-date dental health patients' records and bio data; supervising, training and coaching dental interns and students; ensuring that dental health reports are prepared and submitted promptly; coordinating preparation of annual work plans and ensuring they are adhered to; and coordinating capacity building and deployment of dental personnel.

#### **(b) Requirements for Appointment**

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

- (i) Served in the grade of Assistant Director Dental for a minimum period of three (3) years.
- (ii) Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Council.
- (iii) Masters of Dental Surgery degree in any of the following disciplines: Paediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial / Dental Radiology and Community Dentistry or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council;

OR

Served in the grade of Dental Specialist (2), Job Group P for 10 years or more

- (iv) Certificate of Registration by the Medical Practitioners and Dentists Council.
- (v) Valid practising license from Medical Practitioners and Dentists Council.
- (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 recognised institution; and
- (viii) Demonstrated ability and competence in organizing, performing, and discharging the dental function.

### **PHARMACIST**

#### **1. SENIOR DEPUTY DIRECTOR PHARMACEUTICAL SERVICES II/ CHIEF PHARMACEUTICAL SPECIALIST (JOB GROUP CPSB 02)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 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 x 13,680 - 186,030 x 16,980 203,010 p.m.**

#### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: preparing and assessing research proposals )involving medicine use; receiving and analysing reports of adverse drug reactions poor quality medicines; analyzing medicines for quality assurance; providing expertise and pharmaceutical care in approved areas of specialization: coordinating Medicines and Therapeutic Committee activities; assessing and evaluating - research findings involving medicine use: identifying areas research and disseminating research findings on utilization; carrying out laboratory tests of medicines and medical devices to ensure quality assurance; keeping custody and safe of licit psychotropic and narcotic substances; carrying out Pharmacovigilance activities (monitoring, reporting of adverse drug reactions and poor quality medicines) training, coaching and mentoring of pharmacy interns and students; coordinating setting of targets and performance management; and supervising, disciplining and developing staff

#### **Requirement 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 (BPharm) 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; 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 a Pharmacist by the Pharmacy and Poisons Board:
- (v) Valid practising license from Pharmacy and Poisons Board.
- (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 recognised institution; and
- (viii) Shown outstanding professional competence and administrative capability and initiative in the general organization and management of the Pharmacy Functions.

## **2. DEPUTY DIRECTOR OF PHARMACEUTICAL SERVICES/ SENIOR PHARMACEUTICAL SPECIALIST (JOB GROUP CPSB 03)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 124,630 x 6,070 -- 130,700 x 6,370 -- 137,070 x 6,570 143,640x 6,770 - 150,410 x 6,960 - 157,370 x 7,160 - 164,530 x 7,820 -- 172,350**

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: analysing reports on adverse drug reactions and poor quality medicines; setting up and running poison information centers: conducting research and dissemination of the findings on medicine utilization; assessing and evaluating research proposals involving medicine use; analysing medicines for quality assurance; coordinating pharmaceutical services in public health programs; monitoring and evaluating effectiveness of medication therapy; facilitating detection, prevention, response and provision of information on global public health crisis as per the International Health Regulations; preparing work/strategic plans: and supervising and training staff

### **Requirement for Appointment**

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

- (i) Served in the grade of Senior Assistant Director of Pharmaceutical Services/ Pharmaceutical Specialist I 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; 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 a Pharmacist by the Pharmacy and Poisons Board.
- (v) Valid practising license from Pharmacy and Poisons Board.
- (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 recognised institution; and
- (viii) Shown outstanding professional competence and administrative capability and initiative in the general organization and management of the Pharmacy Functions.

### **3. SENIOR ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES/PHARMACEUTICAL SPECIALIST I (JOB GROUP CPSB 04)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 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.**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: coordinating pharmaceutical services in a health facility; coordinating Medicine and Therapeutics Committee activities in a health facility; developing and reviewing standard operating procedures for all pharmaceutical services in the facility; conducting research on medicine utilization; providing continuous professional development education to pharmacists; evaluating appropriateness of donated medical supplies; maintaining pharmaceutical inventories; participating in facility management committees; providing medicinal information in preparation of patient drug management therapies; coordinating preparation of annual work plans and ensuring they are adhered to; and coordinating capacity building and deployment of dental personnel.

#### **(b) 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 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.

OR

- Served in the grade of Assistant Chief Pharmacist (Job Group P) for a period of 10 Years or more;
- (iv) Certificate of Registration by 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 four (4) weeks from a recognized institution.
  - (vii) Certificate in computer application skills from a recognized institution; and
  - (viii) Professional competence and managerial capability as reflected in work performance and results.

### **4. ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES/PHARMACEUTICAL SPECIALIST II (JOB GROUP CPSB 05)**

**NUMBER OF VACANCIES: TWELVE (12)**

**SALARY: Ksh. Kshs. 90,200 x 3,220 - 93,420 x 4,520 - 97,940 x 4,920 - 102,860 x 5,070 - 107,930 x 5,300 - 113,230 x 5,560 - 118,790 x 5,840 - 124,630 p.m.**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: selecting, quantifying, procuring and warehousing of medical supplies; monitoring effective storage of specialized medical supplies requiring cold storage; making entries into the relevant inventory management records and registers; participating in ward rounds to monitor medicine use, interactions and adverse drug reactions; carrying out continuing medical education for health workers in general; conducting health education on appropriate use of medicines to patients; 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; keeping safe

custody and maintenance of up to date narcotic and psychotropic substances records; running of poison information centers; disseminating and providing new drug information to health workers and the general public; and supervising pharmaceutical services at lower level health facilities.

#### **(b) Requirements for Appointment**

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

- (i) Served in the grade of Senior Pharmacist for a minimum period of two (2) years.
- (ii) Bachelor of Pharmacy (B Pharm) degree from an institution recognized by the Pharmacy and Poisons Board.
- (iii) Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board.
- (iv) Valid practising license from Pharmacy and Poisons Board.
- (v) Certificate in Senior 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 merit and ability as reflected in work performance and results.

### **CLINICAL OFFICERS**

#### **1. CHIEF CLINICAL OFFICER (JOB GROUP CPSB 07)**

**NUMBER OF VACANCIES- ONE (1)**

**SALARY: Ksh. 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 - 67,110p.m.**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: providing clinical services in a health facility; conducting ward rounds, reviewing and making appropriate referrals; carrying out surgical procedures as per training and skill; offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and •Venereology; collecting data and compiling clinical reports; implementing community health care activities in liaison with other health workers; guiding and counseling patients, clients and staff on health issues; sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services; assessing, preparing and presenting medico-legal reports; organizing health management teams and convening health management committee meetings; carrying out disease surveillance and recommending appropriate control measures; and coaching and mentoring staff and students on attachment.

#### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Clinical Officer for a minimum period of three (3) years.
- (ii) Bachelor's degree in Clinical Medicine from a recognized institution.
- (iii) Certificate of Registration from the Clinical Officers' Council.
- (iv) Certificate in Computer Application Skills from a recognized institution and
- (v) Shown merit and ability as reflected in work performance and results.

### **REGISTERED CLINICAL OFFICERS**

#### **1. PRINCIPAL REGISTERED CLINICAL OFFICER I (JOB GROUP CPSB 05)**

**NUMBER OF VACANCIES ONE (1)**

**SALARY: Ksh. 90,200 x 3,220 - 93,420 x 4,520 - 97,940 x 4/920 - 102,860 x 5,070 - 107,930 x 5,300 - 113,230 x 5,560 - 118,790 x 5,840 - 124,630 p.m.**

#### **(a) Duties and Responsibilities**

This will be the highest grade in the Diplomas cadre. Specific duties and responsibilities at this level will include: implementing clinical services policies, procedures and guidelines; maintaining standards, ethics and quality assurance systems in the provision of clinical services; providing clinical and family health

care services in health institutions and communities; reviewing medico-legal standards and guidelines; undertaking research on critical health issues and emerging trends; implementing referral strategies and guidelines in liaison with other stakeholders; identifying skills mix and training for quality service provision in the relevant specialized service areas including Ear, Nose and Throat (ENT/Audiology), Ophthalmology and Cataract Surgery, Child Health and Paediatrics, Anaesthesia, Orthopaedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner and Forensic Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; capacity building for disaster preparedness and emergency response; and coaching and mentoring of staff.

**(a) 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 in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and Skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, Dermatology and Venereology or Medical Education from a recognized institution.
- (iii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- (iv) Certificate of Registration from the Clinical Officers' Council
- (v) Certificate in Computer Application Skills from a recognized institution; and
- (vi) Demonstrated professional competence and managerial capability as reflected in work performance and results.

**2. PRINCIPAL REGISTERED CLINICAL OFFICER II (JOB GROUP CPSB 06)**

**NUMBER OF VACANCIES: THREE (3)**

**SALARY: Ksh. 58,360 x 2,750 - 61,110 x 2,920 - 64,030 x 3,080 - 67,110 x 3540 - 70,650 x 3690 - 74,340 x 3,890 - 3900 82,130 x 4,010 - 86,140 x 4,060 - 90,200 p.m.**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: implementing clinical service procedures, guidelines, quality assurance standards in the provision of clinical services; providing clinical and family health care in health institutions and communities; implementing medico-legal standards and guidelines; undertaking disease surveillance, control and management; undertaking research on critical health issues and emerging trends; providing clinical outreach and school health services; monitoring patients, making appropriate referrals and providing necessary guidance and counseling; providing specialized services including Ear, Nose and Throat/Audiology, Ophthalmology and Cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner and Forensic Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; and providing emergency clinical care during disasters.

**(b) 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 Management Course lasting not less than four (4) weeks from a recognized institution.
- (iv) Certificate of Registration from the Clinical Officers' Council.
- (v) Certificate in Computer Application Skills from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

**3. PRINCIPAL REGISTERED CLINICAL OFFICER II - ANAESTHETIST (JOB GROUP CPSB 06)**

**NUMBER OF VACANCIES: ONE (1)**



**SALARY: Ksh. 58,360 x 2,750 - 61,110 x 2,920 - 64,030 x 3,080 - 67,110 x 3540 - 70,650 x 3690 - 74,340 x 3,890 - 3900 82,130 x 4,010 - 86,140 x 4,060 - 90,200 p.m.**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: implementing clinical service procedures, guidelines, quality assurance standards in the provision of clinical services; providing clinical and family health care in health institutions and communities; implementing medico-legal standards and guidelines; undertaking disease surveillance, control and management; undertaking research on critical health issues and emerging trends; providing clinical outreach and school health services; monitoring patients, making appropriate referrals and providing necessary guidance and counseling; providing specialized services including Ear, Nose and Throat/Audiology, Ophthalmology and Cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner and Forensic Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; and providing emergency clinical care during disasters.

**(b) 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 Management Course lasting not less than four (4) weeks from a recognized institution.
- (iv) Certificate of Registration from the Clinical Officers' Council.
- (v) Certificate in Computer Application Skills from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

**4. CHIEF REGISTERED CLINICAL OFFICER (JOB GROUP CPSB 07)**

**NUMBER OF VACANCIES ONE (1)**

**SALARY: Ksh. 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.**

**(a) Duties and Responsibilities.**

Duties and responsibilities at this level will include: providing clinical services in a health facility; conducting ward rounds, reviewing and making appropriate referrals; carrying out surgical procedures as per training and skill; offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology; compiling and analyzing clinical data; implementing community health care activities in liaison with other health workers; guiding and counseling patients, clients and staff on health issues; sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services; assessing, preparing and presenting medico-legal reports; coaching and mentoring students on attachment; organizing health management teams and convening health management committee meetings; and carrying out disease surveillance, and recommending appropriate control measures.

**(b) 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) Certificate in Computer Application Skills from a recognized institution.
- (vi) Shown merit and ability as reflected in work performance and results.

**5. SENIOR REGISTERED CLINICAL OFFICER (JOB GROUP CPSB 08)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 44,400 x 1,920 - 46,320 x 2,000 - 48,320 x 2,290 - 50,610 x 2,350 - 52,960 x 2,550 - 55,510 x 2,850 - 58,360 x 2,750 61,110 p.m.**

**(a) Duties and Responsibilities:**

Duties and responsibilities at this level will include: implementing Community Health Care activities in liaison with other health workers; history taking, examining, diagnosing, treating and managing diseases and conditions in an outpatient or inpatient health facility; sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services; coaching and mentoring students on attachment; carrying out surgical procedures as per training and skill; guiding and counseling patients, clients and staff on health issues; assessing, preparing and presenting medico-legal reports; organizing health management teams and convening health management committee meetings; conducting ward rounds, reviewing and making appropriate referrals; carrying out surgical procedures as per training and skill; offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology; and collecting and compiling clinical data.

**(b) Requirements for Appointment:**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Registered Clinical Officer I 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 of Registration from the Clinical Officers' Council.
- (iv) Certificate in Computer Application Skills from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

**6. SENIOR REGISTERED CLINICAL OFFICER - ANAESTHETIST (JOB GROUP CPSB 08)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 44,400 x 1,920 - 46,320 x 2,000 - 48,320 x 2,290 - 50,610 x 2,350 - 52,960 x 2,550 - 55,510 x 2,850 - 58,360 x 2,750 61,110 p.m.**

**(a) Duties and Responsibilities:**

Duties and responsibilities at this level will include: implementing Community Health Care activities in liaison with other health workers; history taking, examining, diagnosing, treating and managing diseases and conditions in an outpatient or inpatient health facility; sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services; coaching and mentoring students on attachment; carrying out surgical procedures as per training and skill; guiding and counseling patients, clients and staff on health issues; assessing, preparing and presenting medico-legal reports; organizing health management teams and convening health management committee meetings; conducting ward rounds, reviewing and making appropriate referrals; carrying out surgical procedures as per training and skill; offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology; and collecting and compiling clinical data.

**(b) Requirements for Appointment:**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Registered Clinical Officer I 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 of Registration from the Clinical Officers' Council;
- (iv) Certificate in Computer Application Skills from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

**7. REGISTERED CLINICAL OFFICER I - ANAESTHETIST (JOB GROUP CPSB 09)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 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.**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility; guiding and counseling patients, clients and staff on health issues; referring patients and clients to appropriate health facilities; assessing, preparing and presenting medico-legal reports; organizing health management teams and convening health management committee meetings; implementing community health care activities in liaison with other health workers; sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services; carrying out minor surgical procedures as per training and skill; and collecting data and compiling clinical data.

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

- (i) Served in the grade of Registered Clinical Officer II 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 of Registration from the Clinical Officers' Council; and
- (iv) Certificate in Computer Application Skills from a recognized institution

**8. REGISTERED CLINICAL OFFICER I (JOB GROUP CPSB 09)**

**NUMBER OF VACANCIES: FIFTEEN (15)**

**SALARY: Ksh. 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.**

**(b) Duties and Responsibilities**

Duties and responsibilities at this level will include: taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility; guiding and counseling patients, clients and staff on health issues; referring patients and clients to appropriate health facilities; assessing, preparing and presenting medico-legal reports; organizing health management teams and convening health management committee meetings; implementing community health care activities in liaison with other health workers; sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services; carrying out minor surgical procedures as per training and skill; and collecting data and compiling clinical data.

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

- (i) Served in the grade of Registered Clinical Officer II 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 of Registration from the Clinical Officers' Council; and
- (iv) Certificate in Computer Application Skills from a recognized institution

**NURSING OFFICERS**

**1. ASSISTANT DIRECTOR, NURSING SERVICES (JOB GROUP CPSB 05)**

**NUMBER OF VACANCIES - ONE (1)**

**SALARY: Ksh. 90,200 x 3,220 - 93,420 x 4,520 - 97,940 x 4,920 - 102,860 x 5,070 - 107,930 x 5,300 - 113,230 x 5,560 - 118,790 x 5,840 - 124,630 p.m.**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: coordinating development of policies, standards and guidelines in the provision of nursing services; ensuring application of the nursing process at the service delivery unit of specialization; carrying out comprehensive health needs assessment in the area of

specialization; formulating interventions to address identified health needs; monitoring and evaluating health care services in a health facility; coordinating implementation of nursing related projects and programmes; 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; coordinating preparation of training plans/programmes for nurses at the service delivery department; providing quantification and specifications for procurement of medical supplies and equipment; conducting research and preparing reports; advising Health/Hospital Management Team (HMT) on matters relating to Nursing Services; implementing continuing professional development programmes for nurses; preparing strategic/annual work plans in a health facility; and coaching and mentoring staff

#### **(b) 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 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 a high degree of professional competence and administrative capability.

## **2. PRINCIPAL NURSING OFFICER (JOB GROUP CPSB 06)**

### **NUMBER OF VACANCIES - ONE (1)**

**SALARY: Ksh. 58,360 x 2,750 - 61,110 x 2,920 - 64,030 x 3,080 - 67,110 x 3,540 - 70,650 x 3,690 - 74,340 x 3,890 - 82,130 x 4,010 - 86,140 x 4,060 - 90,200p.m**

#### **(a) Duties and Responsibilities:**

Duties and responsibilities at this level will include: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based nursing care for client/patient; ensuring a safe nursing care environment for client/patient; conducting patient audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; conducting nursing teaching and assessment of nursing staff and students; and coordinate quality assurance activities for improvement of nursing care outcomes.

In addition, duties and responsibilities will include: evaluating community interventions and providing feedback; managing nursing commodities and other resources; conducting studies and surveys in various health care areas and disseminating findings to improve care; coordinating occupational health and safety activities and preparing periodic reports; ensuring effective utilization and safety of assigned medical supplies and equipment; developing standard operating procedures for the unit in collaboration with other stakeholders; conducting training needs assessment and developing training/induction programmes; evaluating in-house training programmes and producing periodical reports; implementing nursing programmes; mobilizing resources for implementation of nursing activities and projects; conducting ward rounds and reviewing patients' conditions; and coaching and mentoring nursing staff.

#### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Nursing Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in either Nursing or Midwifery 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 Senior 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 merit and ability as reflected in work performance and results.

### **3. CHIEF NURSING OFFICER (JOB GROUP CPSB 07)**

#### **NUMBER OF VACANCIES - FOUR (4)**

**SALARY: Ksh. 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.**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based nursing care for client/patient; ensuring a safe nursing care environment for client/patient; conducting patient audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; conducting a community health risk assessment and providing outcome based interventions; conducting nursing teaching and assessment of nursing staff and students; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining nursing records on patients/clients personal and health condition/care; conducting assessment of school health needs, and implementing; conducting community diagnosis and providing feedback; conducting desk reviews, collecting and collating data; implementing recommendations of findings for improvement of nursing care; conducting ward rounds and reviewing patients' conditions; and coaching and mentoring nursing staff.

#### **(b) Requirement for Appointment:**

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

- i. Served in the grade of Senior Nursing Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in either Nursing or Midwifery 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;
- vi. Shown merit and ability as reflected in work performance and results

### **REGISTERED NURSES**

#### **1. SENIOR PRINCIPAL REGISTERED NURSE (JOB GROUP CPSB 05)**

#### **NUMBER OF VACANCIES - ONE (1)**

**SALARY: Ksh. 90,200 x 3,220 - 93,420 x 4,520 - 97,940 x 4/920 - 102,860 x 5,070 - 107,930 x 5,300 - 113,230 x 5,560 - 118,790 x 5,840 - 124,630 p.m.**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: initiating development of nursing policies, standards and guidelines in the provision of nursing services in area of specialization; implementing projects and programmes in area of specialization; ensuring application of nursing process at the service delivery point/area; 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; formulating interventions to address identified health needs; managing nursing services at a health facility; monitoring and evaluating health care in a health facility; coordinating preparation of training plans/programmes for nurses at the service delivery department; providing specifications for procurement of nursing commodities and supplies; conducting research and preparing reports; coordinating health care activities in an area of specialization in collaboration with other stakeholders; advising the Health/Hospital Management Team (HMT) on

matters relating to nursing; implementing continuing professional development programmes for nurses; and initiating preparation of annual work plans

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (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 qualification from a recognized institution;
- (iii) Higher Diploma in any of the following discipline: Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric 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

- (iv) Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution;
- (v) Registration Certificate issued by the Nursing Council of Kenya;
- (vi) Valid practicing license from the Nursing Council of Kenya;
- (vii) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (viii) Certificate in computer application skills from a recognized institution; and
- (ix) Shown a high degree of professional competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programmes.

## **2. PRINCIPAL REGISTERED NURSE (JOB GROUP CPSB 06)**

### **NUMBER OF VACANCIES - NINE (9)**

**SALARY: Ksh. 58,360 x 2,750 - 61,110 x 2,920 - 64,030 x 3,080 - 67,110 x 3540 - 70,650 x 3690 - 74,340 x 3,890 - 3900 82,130 x 4,010 - 86,140 x 4,060 - 90,200 p.m.**

### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: implementing application of the nursing process at the health service delivery point; 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; designing health education and counselling interventions for patients/clients and community on identified health needs; managing a service delivery department; monitoring and evaluating health care at the health service delivery department; preparing training plans/programmes for nurses at the service delivery department; facilitating the referral of patients and clients appropriately; facilitating patients' admission and initiate discharge plans; keeping up-to-date records of nursing staff; facilitating availability of resources for keeping clinical environment tidy and safe; ensuring effective utilization and safety of assigned medical supplies and equipment; coordinating school health programmes, occupational health activities and home based care services; conducting clinical teaching and assessment of nursing staff and students; conducting desk reviews on health reports and implementing recommendations related to nursing; and analyzing data for research and compiling reports

### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have

- (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.
- (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 programmes.

### **3. CHIEF REGISTERED NURSE (JOB GROUP CPSB 07)**

#### **NUMBER OF VACANCIES - THIRTY-SIX (36)**

**SALARY: Ksh. 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.**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; 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; facilitating patients/clients referral appropriately; ensuring tidy and safe clinical environment; conducting clinical teaching and assessment of nursing staff and students; evaluating healthcare outcomes on patients/clients and preparing individualized reports; conducting occupational health needs assessment and making appropriate recommendations; managing a health service delivery section/units; ensuring effective utilization and safety of assigned medical supplies and equipment; conducting desk reviews on health reports and implementing recommendations related to nursing; caring for patients at the health service delivery unit using the nursing process; monitoring healthcare outcomes at the service delivery unit and preparing reports; and analyzing data for research and compiling reports.

#### **(b) 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) Show merit and ability as reflected in work performance and results.

### **4. SENIOR REGISTERED NURSE (JOB GROUP CPSB 08)**

#### **NUMBER OF VACANCIES-NINE (9)**

**SALARY: Ksh. 44,400 x 1,920 - 46,320 x 2,000 - 48,320 x 2,290 - 50,610 x 2,350 - 52,960 x 2,550 - 55,510 x 2,850 - 58,360 x 2,750 61,110 p.m.**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; 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; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring tidy and safe clinical environment; conducting home visits; conducting nursing teaching and assessment of nursing staff and students; evaluating healthcare outcomes on patients/clients and preparing individualized report; conducting assessment of school ' health needs; planning, implementing interventions and preparing periodic reports; conducting occupational health needs assessment and making appropriate recommendations; managing a health service delivery unit; ensuring effective utilization and safety of assigned medical supplies and equipment; and implementing recommendations of research findings for improvement of nursing care.

## **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Registered Nurse I 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.

## **5. REGISTERED NURSE I (JOB GROUP CPSB 09)**

### **NUMBER OF VACANCIES – SEVENTY-ONE (71)**

**SALARY: Ksh. 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.**

### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; diagnosing common health conditions; providing appropriate healthcare service including Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health; 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; collecting and collating data for research; evaluating healthcare outcomes on patients/clients and preparing individualized reports; conducting assessment of schools health needs; planning, implementing interventions and preparing periodic reports; and identifying occupational health needs and making appropriate recommendations.

### **(b) Requirements for Appointment**

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

- (i) Served in the grade of Registered Nurse II 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.

## **ENROLLED NURSES**

### **1. SENIOR ENROLLED NURSE I (JOB GROUP CPSB-08)**

#### **NUMBER OF VACANCIES- SEVEN (7)**

**SALARY: Ksh. 44,400 x 1,920 - 46,320 x 2,000 - 48,320 x 2,290 - 50,610 x 2,350 - 52,960 x 2,550 - 55,510 x 2,850 - 58,360 x 2,750 61,110 p.m.**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail assessing patients and clients and establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs; providing health education and counselling on identified health and socio-economic needs to patients/clients; referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; ensuring a tidy and safe clinical environment; ensuring safe custody of in-patients belongings; maintaining records on patients/clients personal and health condition/care; conducting assessment of school health needs; planning, implementing interventions and preparing periodic reports;



conducting occupational health needs, assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports; providing appropriate healthcare services including immunization, reproductive health; guiding and orienting staff, students and health personnel; and carrying out health outreach activities.

#### **(b) Requirements of Appointment**

For appointment to the 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) Enrolment Certificate issued by the Nursing Council of Kenya,
- (iv) Valid practicing license from 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.

### **2. SENIOR ENROLLED NURSE II (JOB GROUP CPSB 09)**

#### **NUMBER OF VACANCIES - THREE (3)**

**SALARY: Ksh. 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.**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: assessing patients and clients and establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs; providing health education and counselling on identified health and socio-economic needs to patients/clients; referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; making appropriate discharge plan for patients; ensuring a tidy and safe clinical environment; ensuring safe custody of in-patients belongings; maintaining records on patients/clients personal and health condition/care; conducting assessment of school health needs; planning, implementing interventions and preparing periodic reports; conducting occupational health needs assessment; providing appropriate healthcare services including immunization, reproductive health; guiding and orienting staff and students; and carrying out health outreach activities

#### **(b) Requirements of Appointment**

For appointment to this grade, an officer must have

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

### **3. ENROLLED NURSE I (JOB GROUP CPSB 10)**

#### **NUMBER OF VACANCIES - THIRTEEN (13)**

**SALARY: Ksh. 32,700 x 1,300 - 34,000 x 1,380 - 35,380 x 1,390 - 36,770 x 11460 - 38,230 x 1,470 - 39,700 x 1,470 - 41,170 x 1,520 42,690 p.m.**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: assessing patients and clients and establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs; providing appropriate healthcare service, including immunization, Prevention of Mother to Child Transmission of HIV (PMTCT), ante-natal care and delivery, providing health education and counselling

on identified health and socio-economic needs to patients'/clients'; referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; ensuring a tidy and safe clinical environment; ensuring safe custody of in-patients belongings; maintaining records on patients'/clients personal and health condition/care; evaluating healthcare outcomes on patients'/clients and preparing individualised reports; conducting assessment of school health needs; planning, implementing interventions and preparing periodic reports; and guiding and orienting students.

#### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of 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) Enrolment Certificate issued by the Nursing Council of Kenya;
- (iv) Valid practicing license from 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.

### **DENTAL TECHNOLOGIST**

#### **1. DENTAL TECHNOLOGIST I (JOB GROUP CPSB 09)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 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.**

#### **(a) Duties and Responsibilities**

An officer at this level will be deployed at a sub-county hospital where duties will include: managing Dental health clinics by organizing and scheduling clinic days, patient flows and referrals; teaching and supervising students/interns on practicals; supervising Dental Officers at health centres, sub-County hospitals. Other duties will include ordering dental materials, participate in curriculum development, implementation, and evaluation; admission and orientation of new students.

#### **(b) Requirements for Appointment**

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

- (i) Served in the grade of Dental Technologist II for a minimum period of three (3) years; and
- (ii) Diploma in Dental Technology or its equivalent qualification from a recognized institution;
- (iii) Certificate of registration from the Kenya Dental Technologists Association;
- (iv) Certificate in computer application skills; and
- (v) Shown merit and ability as reflected in work performance and results.

### **RADIOGRAPHER**

#### **1. RADIOGRAPHER I (JOB GROUP CPSB 09)**

**NUMBER OF VACANCES: TWO (2)**

**SALARY: Ksh. 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.**

#### **(a) Duties and Responsibilities**

Work at this level will involve: providing medical Imaging Services at a District or Provincial Hospital; processing, verifying, and maintaining information related to patients; providing care and counseling patients and their relatives before, during and after examination. In addition, the officer will be safeguarding and providing basic maintenance and safety of medical imaging equipment hospital; establishing and maintaining Quality Assurance Programs in the department; co-ordinating procurement and safe storage of departmental supplies of radiographic materials and preparing reports on radiography activities.

#### **(b) Requirements for Appointments**

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

- (i) Served in the grade of Radiographer II, or in a comparable and relevant position in the Public Service for at least three (3) years; and
- (ii) Diploma in any of the following disciplines:- Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution;
- (iii) Registration with a relevant professional body;
- (iv) Certificate in computer application skills; and
- (v) Shown merit and ability as reflected in work performance and result.

## **PUBLIC HEALTH**

### **ASSISTANT PUBLIC HEALTH OFFICERS**

#### **1. PRINCIPAL ASSISTANT PUBLIC HEALTH OFFICER (JOB GROUP CPSB 06)**

**NUMBER OF VACANCIES THREE (3)**

**SALARY: Ksh. 58,360 x 2,750 - 61,110 x 2,920 - 64,030 x 3,080 - 67,110 x 3,540 - 70,650 x 3,690 - 74,340 x 3,890 - 82,130 x 4,010 - 86,140 x 4,060 - 90,200 p.m.**

##### **(a) Duties and Responsibilities**

An officer at this level will be responsible for the following duties: monitoring and evaluating the management of solid/liquid and other hazardous wastes; ensuring safety and quality of food and water for both domestic and industrial use; ensuring abatement of sanitary nuisances; carrying out surveillance on environmental health pollutants; promoting hygiene education including school health programmes; implementing international health regulations and rules at ports, airports, frontiers and border posts; vetting and approving building plans; inspecting and issuing occupancy certificates of new buildings; inspecting of commercial and trading premises for maintenance of set standards; overseeing exhumation process and authorizing disposal of unclaimed bodies; and carrying out surveillance and advising on prevention and control of disease incidences, outbreaks and disasters.

##### **(b) 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 Management Course lasting not less than four (4) weeks from a recognized institution.
- (iv) Registration Certificate from the Public Health Officers and Technicians Council – Kenya.
- (v) Certificate in Computer Application Skills from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and result.

#### **2. CHIEF ASSISTANT PUBLIC HEALTH OFFICER (JOB GROUP CPSB 07)**

**NUMBER OF VACANCIES: ELEVEN (11)**

**SALARY: Ksh. 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.**

##### **(a) Duties and Responsibilities**

An officer at this level will coordinate environmental health activities in the area of deployment. Specific duties and responsibilities will include: implementing promotive and preventive health programmes; ensuring safety and quality of food and water for both domestic and industrial use; abating sanitary nuisances; promoting hygiene education including school health programmes; implementing international health regulations and rules at ports, airports, frontiers and border posts; undertaking inspection for preventive maintenance of health facilities; vetting and approving building plans; 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; educating the public on health and safety at work place; and implementing community based health care programmes.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Senior 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) Registration Certificate from the Public Health Officers and Technicians Council – Kenya.
- (v) Certificate in Computer Application Skills from a recognized institution.
- (vi) Shown merit and ability as reflected in work performance and results.

**3. SENIOR ASSISTANT PUBLIC HEALTH OFFICER (JOB GROUP CPSB 08)**

**NUMBER OF VACANCIES: THREE (3)**

**SALARY: Ksh.44,400 x 1,920 - 46,320 x 2,000 - 48,320 x 2,290 - 50,610 x 2,350 - 52,960 x 2,550 - 55,510 x 2,850 - 58,360 x 2,750 61,110 p.m.**

**(a) Duties and Responsibilities:**

An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: identifying environmental health issues at community level; maintaining up to date records of services rendered; implementing vector, vermin and rodent control measures; implementing integrated mosquito control strategies; issuing of intimation and statutory notices: inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water; undertaking inspection for preventive maintenance of health care facilities; overseeing construction of sanitary facilities in schools, trading centres and commercial premises; collecting water and food samples for bacteriological and chemical analysis; carrying out immunizations; initiating and implementing Community Based Health Care Programmes; implementing integrated mosquito control and other public health strategies; and following up on proper collection and disposal of solid waste.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Public Health Officer I for a minimum period of three (3) years;
- (ii) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution.
- (iii) Registration Certificate from the Public Health Officers and Technicians Council – Kenya.
- (iv) Certificate in Computer Application Skills from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

**4. ASSISTANT PUBLIC HEALTH OFFICER I (JOB GROUP CPSB 09)**

**NUMBER OF VACANCIES: THREE (3)**

**SALARY: Ksh. 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.**

**(a) Duties and Responsibilities:**

An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: mobilizing, sensitizing and advising communities on matters related to environmental health; carrying out immunization; defaulter tracing and reporting of Tuberculosis and other immunizable diseases; identifying environmental health issues at community level; implementing vector, vermin and rodent control measures; implementing integrated mosquito control strategies; sitting of homesteads, pit latrines, grain stores, trading centres, emergency

camps and giving advice on vermin and rodent control; implementing sanitation and hygiene standards in the community; undertaking inspection for preventive maintenance at the health facility, hospital sanitation and health care waste management; issuing of intimation and statutory notices; and inspecting springs and wells to ensure that they are properly maintained, and ensure safe sources of drinking water.

#### **(b) Requirements for Appointment**

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

- (i) Served in the grade of Assistant Public Health Officer II for a minimum period of three (3) years;
- (ii) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- (iii) Registration Certificate from the Public Health Officers and Technicians Council – Kenya.
- (iv) Certificate in Computer Application Skills from a recognized institution; and
- (v) shown merit and ability as reflected in work performance and result

### **PUBLIC HEALTH ASSISTANTS**

#### **1. SENIOR PUBLIC HEALTH ASSISTANT (JOB GROUP CBSP 09)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 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.**

#### **(a) Duties and Responsibilities**

This is the highest level in the Public Health Assistant cadre. An officer at this level will provide Environmental Health Extension services in the area of deployment. Specific duties and responsibilities will include: mobilizing, sensitizing and advising communities on matters related to environmental Health; carrying out immunizations; defaulter tracing and reporting of Tuberculosis and other immunizable diseases; referring health cases to relevant health facilities; identifying environmental health issues at household level; organizing community health days to advise communities on common public health issues; maintaining and updating records of public health data; assessing health needs of the community; sensitizing communities on food and water safety measures; inspecting homesteads, markets, commercial premises, trading centres to ensure that general cleanliness and sanitary requirements are maintained; and issuing of intimation and statutory notices.

#### **(b) Requirements for Appointment**

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

- (i) Served in the grade of Public Health Assistant I for a minimum period of three (3) years;
- (ii) Certificate in Environmental Health Science or Public Health Technology from a recognized institution.
- (iii) Registration Certificate from the Public Health Officers and Technicians Council – Kenya.
- (iv) Certificate in Computer Application Skills from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

#### **2. PUBLIC HEALTH ASSISTANT I (JOB GROUP CBSP-10)**

**NUMBER OF VACANCIES: TWO (2)**

**SALARY: 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.**

#### **(a) Duties and Responsibilities**

An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities; carrying out immunization; identifying environmental health issues at household level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date

records of services rendered; assessing health needs of the community; and sensitizing communities on food and water safety measures.

#### **(b) Requirements for Appointments**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Public Health Assistant II for a minimum period of three (3) years.
- (ii) Certificate in Environmental Health Science or Public Health Technology from a recognized institution.
- (iii) Registration Certificate from the Public Health Officers and Technicians Council – Kenya.
- (iv) Certificate in Computer Application Skills from a recognized institution
- (v) shown merit and ability as- reflected in work performance and results

### **MEDICAL LABORATORY OFFICER**

#### **1. CHIEF MEDICAL LABORATORY OFFICER (JOB GROUP CPSB-07)**

**NUMBER OF VACANCIES: TWO (2)**

**SALARY: Ksh. 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.**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- implementing laboratory policies, guidelines, strategies and programs; preparing stains and reagents for specimen examination; verifying, approving and recording laboratory findings; screening for blood transfusion transmissible infections; preparing blood products; preparing operational research proposals; supervising the disinfection, washing and sterilization of apparatus; and maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation.

Further, duties and responsibilities will entail:- preparing media for culture and sensitivity testing; requisitioning of laboratory consumables and apparatus; investigating disease outbreaks in liaison with other health care providers; archiving specimens of medical importance for reference; maintaining laboratory registers and recording analysed samples; preparing requisitions for procuring laboratory equipment, chemicals, stains and reagents; preparing periodical reports; and mentoring and coaching trainees on practical attachment.

#### **(b) Requirements for Appointment**

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

- (i) served in the grade of Senior Medical Laboratory Officer for a minimum period of three (3) years;
- (ii) Bachelor's Degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- (iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- (iv) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;
- (v) Certificate in computer application skills from a recognised institution; and
- (vi) Shown initiative and competence in planning, organizing and discharging Medical laboratory functions at this level.

### **LABORATORY TECHNOLOGISTS**

#### **1. PRINCIPAL MEDICAL LABORATORY TECHNOLOGIST (II) (JOB GROUP CPBS 06)**

**NUMBER OF VACANCIES: TWO (2)**

**SALARY: Ksh. 58,360 x 2,750 - 61,110 x 2,920 - 64,030 x 3,080 - 67,110 x 3540 - 70,650 x 3690 - 74,340 x 3,890 - 3900 82,130 x 4,010 - 86,140 x 4,060 - 90,200p.m**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- implementing laboratory policies, guidelines, strategies and programs; recruiting, preparing and bleeding of blood donors for transfusion services; performing blood grouping; screening for blood transfusion transmissible infections; issuing blood and blood products to health facilities as per request; coordinating the preparation of reagents, stains and examining specimens; carrying out operational laboratory research; preparing procurement plan for laboratory requirements; providing technical specifications for the procurement of medical laboratory reagents, apparatus and equipment; maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation; investigating disease outbreaks in liaison with other health care providers; archiving specimens of medical importance for reference; processing the specimen according to Specific Standard Operating Procedures (SOP); validating and calibrating laboratory equipment; and preparing periodical laboratory reports.

#### **(b) 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;
- (iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- (iv) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;
- (v) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Certificate in computer application skills from a recognised institution; and
- (vii) Demonstrated capability and efficiency in organizing work and discharging Medical laboratory functions.

## **2. CHIEF MEDICAL LABORATORY TECHNOLOGIST (JOB GROUP CPSB 07)**

**NUMBER OF VACANCES: FIVE (5)**

**SALARY: Ksh. 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.**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- implementing laboratory policies, guidelines, strategies and programs; preparing media for culture and sensitivity testing; requisitioning of laboratory consumables and apparatus; investigating disease outbreaks in liaison with other health care providers; archiving specimens of medical importance for reference; mentoring and coaching trainees on practical attachment; coordinating the preparation of reagents, stains and examining specimens; verifying and approving results; screening for blood transfusion transmissible infections; preparing blood products; preparing operational research proposals; supervising the disinfection, washing and sterilization of apparatus; maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation; preparing laboratory periodical reports; and validating and calibrating equipment.

#### **(b) 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;
- (iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- (iv) Valid practising license from Kenya Medical Laboratory Technicians and Technologists;
- (v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (vi) Certificate in computer application skills from a recognised institution; and
- (vii) Shown merit and ability as reflected in work performance and results.

### **3. MEDICAL LABORATORY TECHNOLOGIST [1] (JOB GROUP CPSB-09)**

**NUMBER OF VACANCIES: THIRTEEN (13)**

**SALARY: Ksh. 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.**

#### **(a) Duties and Responsibilities**

Duties and responsibilities will entail:- recruiting, preparing and bleeding of blood donors for transfusion services; performing blood grouping; storing blood products according to their requirements; screening for blood transfusion infections; issuing blood and blood products to peripheral health facilities; preparing blood products; collecting and analyzing laboratory findings and resultant data; processing the specimen according to Specific Standard Operating Procedures (SOP); supervising the disinfection, washing and sterilization of apparatus; mentoring and coaching trainees on practical attachment; receiving and scrutinizing laboratory requisition forms and specimens; preparing clients for collection of specimens for correctness; receiving, collecting, labelling and registering specimens; disaggregating specimens for processing and analyses; preparing reagents; examining specimens for quality; writing and recording of laboratory findings and results; dispatching laboratory results for use in clinical management; and preparing stains and reagents.

#### **(b) Requirements for Appointment**

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

- (i) Served in the grade of Medical Laboratory Technologist II 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;
- (iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- (iv) Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board; and
- (v) Certificate in computer application skills from a recognised institution; and
- (vi) Shown merit and ability as reflected in work performance and results.

### **MEDICAL LABORATORY TECHNICIANS**

#### **1. SENIOR MEDICAL LABORATORY TECHNICIAN [I] (JOB GROUP CPSB 08)**

**NUMBER OF VACANCIES ONE (1)**

**SALARY: Kshs. 44,400 x 1,920 - 46,320 x 2,000 - 48,320 x 2,290 - 50,610 x 2,350 - 52,960 x 2,550 - 55,510 x 2,850 - 58,360 x 2,750 61,110 p.m.**

#### **(a) Duties and responsibilities.**

Duties and responsibilities at this level entail:- processing and analysing specimens for special techniques such as viral load and CD4 count; undertaking quality control measures on working reagents to ensure conformity with set standards; writing and recording of results; verification of results; sensitizing the community on importance blood donation with other health care providers; recruiting, preparing and bleeding of blood donors; rearing and maintaining of laboratory animals for research; and mentoring and coaching of trainees on practical attachment.

#### **(b) Requirements for Appointment**

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

- (i) Served in the grade of Senior 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;
- (iii) Registration certificate issued by Kenya Medical Laboratory Technicians and Technologists Board;
- (iv) Valid practicing license issued by Kenya Medical Laboratory Technicians and Technologists Board;
- (v) Certificate in computer skills application from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results.



## **PHARMACEUTICAL TECHNOLOGIST**

### **1. SENIOR PRINCIPAL PHARMACEUTICAL TECHNOLOGIST (JOB GROUP CPSB-05)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 90,200 x 3,220 - 93,420 x 4,520 - 97,940 x 4/920 - 102,860 x 5,070 - 107,930 x 5,300 - 113,230 x 5,560 - 118,790 x 5,840 - 124,630 p.m.**

#### **(a) Duties and Responsibilities**

An officer at this level will be responsible for management and coordinating pharmaceutical services in a relevant area of specializations or health institution. Specific duties and responsibilities will include; - participating in formulation and review of pharmaceutical policies, standards, guidelines, projects and programmes; maintaining up to date records/ information pertaining to drug/medicine transactions; coordinating preparation and submission of drug consumption reports; ensuring manufactured products conform to pharmacopeia specifications for quality assurance; conveying decisions of drugs/medicines and therapeutic committees and ensuring the implementation; planning and budgeting for the unit; managing performance and capacity building for the unit; and supervising, coaching and mentoring staff.

#### **(b) Requirements for Appointment**

For appointment to the grade of Senior Principal Pharmaceutical Technologist an officer must have:-

- (i) Served in the grade of Principal Pharmaceutical Technologist for at least three (3) years and,
- (ii) Diploma in either pharmacy or pharmaceutical technology or equivalent qualification approved by pharmacy and poisons boards from a recognized institution.
- (iii) Higher diploma in any of the following; pharmacy, clinical pharmacy, analytical chemistry, biochemistry, formulation; microbiology, herbal medicine, toxicology or any other health related science from a recognized institution
- (iv) Certificate in computer application skills from a recognized institution
- (v) Certificate of enrollment as a pharmaceutical technologist awarded by pharmacy and poisons board.
- (vi) Certificate in management course lasting not less than four (4) weeks from a recognized institution.
- (vii) Shown merit and ability as reflected in work performance and results.

### **2. PHARMACEUTICAL TECHNOLOGIST I (JOB GROUP CPSB-09)**

**NUMBER OF VACANCIES: THREE (3)**

**SALARY: Ksh. 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 52,960p.m**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will involve; receiving, interpreting and processing of prescriptions; promoting rational drug/medicine use; acquiring of drugs/ medicines for the health facility; preparing and submitting reports; providing health education on rational use of drugs/medicines; receiving complaints and reporting adverse drug reaction; and receiving and reporting poor medicine quality.

#### **(b) Requirements for Appointment**

For appointment to the grade of pharmaceutical technologist I, an officer must have: -

- (i) Served in the grade of pharmaceutical technologist II, 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 the Pharmacy and Poisons Board
- (iv) Certificate in Computer application skills from a recognized institution
- (v) Shown merit and ability as reflected in work performance and results

## **ASSISTANT HEALTH RECORDS MANAGEMENT OFFICERS**

### **1. ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER I (JOB GROUP CPSB-09)**

**NUMBER OF VACANCIES: SIX (6)**

**SALARY: Ksh. 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.**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- editing patient cases; analyzing medical records data; updating bed *bureau*; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; maintaining Patient Master Index; scheduling of patients to the consultants and speciality clinics; assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; compiling medical reports; sharing of health information with other stakeholders; analyzing data; compiling patients bio data; and preparing medical records and reports.

#### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Health Records and Information Management Officer II for a minimum period of three (3) years;
- (ii) Diploma in Health Records and Information Technology from a recognized institution;
- (iii) Certificate in computer application skills from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results.

## **HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANTS**

### **1. HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT I (JOB GROUP CPSB 10)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 32,700 x 1,300 - 34,000 x 1,380 - 35,380 x 1,390 - 36,770 x 11460 - 38,230 x 1,470 - 39,700 x 1,470 - 41,170 x 1,520 42,690 p.m**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- receiving and registering patients; booking appointment for patients to speciality clinics and consultants; storing and retrieving medical records; preparing clinics; updating bed *bureau*; editing patient cases records; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; preparing and maintaining patient master index; creating and updating patient 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; indexing diseases and surgical procedures according to the international classification of diseases and procedures in medicine; and compiling medical records and reports.

#### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Health Records and Information Management Assistant II for a minimum period of three (3) years;
- (ii) Certificate in Health Records and Information Management from a recognised institution.
- (iii) Certificate in computer application skills from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

## **NUTRITION AND DIETETICS**

## **NUTRITION AND DIETETICS TECHNOLOGIST**

### **1. PRINCIPAL NUTRITION AND DIETETICS TECHNOLOGIST (JOB GROUP CPSB 06)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 58,360 x 2,750 - 61,110 x 2,920 - 64,030 x 3,080 - 67,110 x 3540 - 70,650 x 3690 - 74,340 x 3,890 - 3900 82,130 x 4,010 - 86,140 x 4,060 - 90,200 p.m.**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: implementing, monitoring and reviewing nutrition intervention programmes; supervising administration of therapeutic diets; preparing monthly reports for the station or health facility; providing education and creating nutrition awareness in training institutions; conducting nutrition and dietetic situational analysis in schools and feeding programmes; implementing appropriate nutritional interventions in schools and other training institutions; providing nutrition consultancy support in patient management in health care facilities; supervising provision of parenteral and enteral nutrition; and coaching and mentoring of staff in lower levels.

#### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Nutrition and Dietetics Technologist for a minimum period of three (3) years;
- (ii) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- (iii) Certificate in a Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in Computer Application Skills from a recognized institution;
- (v) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND), and
- (vi) Shown merit and ability as reflected in work performance and results.

### **2. CHIEF NURTITION AND DIETETICS TECHNOLOGIST (JOB GROUP CPSB 07)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 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.**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level will include: providing nutrition services in health care facilities; providing therapeutic nutrition support in disease management in hospital wards and kitchens; managing inpatient feeding programmes; initiating nutrition projects; providing nutrition services in Tuberculosis, diabetic and renal clinics; providing specialized nutrition support for inpatient; conducting nutrition data audits in the facility; carrying out nutrition research and preparing reports for the station or facility; planning and formulating therapeutic diets for outpatient and in-patients; providing specifications for the procurement of nutrition equipment; facilitating nutrition health and inter-sectoral teams; and assessing, implementing and reviewing nutrition health programmes in health care facilities.

#### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Nutrition and Dietetics Technologist for a minimum period of three (3) years;
- (ii) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- (iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- (iv) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND), and
- (v) Certificate in Computer Application Skills from a recognized institution;
- (vi) Shown merit and ability as reflected in work performance and results.

### **3. SENIOR NUTRITION AND DIETETICS TECHNOLOGIST (JOB GROUP CPSB 08)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 44,400 x 1,920 - 46,320 x 2,000 - 48,320 x 2,290 - 50,610 x 2,350 - 52,960 x 2,550 - 55,510 x 2,850 - 58,360 x 2,750 61,110 p.m.**

**(a) Duties and Responsibilities**

Duties and responsibilities will include: providing therapeutic nutrition support in disease management in health care facilities; developing and providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home based care and other institutions; developing and disseminating nutrition behaviour change communication, information, education, and communication materials; developing and implementing strategies to promote safe and healthy food choices; providing nutrition support in patient management in health care facilities; facilitating training on nutrition in various training institutions; collecting and compiling nutrition data; guiding on nutrition management of patients in specialized clinics including tuberculosis, HIV/AIDS, diabetes and renal clinics; calculating dietary requirements for patients; developing programmes for emergency response; and assessing and reviewing nutrition health programmes in health care facilities and communities.

**(b) Requirements for Appointment**

For appointment to this grade an officer must have:

- (i) Served in the grade of Nutrition and Dietetics Technologist I for a minimum period of three (3) years;
- (ii) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- (iii) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);
- (iv) Shown merit and ability as reflected in work performance and results.
- (v) Certificate in Computer Application Skills from a recognized institution

**4. NUTRITION AND DIETETICS TECHNOLOGIST 1(JOB GROUP CPBS 09)**

**NUMBER OF VACANCIES – FIVE (5)**

**SALARY: Ksh. 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.**

**(a) Duties and Responsibilities**

This will be the entry grade into this cadre. Duties and responsibilities at this level will include: preparing and implementing therapeutic diets for outpatients and inpatients; providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home based care and other institutions; treating and counselling patients using specialized dietetic nutritionally modified products; implementing the nutrition and dietetic process including screening; assessing, formulating and implementing nutrition interventions and evaluating outcomes; providing nutrition support in patient management in health care facilities; developing and disseminating nutrition behaviour change communication, information, education, and communication materials; implementing nutrition health programmes; and collecting and compiling nutrition and dietetic data.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Nutrition and Dietetics Technologist II for a minimum period of three (3) years.
- (ii) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution.
- (iii) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND), and
- (iv) Certificate in Computer Application Skills from a recognized institution.
- (v) Shown merit and ability as reflected in work performance and results

**ORTHOPAEDIC TECHNOLOGIST**

**1. PRINCIPAL ORTHOPAEDIC TRAUMA TECHNOLOGIST (JOB GROUP CPSB 06)**

**NUMBER OF VACANCES: ONE (1)**

**SALARY: Ksh. 58,360 x 2,750 - 61,110 x 2,920 - 64,030 x 3,080 - 67,110 x 3,540 - 70,650 x 3,690 - 74,340 x 3,890 - 82,130 x 4,010 - 86,140 x 4,060 - 90,200 p.m.**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail; managing and coordinating orthopaedic function. Coordinating the formulation, interpretation, implementation and review of orthopaedic policies, guidelines, standards and procedures; coordinating the monitoring and evaluation of orthopaedic policies, guidelines, standards and procedures; coordinating and interpretation of orthopaedic reports for decision making; assessing and referring patients with musculo-skeletal conditions; compiling data on Congenital Talipes Equino-Varus for decision making; overseeing research on orthopaedic techniques and trends; providing technical support on acquisition of orthopaedic equipment and supplies; analyzing data relating to orthopaedic conditions in liaison with other health workers and stakeholders; guiding and counselling orthopaedic staff; coordinating the coaching and mentorship to health trainees in orthopaedic; and coordinating departmental performance management and staff development.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Orthopaedic Trauma Technologist for a minimum period of three (3) years.
- (ii) Diploma in Orthopaedic Plaster Technology or Orthopedic Medicine 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.
- (v) Shown merit and ability as reflected in work performance and results.

**MEDICAL ENGINEERING TECHNOLOGISTS**

**1. PRINCIPAL MEDICAL ENGINEERING TECHNOLOGIST I (JOB GROUP CPSB 05)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 90,200 x 3,220 - 93,420 x 4,520 - 97,940 x 4,920 - 102,860 x 5,070 - 107,930 x 5,300 - 113,230 x 5,560 - 118,790 x 5,840 - 124,630 p.m.**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- providing specifications on procurement of appropriate medical equipment; overseeing installation, commissioning/decommissioning, maintenance and repair of medium technology medical equipment/plant and furniture; overseeing Medical Engineering works in a health facility; undertaking research; coordinating preparation and implementation of Planned Preventive Maintenance schedule (PPM); ensuring quality of medical equipment for performance and safety measure; managing information on medical engineering services; inculcating use of ICT in the maintenance and management of medical equipment; supporting e-health and tele-medicine technology; forming networks in support of medical engineering projects and programmes; monitoring and evaluation of medical engineering programmes and projects; training users on use and maintenance of medical equipment; and coaching and mentoring of staff working under the officer.

**(b) Requirements for Appointment**

For appointment to this an officer must have: -

- (i) Served in the grade of Principal Medical Engineering Technologist II for a minimum period of three (3) years.
- (ii) Diploma in Medical Engineering or any other equivalent qualification from a recognized institution.
- (iii) Higher National Diploma in any of the following fields: Medical Engineering, Electrical Engineering, Electronic Engineering or any other equivalent qualification from a recognized institution.
- (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognised institution.
- (v) Certificate in computer application skills from a recognised institution; and
- (vi) Shown merit and ability as reflected in work performance.

## **MEDICAL SOCIAL WORKERS**

### **1. MEDICAL SOCIAL WORKER 1 (JOB GROUP CPSB 09)**

**NUMBER OF VACANCIES – ONE (1)**

**SALARY: Ksh. 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.**

#### **a) Duties and Responsibilities**

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

#### **b) Requirement for Appointment**

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

- (i) Served in the grade of Medical Social Worker II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) Diploma in any of the following disciplines:- Medical Social Work, Social Work, Sociology, Mental Health and Psychology or equivalent qualification from a recognized institution; and Certificate in counseling from a recognized institution

OR

- (iii) Bachelor's degree in any of the following disciplines: Medical Social Work, Sociology, Social Work, Mental Health, Psychology or equivalent qualification from a recognized institution;
- (iv) Certificate in computer application skills;
- (v) Shown merit and ability in work performance and results.

## **COMMUNITY HEALTH ASSISTANTS**

### **1. COMMUNITY HEALTH ASSISTANT I (JOB GROUP CPSB 10)**

**NUMBER OF VACANCIES: FOUR (4)**

**SALARY: Ksh. 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.**

#### **a) Duties and Responsibilities:**

An officer at this level will to provide Community Health Services where specific duties and responsibilities will include: identifying common ailments and minor injuries at community level; identifying and referring health cases to the appropriate health facilities; coordinating community health activities; collating health data from households for analysis; visiting homes to determine health situations and dialogue with household; sensitizing and disseminating health information to the community; identifying defaulters of health interventions and referring them to health facilities; convening meetings and action days in collaboration with Community Health Committees and other stakeholders; managing community health resource centres; and requisitioning refills for the community health workers kits.

#### **b) Requirements for Appointment**

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

- (i) Served in the grade of Community Health Assistant II for a minimum period of three (3) years.
- (ii) Certificate in any of the following disciplines: Community Health, Psychology, Counseling, Social Work or Community Development from a recognized institution.
- (iii) Certificate in Computer Application Skills from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and result.

## **HUMAN RESOURCE MANAGEMENT OFFICERS**

### **1. SENIOR HUMAN RESOURCE MANAGEMENT OFFICER (JOB GROUP CPSB 08)**

## **NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 44,400 x 1,920 - 46,320 x 2,000 - 48,320 x 2,290 - 50,610 x 2,350 - 52,960 x 2,550 - 55,510 x 2,850 - 58,360 x 2,750 61,110 p.m.**

### **Duties and responsibilities**

Duties will entail handling all human resource management matters within established policies, rules and regulations and supervision and guidance of staff working under him/her.

### **Requirements for Appointment**

For appointment to this grade an officer must;

- (i) Served in the grade of Human Resource Management Officer I for a minimum period of three (3) years.
- (ii) Bachelor's Degree in any of the following disciplines: Sociology, Public/ Business Administration, or its equivalent qualification from a recognized institution Plus a Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution;  
OR  
Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution;
- (iii) Certificate in computer application skills; and
- (iii) Shown merit and ability as reflected in work performance.

## **DRIVERS**

### **1. PRINCIPAL DRIVER (JOB GROUP CPSB 10)**

#### **NUMBER OF VACANCIES: TWO (2)**

**SALARY: Kshs. 32,700 x 1,300 - 34,000 x 1,380 - 35,380 x 1,390 - 36,770 x 11460 - 38,230 x 1,470 - 39,700 x 1,470 - 41,170 x 1,520 42,690**

#### **a) Duties and responsibilities**

Duties and responsibilities at this level will involve driving a vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc.; detecting and reporting malfunctioning systems; maintenance of work tickets for vehicles assigned; ensuring security and safety of the vehicle on and off the road; overseeing safety of passengers and/or goods therein; and maintaining cleanliness of the vehicle. The officer may be required to supervise and guide staff working under him/ her in a small transport unit.

#### **b) Requirements for Appointment**

For appointment to this grade an officer must have:-

- (i) Served in the grade of Chief Driver for a minimum period of three (3) years
- (ii) Passed Occupational Trade Test I for Drivers
- (iii) A valid driving license free from any current endorsements for class (es) of vehicles the officer is required to drive.
- (iv) Defensive driving certificate from Automobile Association of Kenya or its equivalent from a recognized institution
- (v) Attended a Refresher course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution.
- (vi) A valid certificate of good Conduct from the Kenya Police
- (vii) Attended a First Aid Certificate course lasting not less than one (1) week from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution.
- (viii) Demonstrated outstanding professional competence in work performance and results.

### **2. SENIOR DRIVER (JOB GROUP CPSB 12)**

**NUMBER OF VACANCIES: THREE (3)**

**SALARY: Kshs. 23,700 x 1,040 - 24,740 x 1,070 - 25,810 x 1,090 - 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1170x 31,450**

**a) Duties and responsibilities**

Duties and responsibilities at this level will involve driving a vehicle as authorized; carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc.; detecting and reporting malfunctioning systems; maintenance of work tickets for vehicles assigned; ensuring security and safety of the vehicle on and off the road; overseeing safety of passengers and/or goods therein; and maintaining cleanliness of the vehicle. The officer will guide junior drivers.

**b) Requirements for Appointment**

For appointment to this grade an officer must have;

- (i) Served in the grade of Driver I for a minimum period of three (3) years
- (ii) Passed Occupational Trade Test I for Drivers
- (iii) A valid driving license free from any current endorsements for class(es) of vehicles the officer is required to drive
- (iv) Defensive driving certificate from Automobile Association of Kenya or its equivalent from a recognized institution
- (v) Attended a Refresher course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution
- (vi) A valid certificate of good Conduct from the Kenya Police
- (vii) Attended a First Aid Certificate course lasting not less than one (1) week from St. John's Ambulance or Kenya Institute of Highways and Building Technology (KIHBT) or any other recognized institution
- (viii) Shown merit and ability as reflected in work performance and results

**CLERICAL OFFICERS**

**1. CHIEF CLERICAL OFFICER (JOB GROUP CPSB 10)**

**NUMBER OF VACANCIES: TWO (2)**

**SALARY: Kshs. 32,700 x 1,300 - 34,000 x 1,380 - 35,380 x 1,390 - 36,770 x 11460 - 38,230 x 1,470 - 39,700 x 1,470 - 41,170 x 1,520 42,690**

**(a) Duties and Responsibilities**

An officer at this level may be deployed in any of the following Units/Sections to carry out clerical duties: Human Resource Management, General Registry, Supplies, Accounts or General Administrative Services.

Specific duties and responsibilities will entail: compiling statistical records; carrying out transactions related to accounts or personnel information; filing receipts; receiving, sorting out, filing and dispatching correspondence; preparing initial documents for issuance of stores; preparing Pay Change Advices (PCAs); checking general office cleaning and security of buildings and equipment; verifying pension claims; processing documents for issuance of licenses; maintaining an efficient filing system and safe keeping of invoices; drafting agenda for cases due for presentation to the Ministerial Human Resource Management and Advisory Committee (MHRMAC) and MTC meetings; processing documents; managing registers; controlling movement of records and files; drafting correspondences; and ensuring safe custody of equipment, documents and records.

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Senior Clerical Officer for a minimum period of three (3) years;
- OR
- (ii) Served in the grade of Clerical Officer I (Job Group G) for a period of 10 years or more



- (iii) Kenya Certificate of Secondary Education (KCSE) Mean Grade C (Minus) or its equivalent qualification;
- (iv) passed the Proficiency Examination for Clerical Officers;
- (v) Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATO, Supply Chain Management or Records Management lasting not less than six (6) months 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

## **ACCOUNTANTS**

### **1. CHIEF ACCOUNTANT (JOB GROUP CPSB 07)**

**NUMBER OF VACANCIES: TWO (2)**

**SALARY: 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**

#### **(a) Duties and Responsibilities**

A Chief Accountant will be deployed to head one or more divisions of an Accounting Unit/ District Treasury. Work at this level will be similar to those performed by the Senior Accountant but of wider scope and higher complexity. Work at this level will include planning, directing, coordinating, supervising areas of control, training and development of staff under him/her, setting targets for the division and may occasionally be required to undertake ad hoc assignments relating to accounting services. In addition, the officer may be called upon to assist in preparations of final accounts. The officer will ensure safe custody of Government assets and records under him/her and will also be responsible for authorizing payments and signing of cheques subject to set limits. The officer will be responsible for timely and accurate preparation of management reports that fall under his/her division. He/She will be responsible for providing guidance to officers under him/her to achieve the desired results.

#### **(b) Requirements for Appointment**

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

- (i) Served in the grade of Senior Accountant, Job Group 'L' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years.
- (ii) A Bachelor's degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination  
OR
- (iii) Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent
- (iv) Attended a management course lasting not less than four (4) weeks from the Kenya Institute of Administration or any other recognized institution.
- (v) Shown merit and ability as reflected in work performance and results.

### **2. SENIOR ACCOUNTANT (JOB GROUP CPSB 08)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 44,400 x 1,920 - 46,320 x 2,000 - 48,320 x 2,290 - 50,610 x 2,350 - 52,960 x 2,550 - 55,510 x 2,850 - 58,360 x 2,750 61,110 p.m.**

#### **(a) Duties and Responsibilities**

An officer at this grade will be responsible for timely and accurate preparation of quality management reports that fall under his/her section (s). Work at this level will also include planning, directing, coordinating, supervising areas of control; training and development of staff under him/her and setting targets for the section (s). The officer may occasionally be required to undertake ad hoc assignments relating to accounting services; He/She may be assigned responsibilities to authorize payments and sign cheques subject to limit set. He/She will certify and verify returns, documents, vouchers, monitor

collection of revenue including inspection and responsible for Government assets, records and custody of Accountable Documents under his/her sections(s).

**(b) Requirements for Appointment**

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

- (i) Served in the grade of Accountant I, Job Group 'K' or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) Passed Part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualification.

OR

- (iii) A Bachelor's Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution and have passed part II of Certified Public Accountants (CPA) Examination or its approved equivalent.
- (iv) Certificate in Computer Applications
- (v) Shown merit and ability as reflected in work performance and results.

**ADMINISTRATION OFFICERS**

**1. ASSISTANT DIRECTOR, ADMINISTRATION SERVICES/ DEPUTY SUB-COUNTY ADMINISTRATOR (JOB GROUP CPSB 05)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Kshs. 90,200 x 3,220 - 93,420 x 4,520 - 97,940 x 4/920 - 102,860 x 5,070 - 107,930 x 5,300 - 113,230 x 5,560 - 118,790 x 5,840 - 124,630p.m**

**a) Duties and Responsibilities**

Duties and responsibilities at the Headquarters will entail:- initiating and implementing administrative policies, strategies, procedures and programme; managing and supervising the general administrative functions; (iii) implementing public service reforms; managing and supervising the general administrative functions; facilitating maintenance of infrastructure and facilities; overseeing transport management; planning and coordinating office accommodation; managing assets and insurance policies; Overseeing service delivering in the area of jurisdiction; developing programmes and projects to empower the community; coordinating and facilitating citizen participation in the development of policies, plans and delivery of services; facilitating inter-governmental relations and conflict resolutions; overseeing safe custody of county government assets in the area of jurisdiction; coordinating and liaising with other directorates and departments in the area of jurisdiction; ensuring compliance with legal, statutory and regulatory requirements in the area of jurisdiction

**b) Requirements for appointment**

- (i) Served in the grade of Principal Administration Officer for a minimum period of three (3) years
- (ii) Bachelor's degree in any of the following disciplines; Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution
- (iii) Master's degree in any of the following disciplines; Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution
- (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution
- (v) Certificate in Computer applications from a recognized institution

**RECEPTION ASSISTANTS**

**1. SENIOR RECEPTION ASSISTANT II (JOB GROUP CPSB 11)**

**NUMBER OF VACANCIES: ONE (1)**

**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 35,380p.m**

### **Duties and Responsibilities**

An officer at this level will be in charge of a Department where duties and responsibilities will involve coordination of all reception activities in the Department: supervision of Reception Assistants working under him/her: and receiving and ushering VIPs/guests during functions; liaising with the caretaker on matters of Government buildings' security and ensuring that firefighting equipment and other facilities are in good working condition.

### **Requirements for Appointment**

For appointment to this grade an officer must have: -

- (i) Served in the grade of Reception Assistant III for at least three (3) years;
- (ii) Attended a course in Customer Care and Effective Receptionist from a recognized institution lasting for not less than one (1) month: and
- (iii) Demonstrated professional competence in work performance and results.

## **TELEPHONE SUPERVISORS**

### **1. SENIOR TELEPHONE SUPERVISOR (JOB GROUP CPSB 08)**

**NUMBER OF VACANCIES: TWO (2)**

**SALARY: Kshs. 44,400 x 1,920 - 46,320 x 2,000 - 48,320 x 2,290 - 50,610 x 2,350 - 52,960 x 2,550 - 55,510 x 2,850 - 58,360 x 2,750 61,110**

#### **(a) Duties and Responsibilities**

An officer at this level will be in charge of a telephone exchange of seven to ten (7-10) switchboard positions, with a maximum capacity of one hundred (100) exchange lines and approximately one thousand (1000) extension lines. The officer will be responsible for supervision of work at the switchboard; telephone exchange routine work; preparation of duty/annual leave roster for telephone personnel; collection of telephone traffic data for determining adequacy of telephone facilities and staffing levels; and liaising with engineering technicians on maintenance of telephone exchange equipment/facilities, Accounts Section on payment of bills and Supplies Section and procurement of telephone facilities/spare parts and stationery. The officer may also be deployed at the Ministry of State for Public Service where he/she will be expected to teach Operation Theory and conduct refresher courses for the telephone personnel; supervise telephone exchanges in a number of Departments and assess the performance of telephone exchange equipment/facilities.

#### **(b) Requirements for appointment**

For appointment to this grade, an officer must: -

- (i) Have served in the grade of Telephone Supervisor I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years  
OR
- (ii) Served in the grade of Telephone Supervisor II (J/G J) for a period of ten years (10) or more
- (iii) Have attended and passed an Instruction Training Course for Telephone Supervisors lasting not less than four (4) months from a Government training Institution or any other recognized institution
- (iv) Have attended and passed a Certificate course for Government Telephone Supervisors lasting not less than four (4) months from a Government training Institution or any other recognized institution
- (v) Be proficient in computer applications;
- (vi) Possess good oral and written communication skills in both English and Kiswahili;
- (vii) Be in possession of a diploma in Telecommunication Operations Management or its equivalent qualification from a recognized Institution;
- (viii) Shown merit and ability as reflected in work performance and results.

## **MORTICIANS**

### **1. MORTUARY ATTENDANT (JOB GROUP CPSB 13)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 19,220 x 680 - 19,900 x 700 - 20,600 x 780 - 21,380 x 800 - 22,180 x 950 - 23,130**

#### **(a) Duties and Responsibilities**

Duties and responsibilities at this level entails; admitting bodies to mortuary; documenting and recording data; identifying medico-legal cases; preparing bodies for burial including embalming; reconstructing bodies; beautification, shaving, cosmetic/make-ups and plaiting; assisting pathologist in Autopsy/post-mortems; guiding students on attachments/visits; harvesting of body organs, fingerprints, fluids and specimens for forensic study; removing foreign implants in the body; and helping relatives in the identification of unknown bodies.

#### **(b) Requirements for Appointment**

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

- (i) Served in the grade of Mortuary Attendant 2b for a minimum period of three (3) years.
- (ii) Kenya Certificate of Secondary education 'D' plain or its equivalent
- (iii) Must have attended a minimum of three (3) months training in mortuary science or funeral service education from a recognized institution.
- (iv) Shown merit and ability as reflected in work performance and results.

## **SUPPLY CHAIN OFFICERS**

### **1. SUPPLY CHAIN MANAGEMENT ASSISTANT 1 (JOB GROUP CPSB 09)**

**NUMBER OF VACANCIES – ONE (1)**

**SALARY: Ksh. 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.**

#### **Duties and Responsibilities**

Work at this will be similar to that of Supply Chain Management Assistant II though more complex in nature. Specifically, duties will entail warehousing, Distribution, file management, inventory and Stock control.

#### **Requirements for Appointment**

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

- (i) Served in the grade of Supply Chain Management Assistant II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years, and
- (ii) Diploma in either Purchasing and Supplies Management or Procurement and Logistics or its equivalent qualification from a recognized institution;  
OR
- (iii) Certified Procurement and Supply Professional of Kenya (CPSP-K) Part I or Diploma in Supplies Management Foundation Stage (FOS) or Advanced Diploma in Chartered Institute of Procurement and Supply(CIPS);
- (iv) Certificate in computer application skills
- (v) Shown merit and ability as reflected in work performance and results.

## **REGISTRY OFFICERS**

### **1. REGISTRY OFFICER (JOB GROUP CPSB 13)**

**NUMBER OF VACANCIES: ONE (1)**

**SALARY: Ksh. 19,220 x 680 - 19,900 x 700 - 20,600 x 780 - 21,380 x 800 - 22,180 x 950 - 23,130**

#### **Duties and Responsibilities**

Specific duties and responsibilities will entail: collecting statistical records; carrying out transactions related to accounts or personnel information; filing receipts; receiving, filing and dispatching correspondence; preparing Pay Change Advices (PCAs); preparing initial documents for issuance of stores; photocopying and scanning documents; indexing of documents and records; checking general office cleaning; and keeping safe custody of equipment, documents and records.

### **Requirements for Appointment**

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

- (i) Kenya Certificate of Secondary Education (KCSE) Mean Grade C(Minus) or its equivalent qualification; and
- (ii) Certificate in computer application skills from a recognized institution.

### **METHOD OF APPLICATION**

*Interested and qualified candidates within the County Public Service are required to submit their application through the **GOOGLE FORMS LINK** provided on the County Website and adhere to the instructions.*

### **IMPORTANT INFORMATION TO ALL APPLICANTS**

1. All applications shall be through the **Google Forms link** provided received on or before **5<sup>th</sup> May, 2024**.
2. Application and all other attachments should be attached as **ONE PDF** document of **not more than 5 MBs**.
3. **ONLY** Shortlisted candidates will be contacted and will be required to present their original academic and Professional documents during the interview.
4. Laikipia County Public Service Board only contacts through the number **+254 715 052052** and does not charge any fee at any point of the recruitment stages.
5. Any form of Canvassing will lead to automatic disqualification.
6. Laikipia County Government is an Equal Opportunity Employer.
7. Applications shall be addressed to:-

**The Secretary/CEO**  
**Laikipia County Public Service Board**  
**P.O Box 52-20300**  
**Nyahururu**