

THE COUNTY GOVERNMENT OF NANDI



PUBLIC SERVICE BOARD

VACANCIES

Nandi County Public Service Board wishes to recruit competent and qualified persons on permanent terms to fill the following positions.

The details of the advertised positions are available at all the Sub- County Headquarters;

Kapsabet, Kobujoi, Nandi Hills, Kabiyet, Mosoriot, Maraba and the Public Service Board

Offices. For any necessary enquiry email cpsb@nandi.go.ke

Salary: As prescribed by SRC

NO	POSITION	JOB GROUP		NUMBERS
1.	Director Medical Services	CPSB 03	R	1
2.	Deputy Director Legal Services	CPSB 03	Q	1
3.	Consultant Radiologist	CPSB 04	Q	1
4.	Medical Specialist II -Pediatrician	CPSB 05	P	1
5.	Assistant Director Public Health	CPSB 05	P	1
6.	Legal Officer	CPSB 06	N	3
7.	Dental Officer	CPSB 07	M	1
8.	Pharmacist	CPSB 07	M	1
9.	Administrative Officer I(Disaster Management)	CPSB 07	M	1
10	Nutritionist	CPSB 09	K	1
11	Clinical Officers Anesthetist	CPSB 10	J	4
12	Registered Clinical Officers	CPSB 11	H	7
13	Librarian	CPSB 11	H	1
14	Digital Communication Officers	CPSB 11/ 10	H/J	2
15	Legal Clerk Assistant III	CPSB 11	H	1
16	Dental Technologist	CPSB 11	H	1
17	Radiographer/ Ultrasonographer	CPSB 11	H	4
18	Plaster Technicians	CPSB 11	H	1
19	Medical Laboratory Technologists	CPSB 11	H	6
20	Occupational Therapists	CPSB 11	H	1

1. Director of Health JG “CPSB 03”

Duties and Responsibilities

The Director of Health is the County Government’s principal adviser on medical and public health matters.

He/She is also the Registrar of the Kenya Medical Practitioners and Dentists Board.

Duties and responsibilities at this level are in line with Cap 242 of the Laws of Kenya (Public Health Act) and other Health Legislations.

These will include:

- Providing technical advice to the Cabinet Secretary and as appropriate, work with other National departments and agencies, County Governments, the International community, health practitioners and the general public on public health issues;
- Designing, reviewing and implementing the national strategic plan and budgets;
- Leading and supporting the development of health policies, including health promotion, disease prevention, emergency planning, health protection, environmental health and health care delivery;
- Providing programmatic and/or technical leadership in the design, analysis and synthesis of health programs for the National and County Governments;
- Providing leadership in early detection of and effecting well coordinated response by the National and County Governments to disease outbreaks;
- Providing leadership in monitoring, evaluating and coordinating research for health and reporting performance of the overall health sector;
- Providing leadership and strategic direction to ensure health programs and projects achieve planned goals, objectives and targets
- Mobilizing resources to optimize domestic and international funding for increased investment in the health sector;
- Supporting development and enforcement of patient safety policy and improving health care outcomes through setting health care standards and quality assurance, providing technical guidelines, professional regulation and adverse incident reporting and quality audits; membership to management boards of semi autonomous organizations in the health sector;
- Providing professional expertise in regulation, medical education and training, standards and performance;

- Supporting the development of health programs and health care delivery by County Governments in line with the Constitution of Kenya; and

Requirements for Appointment

- At least fifteen (15) years experience in the management of health services, five (5) of which should have been at a senior management position in the public or private sector or international organizations;
- Bachelors degree in Medicine and Surgery (MChB) or equivalent qualification from a university recognized in Kenya;
- Masters degree in Public Health, Medicine, Health Service Management or comparable qualification from a university recognized in Kenya;
- Registered with the Kenya Medical Practitioners and Dentists Board and have a current practicing license;
- Attended a Strategic Leadership course in a recognized institution;
- Demonstrable leadership skills and expertise in strategic program planning, implementation and policy development;
- Experience in managing multiple partners and donors in support of health programs; and
- Excellent interpersonal communication skills.

2. DIRECTOR, LEGISLATIVE AFFAIRS, JG ‘CPSB 03’

Duties and Responsibilities

- Shall be responsible for assisting County Government Departments, Agencies and Entities to develop relevant policies.
- Shall be responsible for the drafting of policies for the County Government’s Departments, Agencies and Entities.
- Shall be responsible for the drafting of County Legislation.
- Shall be responsible for organizing public participation forums for draft County Legislation.
- Shall be responsible for the forwarding of draft County Legislation to the County Assembly.
- Shall be responsible for ensuring passed legislation is assented to by the Governor, and shall prepare memoranda should the Governor not assent to a Bill.
- Shall be responsible for the publication of assented legislation in the Gazette.

- Shall be responsible for advising the County Government on areas that require legislation or law reform and shall review and advise on updates necessary for County Legislation, and shall be the liaisons person between the County Government and the Kenya Law Reform Commission.
- Shall perform any other functions as assigned by the County Attorney or the County Solicitor.

Requirements for Appointment

- Is a citizen of Kenya
- Holds a degree in Law from a university recognized in Kenya or its equivalent
- Holds a Post-graduate Diploma from the Kenya School of Law.
- Is an Advocate of the High Court of Kenya of at least 5 years standing.
- Has demonstrable interest in the area of legislation.
- Has a valid Practicing Certificate.
- Meets the requirements of leadership and integrity set out in Chapter Six of the Constitution of Kenya

3. CONSULTANT RADIOLOGIST J/G ‘CPSB 04’

The Radiologist will primarily be responsible for acquiring and interpreting medical images including Radiographs, CT MRI and Ultra sound in order to diagnose medical conditions.

Key Responsibilities:

- Preparing written reports of image interpretation.
- Communicating diagnosis to physicians and /or patients through PACS.
- Recommending the type of radiology procedure suitable for the benefit of the patient
- Coordinating the day to day running of their section.
- Ensuring medical procedures and policies are followed.
- Ensuring availability and keeping control of relevant consumable x-ray supplies.
- Planning, organizing and supervising the provision of quality radiology services.
- Ensuring that all radiation safety rules and regulations are followed.

Requirements /Qualifications

The successful candidate should have:

- Bachelor of medicine and surgery from a recognized Institution (MBCHB)
- Master of medicine in Radiology (M. Med. Radiology) from a recognized Institution.

- At least three (3) years working experience as a senior Radiologist, two (2) of which should be Head of Department in a reputable Hospital.

Must be registered with the Kenya Medical Practitioners and Dentist Board

4. Medical Specialist II - Pediatrician;–JG “CPSB 05”

Duties and responsibilities

- Offer specialist services in the County in the area of specialization.
- Provide the necessary guidance, training and development of support professional and technical staff in clinical practice.
- Plan and manage county level health care programmes directed towards the
- Improvement of health services.

Requirements for Appointment

- Served at the grade of Senior Medical Officer for at least 3 years or equivalent position in the private sector for 7 years.
- A Bachelor of Medicine and Surgery (M.BCH.B) degree in Medicine from a University recognized in Kenya.
- A Master’s Degree in Pediatrics and Child care.
- Registered with the Kenya Medical Practitioner and Dentist Board.
- Must have a current certificate from Medical Practitioner and Dentist Board.
- Demonstrated a good understanding of the County Governments Mandate, Health Policies, as well as Vision 2030.
- Be proficient in computer skills.
- Have capacity to multitask within strict timeliness.

5. ASSISTANT DIRECTOR PUBLIC HEALTH, JG ‘CPSB 05’

Duties and Responsibilities

- Monitoring, enforcing and implementing statutory provisions and other relevant legislations on public health;
- Setting standards and guidelines in the provision of public health services;
- Monitoring and the implementation of public health projects and programmes;
- Enforcing international health regulations and rules;
- Carrying out research on public health needs;

- Monitoring the development and management of public and private mortuaries, cemeteries and crematoria;
- Preparing proposals for resource mobilization
- Developing strategic/work plans, performance targets and contracts in the department and coaching and mentoring of staff.

Requirements for Appointment

- Served in the grade of principal public Health Officer for a minimum of three years;
- Post graduate diploma in any of the following: Food science and inspection, solid waste management; occupational health and safety, epidemiology, health promotion and education or equivalent qualification from a recognized institution; OR
- Bachelor's degree in either environmental health or public health or equivalent qualification from a recognized institution;
- Masters degree in any of the following: Environmental Health, Public Health, Epidemiology, Food Safety and quality, food science and technology, community health, occupational health and safety, health promotion and education, solid waste management or disaster management from a recognized institution;
- Certificate in senior management course lasting not less than four weeks from a recognized institution
- Demonstrated professional competence and ability as reflected in work performance and results.

6. LEGAL OFFICER, JG 'CPSB 06'

Duties and Responsibilities

- Shall assist in drafting and publication of legislative proposals for the County Government and its agencies.
- Shall assist in negotiating, drafting, vetting and interpreting agreements for and of behalf of the County Government and its agencies.
- Shall assist in representing the County Government in court in all legal proceedings arising from County legislation or any other legislation to which the County Government is a party or has interest, other than criminal proceedings.
- Shall assist in handling public interest litigation and represent any member of the public in matters that the Governor or the County Attorney deems to be of public interest.
- Shall, in conjunction with the Director of Public Prosecutions, assist in prosecuting offences resulting from the County legislations in any court (other than court martials).

- Shall assist in advising the County Government on all matters relating to the Constitution, National legislation county legislations, international law, human rights, consumer protection and legal aid.
- Shall perform any other functions assigned by County Attorney or County Solicitor.

Requirements for Appointment

- Is a citizen of Kenya
- Holds a degree in Law from a university recognized in Kenya or its equivalent
- Holds a Post-graduate Diploma from the Kenya School of Law.
- Is an Advocate of the High Court of Kenya
- Has a valid practicing certificate.
- Has at least three (3) years of relevant professional experience.
- Meets the requirements of leadership and integrity set out in Chapter Six of the Constitution of Kenya

7. Dentist –JG “CPSB 07”

Duties and responsibilities

- Administer anesthetics to limit the amount of pain experienced by patients during procedures.
- Examine teeth, gums, and related tissues, using dental instruments, x-rays, and other diagnostic equipment, to evaluate dental health, diagnose diseases or abnormalities, and plan appropriate treatments.
- Formulate plan of treatment for patient's teeth and mouth tissue.
- Use air turbine and hand instruments, dental appliances and surgical implements.
- Advise and instruct patients regarding preventive dental care, the causes and
- Treatment of dental problems, and oral health care services.
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Have a Dental Degree of B.D.S. or equivalent from a University recognized in Kenya.
- Registered with the Kenya Medical Practitioner and Dentist Board.
- Be in good profession standing with the Kenya Medical Practitioners and Dentist Board (MPDB) and completion of dental internship.

- Be proficient in computer skills.
- Have capacity to multitask within strict timeliness.

8. Pharmacist - JG “CPSB 07”

Duties and Responsibilities

- Screening prescriptions for legal validity, drug contraindications, drug interactions, appropriateness of dose, frequency and duration of dosing and patient convenience
- Preparing and dispensing medicines according to Good dispensing practices and counseling patients on use of medicines
- Making extemporaneous preparations
- Participating in ward rounds
- Identifying medicinal gaps and challenges
- Maintaining a daily activity log book for recording all activities undertaken
- Recommending Over the Counter(OTC)medicines to patients/clients with simple medicinal conditions and making necessary referrals and
- Making entries into the relevant inventory management records and registers

Requirements for Appointment

- i. Bachelor of Pharmacy Degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board.
- ii. Successfully completed one (1) year internship from a recognized institution
- iii. Registration certificate by Pharmacy and poisons Board
- iv. Computer literate

9. Administrative Officer I(Disaster Management)

Duties and Responsibilities

- i. Coordinating, managing, and supervising the general administrative functions related to disaster management.
- ii. Developing policies and plans in line with Disaster management.
- iii. Ensuring effective service delivery in the relevant unit.
- iv. Coordinating developmental activities to empower the community as pertaining disaster management.
- v. Coordinate and manage disaster awareness for the communities prone.
- vi. Facilitating and coordinating citizen participation in the development of policies and regulations related to disaster management in the County.
- vii. Ensure quick response in case of any kind of disaster.
- viii. Any other duties that is assigned by your supervisor.

ix. Requirements for Appointment

- x. Is a citizen of Kenya
- xi. Holds a degree in disaster management from a university recognized in Kenya or its equivalent

- xii. Must have served for three years in Job Group 'L' in public service or an equivalent in the private sector

10. Specialized Clinical Officer- Anesthetists Job Group 'CPSB 10'

Responsibilities

- Reporting to the facility In charge/County Clinical Officer
- Responsible for the day to day administration of anesthesia
- Viewing pre-operative patients and post-operative management of surgical patients at the County Referral and Sub County Hospitals

Requirements

- Be a holder of higher diploma in Anesthesia
- Have a registration certificate and a valid practicing license issued by the Clinical Officers Council of Kenya
- Two year Clinical experience in Anesthesia

11. Nutritionist - JG "CPSB 09"

Duties and responsibilities

- Planning, implementing, monitoring and evaluating specific nutrition
- Therapeutic diets for patients.
- Providing nutrition services in healthcare facilities.
- Conducting nutrition assessments.
- Collecting and compiling nutrition data.
- Providing nutrition health education and demonstrations.
- Counseling of patients with specific nutrition needs.
- Monitoring preparation of therapeutic feeds.
- Implementing outpatient and inpatient supplementary and therapeutic
- Feeding programmers.
- Providing micronutrient supplementation.

Requirements for Appointment

- Have a Degree in Community Nutrition and Dietetics from a recognized institution.
- Must meet other requirements as per Scheme of Service for Community Nutritionists.
- Registered with Kenya Nutrition and Dietetic institute (KNDI)

12. Clinical Officer III JG ‘CPSB 11’

Job Duties and Responsibilities

- This will be the entry grade into the Clinical Officers. Work at this level will mainly involve seeing and examining patients,
- Diagnosing and treating patients’ ailments at an Outpatient/Inpatient department in a hospital, health centre or Dispensary under supervision of senior Clinicians.
- Assist in planning and conducting Community Health Care activities;
- Engaged on routine Client/patients’ care and giving support and health education to patients/Clients.

(b) Requirements for Appointment

For appointment to this grade, a candidate must:

- Have successfully completed at least three (3) years pre-service training at a Medical Training College or any other recognized Medical Training Institution and have passed the Clinical Officers’ Council examination or its equivalent;
- Have been issued with an Internship Number/Booklet by the Clinical Officers Council.

13. Library Assistant III, JG ‘CPSB 11’

Duties and Responsibilities

- An officer at this level will be responsible for receiving, stamping and recording of incoming information/materials, books/documents and publications;
- Shelving, charging and discharging Library materials; pasting date due labels;
- Ensuring compliance with stipulated due dates;
- Preparing file pockets; spiral labeling; book jackets and press cuttings.

Requirements for Appointment

- Kenya Certificate of Secondary Examination (KCSE) mean grade C- or recognized equivalent qualification with at least a C- in either Mathematics, English or Kiswahili;
- Diploma in Library or Information Studies or equivalent qualification from a recognized Institution; and
- Proficiency in computer applications.

14. Digital Communications Officer III/II JG ‘CPSB 10/ CPSB 11’

Duties and Responsibilities

Specific duties and responsibilities will include:-

- Information gathering on topical issues within the Ministry/Department,

- Verifying its authenticity, editing and dispatching the information for dissemination to the public and media under the guidance of a senior officer.

Requirements for Appointment

- Diploma in any of the following disciplines: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations or any other approved equivalent qualifications from a recognized Institution; and
OR
- be in possession of a Bachelors degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations, Social Sciences or any other approved equivalent qualifications from a recognized University/Institution;
- Be proficient in computer applications.

15. Dental Technologist III – JG ‘CPSB 11’ (1 Post)

Job Duties and Responsibilities

- Performing dental prosthesis;
- Adjust dental devices for people who have lost teeth or need help to correct the appearance and performance of their teeth;
- Create plastic or metal devices, such as braces to straighten teeth (Orthodontics);
- Construct items which can be cemented in place (Crown and bridge work);
- Produce plastic dentures or implants, some of which have metal inserts to help keep them straight (Prosthetics); Help to reconstruct the faces of people damaged by accident or disease (Maxillo-facial prosthetics).

Requirements for Appointment

- Be a Kenyan citizen;
- Be a holder of Diploma in Dental Technology from Kenya Medical Training College or any other recognized training institution;
- Experience in the health sector will be an added advantage;
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 10 and 232 of the Constitution;
- Must have good inter-personal and communication skills;
- Must be conversant with computer applications;

- Must be able to work under minimal supervision.

16. LEGAL CLERK ASSISTANT (3) 2 POSTS JOB GROUP “ CPSB 11”

a) Duties and Responsibilities:

1. Investigate the facts of a case
2. Conduct research on relevant laws, regulations, and legal articles
3. Organize and maintain legal documents and records.
4. Gather and arrange evidence and other legal documents.
5. Write reports to help lawyers prepare for trials
6. Draft correspondence and legal documents.
7. Get affidavits and other formal statements that may be used as evidence in court.
8. Help lawyers during trials by handling exhibits, taking notes, or reviewing trial transcripts
9. File pleadings in the Court’s registry.
10. Serving legal documents.
11. Perform any other duties as assigned by the County Lawyers.

b) Qualifications

1. Be a Kenyan citizen.
2. Be a holder of Diploma in law from an institution recognized in Kenya.
3. Be a registered process server.
4. Proficiency in computer applications.
5. Have at least 2 years of relevant professional experience.

17. Radiographer/ Ultrasonographer

Duties and responsibilities

- Provision of radiographic services in an x-ray unit for treatment of patients.
- Process ,verify and maintain information relating to patients
- Order and maintain records of radiographic and photographic equipment and other supplies.
- Take charge of radiation medicine equipment and accessories.
- Maintain and evaluate radiation safety measures in a hospital or x-ray unit.
- Any other duty that is assigned by your supervisor

Requirements for Appointment

- Kenya Certificate of secondary Education mean Grade C Plain with grade C Plain in English/ Kiswahili, Biology/ Biological sciences or Physics/ Physical science and C minus in mathematics
- Diploma in any of the following; diagnostic radiography/ medical imaging sciences, mammography, nuclear medicine, radiation therapy and digital medical imaging equipment or its equivalent from a recognized institution
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18. Plaster Technologist III/II - JG “CPSB 10/ CPSB 11”

Duties and responsibilities

- Application and removal of plaster and traction.
- Recording of procedure carried out on patients; counseling patients;
- Ordering plaster and other supplies.
- Assisting in planning and organizing orthopedic care.

Requirements for Appointment

- The Kenya Certificate of Secondary Education' with at least mean grade D+ or its equivalent.
- Successfully completed at least 3 years Pre service Training, at the Kenya Medical Training College or any: other recognized Training institution and have been awarded the Plaster Technician's Certificate.
- Other requirements as per Scheme of Service for Plaster Technologist.

19. Medical Laboratory Technologist III/II - JG “CPSB 10/ CPSB 11”

Duties and responsibilities

- Offering general diagnostic or other laboratory services in a medical Laboratory.
- Offering blood transfusion services.
- Diagnosis of vector –bone diseases.
- Supervision and development of junior staff.
- Performing administrative duties.
- Any other as may be assigned from time to time.

Requirements for Appointment

- Have Diploma in Medical Laboratory Sciences from Kenya Medical Training College or any other Institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.

- Be registered by the Kenya Medical Laboratory Technicians and Technologists Board as a Registered Medical Laboratory Technologist.
- Other requirements as per Scheme of Service for Medical Laboratory

20. Occupational Therapist III/II - JG “CPSB 09/ CPSB 10”

Duties and responsibilities

- Providing occupational therapy services to patients.
- Processing, verifying and maintaining information relating to patients.
- Safeguarding and ensuring maintenance of equipment and appliances.
- Supervising and training of staff.
- Performing administrative duties.
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a holder of a diploma in Occupational Therapy from a recognized medical training college.
- Be a member of the Occupational Therapy Association.
- Other requirements as per Scheme of Service for Occupational Therapist.

Note: Applicants are required to get clearance from the following institutions to meet requirements of Chapter Six of The Constitution of Kenya:

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti Corruption Commission
- Criminal Investigations Department

Copies of these clearances **MUST** be attached to the applications

How to Apply

Applicants should submit their applications together with copies of their detailed curriculum vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and clearance certificates indicating the position applied for on the envelope and addressed to:

**The Secretary
Nandi County Public Service Board
P.O Box 802-30300
Kapsabet**

Hand delivered applications can be submitted at the Public Service Board offices.
Applications should be received on or before Monday 4th December 2017.

*Women and the physically challenged are encouraged to apply.
Nandi County is an equal opportunity employer.*