



COUNTY GOVERNMENT OF TAITA TAVETA

COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT

The Taita Taveta County Public Service Board invites applications from suitable and qualified **serving officers in the County Public Service** to fill the following vacant positions:

1. CPSB/TTC/022/2018

POSITION: PRINCIPAL REGISTERED NURSE JG 'N'
NUMBER OF POSTS: SIXTEEN (16)

DUTIES AND RESPONSIBILITIES

- Head a nursing unit at a facility
- Provide holistic care by identifying risk and assessment of individuals
- Ensure availability of non-pharmaceuticals and cleaning materials in the wards
- Provide a safe and secure nursing care environment
- Conduct community outreach services

REQUIREMENTS FOR APPOINTMENT

- Served in the grade of Chief Registered. Nurse for a minimum period of three (3) years;
- 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;
- Registration Certificate issued by the Nursing Council of Kenya;
- Valid practising license from the Nursing Council of Kenya;
- Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- Certificate in computer application skills from a recognized institution.
- 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.
- Satisfy the requirements of chapter six of the constitution of Kenya

2. CPSB/TTC/023/2018

POSITION: CHIEF REGISTERED NURSE JG 'M'

NUMBER OF POSTS: FIFTY (50)

DUTIES AND RESPONSIBILITIES

- Head a Nursing unit at the facility
- Control the admission and resettlement of patients
- Follow up convalescing patients referred from higher facilities for continuity of patient care
- Carry out nursing research
- Carry out risk identification and assessment of an individual throughout the lifespan

REQUIREMENTS FOR APPOINTMENT

- served in the grade of Senior Registered Nurse for a minimum period of three (3) years;
- 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
- Registration Certificate issued by the Nursing Council of Kenya
- Valid Practising License from the Nursing Council of Kenya
- Certificate in computer application skills from a recognized institution
- Shown merit and ability as reflected in work performance and results
- Satisfy the requirements of chapter six of the constitution of Kenya

3. CPSB/TTC/024/2018

POSITION: SENIOR REGISTERED NURSE JG 'L'

NUMBER OF POSTS: SEVEN (7)

DUTIES AND RESPONSIBILITIES

- Head a Nursing unit at the facility
- Control the admission and resettlement of patients
- Follow up convalescing patients referred from higher facilities for continuity of patient care
- Carry out nursing research
- Carry out risk identification and assessment of an individual throughout the lifespan

REQUIREMENTS FOR APPOINTMENT

- Served in the grade of Registered Nurse I for a minimum period of three (3)years;
- 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;
- Registration Certificate issued by the Nursing Council of Kenya;
- valid practising license from the Nursing Council of Kenya;
- Certificate in computer application skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

- Satisfy the requirements of chapter six of the constitution of Kenya

4. CPSB/TTC/025/2018

POSITION: REGISTERED NURSE 1 JG 'K'

NUMBER OF POSTS: ELEVEN (11)

DUTIES AND RESPONSIBILITIES

- Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- diagnosing common health conditions; 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 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.

REQUIREMENTS FOR APPOINTMENT

- Served in the grade of Registered Nurse II for a minimum period of three (3) years;
- 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;
- Registration Certificate issued by the Nursing Council of Kenya;
- Valid practising license from the Nursing Council of Kenya;
- Certificate in computer application skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.
- Satisfy the requirements of chapter six of the constitution of Kenya

5. CPSB/TTC/026/2018

POSITION: SENIOR ENROLLED NURSE I JG 'L'

NUMBER OF POSTS: FIFTEEN (15)

DUTIES AND RESPONSIBILITIES

- 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.

REQUIREMENTS OF APPOINTMENT

- Served in the grade of Senior Enrolled Nurse II for a minimum period of three (3)years;
- 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;
- Enrolment Certificate issued by the Nursing Council of Kenya;
- valid practising license from Nursing Council of Kenya;
- Certificate in computer application skills from a recognized institution;
- Show merit and ability as reflected in work performance and results.
- Satisfy the requirements of chapter six

6. CPSB/TTC/027/2018

POSITION: ENROLLED NURSE I JG 'J'

NUMBER OF POSTS: SIX (6)

DUTIES AND RESPONSIBILITIES

- Assess, plan, implement nursing interventions and evaluate patients outcomes
- Provide appropriate health care services including Integrated Management of Childhood illnesses (IMCI), Integrated Management of Childhood and Adolescent Illnesses (IMAI), immunization and reproductive health and health education
- Facilitate patient admissions and initiates discharge plans
- Provide health education and counsel patients on identified health needs
- Guide and orient staff and students

REQUIREMENTS FOR APPOINTMENT

- Served in the grade of Enrolled Nurse 2 for a minimum period of three (3) years;
- 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;
- Enrolment Certificate issued by the Nursing Council of Kenya;

- valid practising license from Nursing Council' of Kenya;
- Certificate in computer application skills from a recognized institution; and
- shown merit and ability as reflected in work performance and results

7. CPSB/TTC/028/2018

POSITION: HEALTH ADMINISTRATIVE OFFICER I JG 'K'

NUMBER OF POSTS: THREE (3)

DUTIES AND RESPONSIBILITIES

- Provide and maintain facilities at the hospital
- Manage hospital security
- Oversee staff and patient welfare
- Prepare work plans and budgets for the unit at the facility
- Provide secretarial services during management meetings at the hospital

REQUIREMENTS FOR APPOINTMENT

- Served in the grade of Health Administrative Officer II for a minimum period of (3) years
- Diploma in any of the following Social Sciences: Business Administration, Business management, Hospital administration from a recognized institution;
- Shown merit and ability as reflected in work performance and results
- Satisfy the requirements of chapter six

8. CPSB/TTC/029/2018

POSITION: ASSISTANT CHIEF HEALTH ADMINISTRATIVE OFFICER JG 'M'

NUMBER OF POSTS: THREE (3)

DUTIES AND RESPONSIBILITIES

- Assist in managing health infrastructure projects
- Assist in the formulation of health administration guidelines and standards
- Assist in categorization of public health facilities nationally
- Assist in developing and reviewing health infrastructure guidelines and standards
- Health administration in the health unit

REQUIREMENTS FOR APPOINTMENT

- Served in the grade of Senior Health Administrative Officer for a minimum period of (3) years
- Diploma in any of the following Social Sciences: Business Administration, Business management, Hospital administration from a recognized institution;
- Shown merit and ability as reflected in work performance and results
- Satisfy the requirements of chapter six

9. CPSB/TTC/030/2018

POSITION: PRINCIPLE REGISTERED CLINICAL OFFICER 11 JG N
NUMBER OF POSTS: FIVE (5)

DUTIES AND RESPONSIBILITIES

- Ensure specialized services on child health care are being provided
- Carry out monitoring evaluation of child health care services
- Implement clinical service procedures, guidelines and quality assurance in the provision of clinical services
- Provide clinical and family health care in health institutions and communities
- Implement medico-legal standards and guidelines
- Undertake disease surveillance, control and management
- Undertake research on critical health issues and emerging trends

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Chief Registered Clinical Officer JG 'M' for a minimum of three (3) years
- Shown merit and ability as reflected in work performance results
- Must have diploma in clinical medicine and surgery or clinical medicine and community health from a recognized institution
- Certificate of registration from clinical officers' council.
- Certificate in computer application skills from a recognized institution.
- Certificate in management course lasting not less than four (4) weeks from recognized institution.
- Satisfy the requirements of chapter six

10. CPSB/TTC/031/2018

POSITION: SENIOR REGISTERED CLINICAL OFFICER JG 'L'
NUMBER OF POSTS: EIGHT (8)

DUTIES AND RESPONSIBILITIES

- Implement community health care activities
- Mentor and coach trainees on practical attachments
- Perform any other procedures as per training skills.
- Respond to medical emergencies.
- Train of facility managers in rural and urban centres
- Conduct ward rounds.
- Review patients and make appropriate referrals.

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Registered Clinical Officer I JG 'K' for a minimum of three (3) years
- Shown merit and ability as reflected in work performance results
- Must have diploma in clinical medicine and surgery or clinical medicine and community health from a recognized institution.

- Certificate of registration from clinical officers' council.
- Certificate in computer application skills from a recognized institution.
- Satisfy the requirements of chapter six

11. CPSB/TTC/032/2018

POSITION: REGISTERED CLINICAL OFFICER I JG 'K'

NUMBER OF POSTS: SIXTEEN (16)

DUTIES AND RESPONSIBILITIES

- Taking history, examining, diagnosing and treating patients common ailments at an outpatient or inpatient facility
- Guiding and counselling of patients, staff and clients on health issues
- Referring patients to and clients to appropriate health facilities
- Assessing and preparing medico-legal reports
- Implement community care activities
- Carry out minor surgical procedures as per training skills
- Compiling data and compiling clinical data

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Registered Clinical Officer II JG 'J' for a minimum of three (3) years
- Shown merit and ability as reflected in work performance results
- Must have diploma in clinical medicine and surgery or clinical medicine and community health from a recognized institution.
- Certificate of registration from clinical officers' council.
- Certificate in computer application skills from a recognized institution.
- Must have diploma in clinical medicine and surgery or clinical medicine and community health from a recognized institution.
- Certificate of registration from clinical officers' council.
- Certificate in computer application skills from a recognized institution.
- Satisfy the requirements of chapter six

12. CPSB/TTC/033/2018

POSITION: CHIEF REGISTERED CLINICAL OFFICER - ANAESTHETICS JG 'M'

NUMBER OF POSTS: THREE (3)

DUTIES AND RESPONSIBILITIES

- Ensure specialized services on child health care are being provided
- Carry out monitoring evaluation of child health care services
- Implement clinical service procedures, guidelines and quality assurance in the provision of clinical services
- Provide clinical and family health care in health institutions and communities
- Implement medico-legal standards and guidelines

- Undertake disease surveillance, control and management
- Undertake research on critical health issues and emerging trends

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Senior Registered Clinical Officer JG 'L' for a minimum of three (3) years
- Must have diploma in clinical medicine and surgery or clinical medicine and community health from a recognized institution.
- Certificate of registration from clinical officers' council.
- Certificate in computer application skills from a recognized institution.
- Certificate in supervisory skills course lasting not less than two weeks from recognized institution
- Shown merit and ability as reflected in work performance results
- Satisfy the requirements of chapter six

13. CPSB/TTC/034/2018

POSITION: PRINCIPAL MEDICAL LABORATORY TECHNOLOGIST 11 JG 'N'

NUMBER OF POSTS: ONE (1)

DUTIES AND RESPONSIBILITIES

- Implement laboratory policies, guidelines, strategies and programs.
- Prepare reagents, stains, and examine specimens
- Prepare procurement plan for laboratory requirements.
- Perform duties related to blood transfusion service.
- Insecticides application monitoring and evaluation
- Participate in mapping and survey of vector borne, communicable and non-communicable diseases.
- Develop standard operating procedures and validation of equipment and reagents
- Developing annual operation plan, laboratory strategic plan and preparing periodical reports.
- Monitor and evaluate implementation of training programs.

REQUIREMENTS FOR APPOINTMENT

- Served in the grade of chief Medical Laboratory Technologist for a minimum period of three (3) years;
- Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- Registration certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board;
- Certificate in Management course lasting not less than four (4) weeks from a recognized institution;

- Certificate in computer application skills from a recognized institution;
- Demonstrate capability and efficiency In organizing work and discharging Medical laboratory functions
- Satisfy the requirements of chapter six

14. CPSB/TTC/035/2018

POSITION: CHIEF MEDICAL LABORATORY TECHNOLOGIST JG 'M'
NUMBER OF POSTS: SEVEN (7)

DUTIES AND RESPONSIBILITIES

- Preparing stains and reagents for specimen examination
- Verify, approve and record laboratory findings
- Screen blood for transfusion transmissible infections
- Prepare media for culture and sensitivity testing
- Supervise disinfection, washing and sterilization of apparatus
- Maintain equipment and reagents for vector and insecticide application□
- Monitoring and evaluation of laboratory processes.
- Request for Laboratory consumables, apparatus, equipment, chemical and reagents.
- Archive specimens of medical importance for reference
- Maintain laboratory register and recording analyzed samples.
- Prepare periodic reports.
- Mentor and couch trainees on practical attachments.

REQUIREMENTS FOR APPOINTMENT

- Served in the grade of Senior Medical Laboratory Technologist for a minimum period of three (3) years;
- Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologist Board (KMLTTB);
- Valid practising license from Kenya Medical Laboratory Technicians and Technologists;
- Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- Certificate in computer application skills from a recognised institution;
- Shown merit and ability as reflected in work performance and results.
- Satisfy the requirements of chapter six

15. CPSB/TTC/036/2018

POSITION: SENIOR MEDICAL LABORATORY TECHNOLOGIST JG 'L'
NUMBER OF POSTS: TWO (2)

DUTIES AND RESPONSIBILITIES

- Prepare clients for collection of specimens
- Receive, collect, label and register specimens
- Disaggregate specimens for processing and analysis
- Prepare stains and reagents for specimen examination
- Verify, approving and recording laboratory findings
- Screen for blood transfusion transmissible infections
- Prepare media for culture and sensitivity testing
- Supervise the disinfection, washing and sterilization of apparatus
- Maintain equipment's and reagents for vector and insecticide applications
- Monitor and evaluation of laboratory processes
- Maintain laboratory register and recording analyzed samples
- Prepare periodical reports of laboratory findings
- Dispatch laboratory results for patient management
- Procure blood and blood products
- Mentor and couch trainees on practical attachments
- Sensitize the community on the need and benefits of blood donation.

REQUIREMENTS FOR APPOINTMENT

- served in the grade of Medical Laboratory Technologist I for minimum period of three (3) years;
- Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;
- Certificate in computer application skills from a recognized institution;
- Shown merit and ability as reflected in work performance and results.
- Satisfy the requirements of chapter six

16. CPSB/TTC/037/2018

POSITION: SENIOR MEDICAL LABORATORY TECHNICIAN 1 JG 'L'
NUMBER OF POSTS: FOUR (4)

DUTIES AND RESPONSIBILITIES

- Process and analyse specimens for special techniques including viral load and CD4 counts
- Undertake quality control measures on working reagents to ensure conformity with set

norms and standards.

- Write, record and verification of results
- Sensitize the community on importance of blood donation with other health care providers
- Recruit, prepare and bleed of blood donors
- Rear and maintain laboratory animals for research
- Mentor and couch trainees on practical attachment.

REQUIREMENTS FOR APPOINTMENT

- Served in the grade of Senior Medical Laboratory Technician minimum period of three (3) years;
- Certificate in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and technologists Board;
- Certificate of Good Clinical Laboratory Practice (GCLP) and specialized techniques from a recognized institution;--
- Registration certificate issued by Kenya Medical Laboratory Technicians and Technologists Board;
- Valid practicing license issued by Kenya Medical Laboratory Technicians and Technologists Board;
- Certificate in computer skills application from a recognized institution;
- Shown merit and ability as reflected in work performance and results.
- Satisfy the requirements of chapter six

17. CPSB/TTC/038/2018

POSITION: MEDICAL LABORATORY TECHNOLOGIST I JG 'K'

NUMBER OF POSTS: THREE (3)

DUTIES AND RESPONSIBILITIES

- Receive and scrutinize laboratory forms and specimens.
- Prepare clients for specimen's collection
- Receive, collect, label and register patients' specimens.
- Prepare stains and reagents, write and record results.
- Recruit, prepare and bleed donors for transfusion services
- Perform blood grouping, do cross matching
- Store blood products according to their requirements
- Screen blood for transfusion transmissible infections
- Issue blood and blood products to peripheral health facilities
- Process the specimens for analysis
- Disaggregate specimens for processing and analyze
- Analyze laboratory data

REQUIREMENTS FOR APPOINTMENT

- Served in the grade of Medical Laboratory Technologist II for a minimum period of three (3) years;

- Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board and
- Certificate in computer application skills from a recognized institution;
- Shown merit and ability as reflected in work performance and results.
- Satisfy the requirements of chapter six

18. CPSB/TTC/039/2018

POSITION: PHARMACEUTICAL SPECIALIST II JG 'P'

NUMBER OF POSTS: TWO (2)

DUTIES AND RESPONSIBILITIES

- Plan and budgeting for the Pharmacy Unit at the facility
- Manage the day to day activities of the Pharmacy Unit at the facility
- Train and mentor staff
- Develop Standard Operating Procedures and Service Charter for pharmacy
- the Unit Participation in various Hospital Management Committees
- Dispense medicines and give advice on their use at the hospital
- Develop and regularly review drug information services at the Pharmacy
- Promote rational use of medicines in the hospital
- Managing the pharmaceutical supply chain
- Ensure safe management and disposal of expired pharmaceuticals as need arises

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Senior Pharmacist JG 'N' for a minimum of two (2) years
- Bachelor of Pharmacy degree from an institution recognized by the Pharmacy and Poisons Board;
- Certificate of Registration by Pharmacy and Poisons Board;
- Valid practice license from Practitioners and Dentists Board;
- Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- Certificate in Computer Application skills from a recognized institution; and
- Shown merit and ability as reflected in work performance results
- Satisfy the requirements of chapter six

19. CPSB/TTC/040/2018

POSITION: PHARMACEUTICAL TECHNOLOGIST I JG 'K'

NUMBER OF POSTS: ONE (1)

DUTIES AND RESPONSIBILITIES

- Manage pharmaceutical technology operation
- Provide good dispensing practices
- Ensure quality standards
- Ensure effective management of inventory
- Carry out training

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Pharmaceutical Technologist II JG 'J' for a minimum of three (3) years
- Diploma in either pharmacy, of pharmaceutical technology or equivalent qualification approved by the pharmacy and poisons board
- Certificate of enrollment as a pharmaceutical technologist awarded by the pharmacy and poisons board.
- Certificate in computer application skills from a recognized institution.
- Shown merit and ability as reflected in work performance results
- Satisfy the requirements of chapter six

20. CPSB/TTC/041/2018

POSITION: CHIEF REGISTERED PHYSIOTHERAPIST JG 'M'

NUMBER OF POSTS: ONE (1)

DUTIES AND RESPONSIBILITIES

- Supervise and co-ordinate activities of staff in the department
- Coordinate activities in the department
- Administration of physiotherapy treatment to the patients
- Provide health promotion services on physiotherapy

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Senior Registered Physiotherapist JG 'L' for a minimum of three (3) years
- Must have a diploma in physiotherapy from recognized institution
- Shown merit and ability as reflected in work performance results
- Must be registered with Physiotherapists Council of Kenya.
- Certificate in Senior Management course lasting not less than (4) weeks from a recognized institution;
- Must have valid practicing license from Physiotherapists Council of Kenya
- Satisfy the requirements of chapter six

21. CPSB/TTC/042/2018

POSITION: SENIOR REGISTERED PHYSIOTHERAPIST JG 'L'
NUMBER OF POSTS: TWO (2)

DUTIES AND RESPONSIBILITIES

- Supervise and co-ordinate activities of staff in the department
- Coordinate activities in the department
- Administration of physiotherapy treatment to the patients
- Provide health promotion services on physiotherapy

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Registered Physiotherapist I JG 'K' for a minimum of three (3) years
- Must have a diploma in physiotherapy from recognized institution
- Shown merit and ability as reflected in work performance results
- Must be registered with Physiotherapists Council of Kenya.
- Must have valid practicing license from Physiotherapists Council of Kenya
- Satisfy the requirements of chapter six

21. CPSB/TTC/043/2018

POSITION: REGISTERED PHYSIOTHERAPIST 1 JG K
NUMBER OF POSTS: ONE (1)

DUTIES AND RESPONSIBILITIES

- Administer physiotherapy treatment to the patients
- Provide health promotion services on physiotherapy
- Providing administrative services

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Registered Physiotherapist II JG 'J' for a minimum of three (3) years
- Must have a diploma in physiotherapy from recognized institution
- Shown merit and ability as reflected in work performance results
- Must be registered with Physiotherapists Council of Kenya.
- Must have valid practicing license from Physiotherapists Council of Kenya
- Satisfy the requirements of chapter six

22. CPSB/TTC/044/2018

POSITION: SENIOR ASSISTANT CHIEF PHYSIOTHERAPIST JG N
NUMBER OF POSTS: TWO (2)

DUTIES AND RESPONSIBILITIES

- Co-ordination of physiotherapy services at national referral hospital

- Administration of physiotherapy treatment to the patients
- Provide health promotion services on physiotherapy

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Assistant Chief Physiotherapist JG 'M' for a minimum of three (3) years
- Certificate in Senior Management course not lasting less than two weeks from a recognized institution
- Shown merit and ability as reflected in work performance results
- Must be registered with Physiotherapists Council of Kenya.
- Must have valid practicing license from Physiotherapists Council of Kenya.
- Must have a diploma in physiotherapy from recognized institution
- Satisfy the requirements of chapter six

23. CPSB/TTC/045/2018

POSITION: SENIOR HEALTH RECORDS AND INFORMATION ASSISTANT JG K

NUMBER OF POSTS: THREE (3)

DUTIES AND RESPONSIBILITIES

- Document and manage patient records
- Maintain records safely and ensure confidentiality
- Manage inpatient records
- Assign disease codes
- Analyze medical records data

REQUIREMENTS FOR APPOINTMENT

- Served in the grade of Health Records and Information Management Assistant I for a minimum period of three (3) years;
- Certificate in Health Records and Information Management from a recognized institution;
- Certificate in computer application skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.
- Satisfy the requirements of chapter six

24. CPSB/TTC/046/2018

POSITION: ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER JG L

NUMBER OF POSTS: ONE (1)

DUTIES AND RESPONSIBILITIES

- Store and retrieve medical records and documents
- Implement health records and information management and disseminate health records information
- Analyze health data nationally
- Prepare various reports

REQUIREMENTS FOR APPOINTMENT

- Served in the grade of Assistant Health Records and Information Management
- Officer I or Senior Health Records Information Management Assistant for a minimum period of three (3) years;
- Diploma in Health Records and Information Technology from a recognized institution;
- Certificate in computer application skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.
- Satisfy the requirements of chapter six

25. CPSB/TTC/047/2018

POSITION: CHIEF HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER JG M

NUMBER OF POSTS: ONE (1)

DUTIES AND RESPONSIBILITIES

- Implement health records and information management policies and guidelines
- Provide advice on disclosure, confidentiality, security and exchange of health records and information.
- Analyze health related data
- Develop health records and information management monitoring and evaluation formats
- Capacity building and providing technical support to committees

REQUIREMENTS FOR APPOINTMENT

- Served in the grade of Assistant Senior Health Records and Information Management Officer JG L for
- a minimum period of three (3) years;
- Diploma in Health Records and Information Technology from a recognized institution;
- Certificate in Supervisory Skills/Management Course lasting not less than two (2) weeks from a recognized institution;
- Certificate in computer application skills from a recognized institution; and
- Demonstrated merit and ability as reflected M work performance and results.
- Satisfy the requirements of chapter six

26. CPSB/TTC/048/2018

POSITION: ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER 11 JG J

NUMBER OF POSTS: ONE (1)

DUTIES & RESPONSIBILITIES

- Receiving and registering patients
- Booking appointment for patients to speciality clinics and consultants
- Storing and retrieving medical records
- Capturing data from service points

- Bureau editing of patient cases records
- Maintaining record safely and maintaining confidentiality
- Preparing and maintaining Patient Master Index
- Creating and updating of Patient Master Index
- Directing patients to relevant clinics
- 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 and compiling medical records reports.

REQUIREMENTS FOR APPOINTMENT

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

27. CPSB/TTC/049/2018

POSITION: MEDICAL ENGINEER TECHNOLOGIST 11 JG J

NUMBER OF POSTS: ONE (1)

DUTIES AND RESPONSIBILITIES

- Determine specification of medical equipment to be procured.
- Determine the equipment needs in the facilities.
- Assist in procuring medical equipment and installation.
- Safeguarding and maintaining medical equipment.
- Assist in obtaining spare parts servicing medical equipment in the facilities.

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Medical Engineer Technician 3 JG 'H' for a minimum of three (3)years
- Must have a diploma in medical engineering from recognized institution.
- Must have valid practicing license from Association of Medical Engineers of Kenya.
- Shown merit and ability as reflected in work performance results
- Satisfy the requirements of chapter six

28. CPSB/TTC/050/2018

POSITION: MEDICAL SOCIAL WORKER 1 JG K

NUMBER OF POSTS: ONE (1)

DUTIES AND RESPONSIBILITIES

- Coordinate social work activities
- Plan and direct social work at the facility
- Follow up on patients welfare after discharge

REQUIREMENTS FOR APPOINTMENT

- 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 Shown merit and ability in work performance and results.
- In addition to the requirements, an officer must have the following key competences:
- Positive working attitude and ability to take instructions;
- Ability to get on well with the diverse workforce; and
- Integrity and commitment to producing results.
- Satisfy the requirements of chapter six

29. CPSB/TTC/051/2018

POSITION: OFFICE ADMINISTRATIVE ASSISTANT 11 JG J

NUMBER OF POSTS: ONE (1)

DUTIES AND RESPONSIBILITIES

- Typing from manuscripts; processing data; operating office equipment;
- Ensuring security of office equipment, documents and records;
- Attending to visitors/clients; handling telephone calls and appointments

REQUIREMENTS FOR APPOINTMENT

- served in the grade of Office administrative Assistant 2 or any other relevant and comparable position in the Public Service for a minimum period of three (3)years;
- the following qualifications from the Kenya National Examinations Council: -
 - Typewriting III (minimum 50 w.p.m)/ Computerised Document Processing III
 - Business English III/ Communications II
 - Commerce II
 - Secretarial Duties II
 - Office Management III/Office Administration and Management III; and
- Certificate in Computer Applications (Windows, Ms-Word, Ms-Excel, MsAccess .and Internet) from a Recognized Institution.
- Satisfy the requirements of chapter six

30. CPSB/TTC/052/2018

POSITION: SENIOR ASSISTANT OFFICE ADMINISTRATOR JG L

NUMBER OF POSTS: ONE (1)

An officer at this level will be deployed in a Section Head’s office and may be required to work for more than one officer.

DUTIES AND RESPONSIBILITIES

- Typing from drafts, manuscripts or recording from dictation machines;

- Processing data; operating office equipment;
- Attending to visitors/clients; handling telephone calls and appointments;
- Ensuring security of office records, equipment and documents, including classified materials; Preparing responses to simple routine correspondence;
- Guide and supervise junior secretarial personnel.
- Recording dictation in shorthand and transcribing it in typewritten form

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Assistant Office Administrator I JG 'K' for a minimum of three (3) years
- Shown merit and ability as reflected in work performance results
- Diploma in Secretarial studies from Kenya Examination Council or Business
- Education single of group certificates
- Certificate in Public Relation and Customer care lasting for not less than 2 weeks

OR

The following qualifications from the Kenya National Examinations Council:

- Shorthand III (minimum 110 w.p.m.)
- Typewriting III (50 w.p.m.)/Computerised Document Processing III
- Business English III/Communications II
- Commerce II
- Office Management III/Office Administration and Management III, and Secretarial Duties II;
- Satisfy the requirement of chapter six

31. CPSB/TTC/053/2018

POSITION: PRINCIPAL PUBLIC HEALTH OFFICER JG N

NUMBER OF POSTS: THREE (3)

DUTIES AND RESPONSIBILITIES

- Implement statutory provisions, standards and other relevant legislations on
 - public health; (Public Health Act (Cap. 242), the Food, Drugs and Chemical Substances Act (Cap 254), Tobacco Control Act 2007, Alcoholic Drinks Control Act 2010, Bio-safety Act 2009, Malaria Prevention and Control Act (Cap 246), Meat Control Act (Cap 356) and any other relevant legislation on public health)
- Develop and implement policies, guidelines, strategies, standards and procedures in the area of promotive and preventive health programs
- Oversee public health projects and programs in consultation with relevant departments and other stakeholders.
- Day to day management of the food and safety unit
- Oversee the enforcement of International Health Regulations (IHR) and Rules
- Capacity building of national and county governments on environmental health programs
- Identify public health research needs
- Cross-sectorial collaboration of policies and guidelines.
- Manage the performance appraisal process
- Provide quality assurance for Public Health Officers and Technicians

Requirements for appointment

For appointment to this grade, an officer must have:

- Served in the grade of Chief Public Health Officer for a minimum period of three (3) years;
- Bachelor's Degree in Environmental Health or Public Health from a recognized Institution;
- Certificate of competence from the Association of Public Health Officers.
- Certificate in Computer Application Skills from a recognized institution;
- Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- Shown merit and ability as reflected in work performance and results.
- Satisfy the requirements of chapter six

32. CPSB/TTC/054/2018

POSITION: SENIOR PUBLIC HEALTH OFFICER JG L

NUMBER OF POSTS: TWO (2)

DUTIES AND RESPONSIBILITIES

- Provide Environmental Health Extension services in The area of deployment, where specific duties and responsibilities will include:
 - Identifying environmental health issues at community level;
 - Assessing health needs of the community;
 - Coordinating sanitation and hygiene programmes in the community;
 - Sensitizing communities on food and water safety measures;
 - Conducting Training for Public Health Trainees, Community Own Resource Persons (CORPS), Community-based Health Workers (CHWs) and
 - Community Health Committees (CHCs) on Public Health issues;
 - Implementing environmental health programmes and projects;
 - Collecting water and food samples for bacteriological and chemical analysis;
 - Initiating and implementing Community Based Health Care Programmes;
 - Implementing integrated mosquito control and other public health strategies;
 - Following up on proper collection and disposal of solid waste in markets and other dwelling premises in towns;
 - Carrying out disease surveillance, prevention and control;
 - Coordinating immunization programmes.

REQUIREMENTS FOR APPOINTMENT

- Served in the grade of Public Health Officer for a minimum period of three (3) years;
- Bachelor's Degree in Environmental Health or Public Health from a recognized Institution;
- Certificate of Competence from the Association of Public Health Officers;
- Certificate in Computer Application Skills from a recognized institution;
- Shown merit and ability as reflected in work performance and results.
- Satisfy the requirements of chapter six

33. CPSB/TTC/055/2018

POSITION: CHIEF ASSISTANT PUBLIC HEALTH OFFICER JG M

NUMBER OF POSTS: SIX (6)

DUTIES AND RESPONSIBILITIES

- Coordination and organization of activities in the unit Developing of work plans
- Implement preventive and promotive health programs
- Implementation of international health regulations and rules
- Carry out disaster preparedness and response
- Compiling and analyzing public health data and reports

REQUIREMENTS FOR APPOINTMENT

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

34. CPSB/TTC/056/2018

POSITION: SENIOR ASSISTANT PUBLIC HEALTH OFFICER JG L

NUMBER OF POSTS: EIGHT (8)

DUTIES AND RESPONSIBILITIES

- Identify environmental health issues at the community
- Sensitizing the community on food and water safety measures
- Training of community based workers and committees
- Proper collection and disposal of solid wastes in markets
- Disease surveillance and prevention measures
- Surveillance on environmental health pollutants in water/food
- Coordinating immunization programs
- Training of public health trainees on core mandates
- Assessment of health needs of the community
- Implementing environmental health programs and projects

REQUIREMENTS FOR APPOINTMENT

- Served in the grade of Assistant Public Health Officer 1 for a minimum period of three (3) years;
- Diploma in either Environmental Science or Public Health Inspection from a recognized institution;
- Certificate in Computer Application Skills from a recognized institution;

- Shown merit and ability as reflected in work performance and results.
- Satisfy the requirements of chapter six

35. CPSB/TTC/057/2018

POSITION: ORTHOPAEDIC TECHNOLOGIST 1 JG K

NUMBER OF POSTS: ONE (1)

DUTIES AND RESPONSIBILITIES

- Assist with patient care
- Maintain records of patients
- Teach or cross train medical or nursing students

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Orthopaedic Technologist 11 JG 'J' for a minimum of three (3) years
- Must have a diploma in orthopaedic technology from recognized institution.
- Must have valid practicing license from national association of orthopaedic technologist of Kenya
- Shown merit and ability as reflected in work performance results
- Satisfy the requirements of chapter six

36. CPSB/TTC/058/2018

POSITION: CLEANING SUPERVISOR JG E

NUMBER OF POSTS: THREE (3)

DUTIES AND RESPONSIBILITIES

- Cleaning
- Messengerial duties
- Grounds maintenance

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Senior Support staff JG 'D' for a minimum of three (4) years
- Shown merit and ability as reflected in work performance results
- Must have minimum of certificate of Primary education
- Satisfy the requirements of chapter six

37. CPSB/TTC/059/2018

POSITION: ASSISTANT COMMUNITY ORAL HEALTH OFFICER 1 JG K

NUMBER OF POSTS: TWO (2)

An officer at this level will be deployed at a district/provincial hospital or at a medical training institution:

DUTIES AND RESPONSIBILITIES

- Managing oral health clinics by organizing and scheduling clinic days, patient flows and referrals;
- Teaching and supervising students/interns on practical
- Supervising Community Oral Health Officers at health centres, sub district and district hospitals
- Ordering dental materials, equipments and instruments for use in the hospitals/clinics.
- In a medical training institution, an officer will be expected to teach, train, Counsel and guide students
- Participate in curriculum development, implementation, and evaluation; admission and orientation of new students.

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Community Oral Health II JG 'J' for a minimum of three (3) years
- Must have a diploma in community oral health from recognized institution.
- Must have valid practicing license from Oral Health Association of Kenya.
- Shown merit and ability as reflected in work performance results
- Satisfy the requirements of chapter six

38. CPSB/TTC/060/2018

POSITION: PRINCIPAL OCCUPATION THERAPIST JG N

NUMBER OF POSTS: ONE (1)

DUTIES AND RESPONSIBILITIES

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

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Chief Occupational Therapist JG 'M' for a minimum of three (3) years II. Certificate in Senior Management course not lasting less than two weeks from a recognized institution III. Shown merit and ability as reflected in work performance results
- Must be registered with Kenya Occupational Therapists Association.
- Must have a diploma in occupational therapy from recognized institution
- Satisfy the requirements of chapter six

39. CPSB/TTC/061/2018

POSITION: DEPUTY CHIEF ORTHOPEDIC TECHNOLOGIST JG M

NUMBER OF POSTS: THREE (3)

DUTIES AND RESPONSIBILITIES

- Overall management of supportive services in orthopedic in a national hospital
- Specific duties involving participation in planning, supervising and coordinating of orthopedic supportive services
- Ensure availability of supplies and equipment
- Participate in the supervision and counselling of staff working in the hospital
- The officer may be deployed in a medical training institution where he will be responsible for planning, curriculum development
- Implementation and evaluation of training programmes

REQUIREMENT FOR APPOINTMENT

- Must have served in the grade of Senior Orthopedic Technologist JG 'L' for a minimum of three (3) years
- Shown merit and ability as reflected in work performance results
- Must have a diploma in orthopedic technology from recognized institution.
- Must have valid practicing license from national association of orthopedic technologist of Kenya
- Satisfy the requirements of chapter six

40. CPSB/TTC/062/2018

POSITION: TELEPHONE SUPERVISOR 11 JG K

NUMBER OF POSTS: ONE (1)

DUTIES AND RESPONSIBILITIES

- In charge of a telephone exchange of five to six (5-6) switchboard positions, with a maximum capacity of sixty (60) exchange lines and approximately six hundred (600) extension lines.
- Supervision of work at the switchboard;
- Telephone exchange routine work;
- Preparation of duty/annual leave roster for telephone personnel and collection of telephone traffic data for determining adequacy of telephone facilities and staffing levels.
- Liaise with Engineers/Technicians on maintenance of telephone exchange equipment's/facilities, Accounts Section on payment of bills, and Supplies Section on procurement of telephone facilities/spare parts and stationery.

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Senior telephone operator JG 'J' for a minimum of three (3) years
- Shown merit and ability as reflected in work performance results
- Must have certificate from Government Telephone Supervisors lasting not less than 4 months from recognized institution

- Proficiency in computer application
- Possess oral and written communication skills both English and Kiswahili
- Satisfy the requirement of chapter six

41. CPSB/TTC/063/2018

POSITION: SENIOR OCCUPATIONAL THERAPIST JG L

NUMBER OF POSTS: ONE (1)

DUTIES AND RESPONSIBILITIES

- Assessing, formulating and implementing patients treatment plan
- Carrying out clients functional and special needs education assessments and formulating necessary interventions
- Maintaining records and data relating to patients;
- Providing health education to patients and care givers;
- Requisitioning and ensuring proper utilization of Occupational therapy supplies and equipment
- Following up on patients progress; collecting and compiling data for research; Compiling periodic reports

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Assistant Orthopaedic Technologist JG 'K' for a minimum of three (3) years
- Must have a diploma in orthopaedic technology from recognized institution.
- Must have valid practicing license from national association of orthopaedic technologist of Kenya
- Shown merit and ability as reflected in work performance results
- Satisfy the requirements of chapter six

42. CPSB/TTC/064/2018

POSITION: ASSISTANT OCCUPATIONAL THERAPIST 1 JG K

NUMBER OF POSTS: ONE (1)

DUTIES AND RESPONSIBILITIES

- Assessing, formulating and implementing patients treatment plan
- Formulating necessary interventions
- Maintaining records and data relating to patients
- Providing health education to patients and care givers
- Carrying out home environmental assessment
- Following up on patients progress
- Collecting and compiling data research
- Preparing periodic reports

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Assistant Orthopaedic Technologist 2 JG 'K' for a minimum of

three (3) years

- Must have a diploma in orthopaedic technology from recognized institution.
- Must have valid practicing license from national association of orthopaedic technologist of Kenya
- Shown merit and ability as reflected in work performance results
- Satisfy the requirements of chapter six

43. CPSB/TTC/065/2018

POSITION: MEDICAL ENGINEER TECHNOLOGIST 11 JG L

NUMBER OF POSTS: ONE (1)

DUTIES AND RESPONSIBILITIES

- Determine the equipment's needs in the facilities
- Determine specification of the medical equipment to be procured
- Assist in procuring medical equipment and installation
- Safeguarding and maintaining medical equipment
- Assist in obtaining spare parts servicing medical equipment in the facility

REQUIREMENTS FOR APPOINTMENT

- Must have served in the grade of Senior Medical Engineer Technician JG 'K' for a minimum of three (3) years
- Must have a diploma in medical engineering from recognized institution.
- Must have valid practicing license from Association of Medical Engineers of Kenya.
- Shown merit and ability as reflected in work performance results
- Satisfy the requirements of chapter six

HOW TO APPLY

Qualified candidates are requested to make their applications by completing a CPSB Job Application form 2018. The form may be downloaded from the Taita Taveta County Government website, CPSB portal.

All applications should be submitted in a sealed envelope addressed to:

**The Secretary/CEO
County Public Service Board
Private Bag
Voi**

Or hand delivered at the Board offices Ground floor Maghamba Plaza, Opposite Kenya Power offices, Voi on or before Monday 24th September 2018

Important information

- Candidates should not attach any documents to the application form.
- All details requested in the advertisement should be filled on the form
- Only shortlisted and successful candidates will be contacted
- Shortlisted candidates shall be required to produce original Identity card/Passport , Appointment letter, last promotion letter and all the relevant professional/ Academic certificates
- Canvassing shall lead to disqualification.

**SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD**

Dated: Tuesday 4th September 2018