



THE COUNTY GOVERNMENT OF TAITA TAVETA

COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT FOR VACANT POSTS

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

VACANCIES IN THE COUNTY DEPARTMENT OF HEALTH SERVICES

1. SENIOR REGISTERED CLINICAL OFFICER JOB GROUP JOB GROUP 'L' 6(SIX) POSTS

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 centers
- Conduct ward rounds.
- Review patients and make appropriate referrals.

Requirements for appointment

An officer must have: -

- I. Served in the grade of Registered Clinical Officer I for a minimum period of (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; and
- V. Shown merit and ability as reflected in work performance and results

2. REGISTERED CLINICAL OFFICER I JOB GROUP “K” 11(ELEVEN)POSTS

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

An officer must have: -

- I. Served in the grade of Registered Clinical Officer II for a minimum period of (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; and
- V. Shown merit and ability as reflected in work performance and results

3. CHIEF REGISTERED CLINICAL OFFICER JOB GROUP “M” 2(TWO POSTS)

Duties and Responsibilities

- Provide technical assistance and capacity building to county personnel.
- Develop community health guidelines and standards
- Conducting ward rounds, reviewing and making appropriate referrals
- Offer specialized clinical services
- Compile and analyses clinical data
- 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
- Monitor and evaluate community health
- Mentor and coach trainees on practical attachments
- Carry out disease surveillance and recommend appropriate control measures

Requirements for appointment

An officer must have: -

- I. Served in the grade of Senior Registered Clinical Officer for a minimum period of (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; and
- VI. Shown merit and ability as reflected in work performance and results

4. PRINCIPAL REGISTERED CLINICAL OFFICER II JOB GROUP "N" 1(ONE POST)

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

An officer must have: -

- I. Served in the grade of Chief Registered Clinical Officer for a minimum period of (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; and
- VI. Shown merit and ability as reflected in work performance and results

**5. MEDICAL LABORATORY TECHNOLOGIST I JOB GROUP "K"
7(SEVEN) POSTS**

Duties and Responsibilities

- Receive and scrutinize laboratory forms and specimens.
- Prepare clients for specimens 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

An officer must have: -

- I. Served in the grade of Medical Laboratory Technologist II for a minimum period of (3) years
- II. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologists Board;
- III. Valid practice license from Kenya Medical Laboratory Technician and Technologists Board;
- IV. Certificate in computer application skills; and
- V. Shown merit and ability as reflected in work performance and results

**6. SENIOR MEDICAL LABORATORY TECHNICIAN I JOB GROUP
"L" 3(THREE)POSTS**

Duties and Responsibilities

- Process and analyze 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

An officer must have: -

- I. Served in the grade of Senior Medical Laboratory Technician II for a minimum period of (3) years
- II. Certificate in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologists Board;
- III. Valid practice license from Kenya Medical Laboratory Technician and Technologists Board;
- IV. Certificate of Good Clinical Laboratory Practice (GCLP) and specialized techniques from a recognized institution;
- V. Registration Certificate issued by the Kenya Medical Laboratory Technician and Technologists Board;
- VI. Certificate in computer application skills; and
- VII. Shown merit and ability as reflected in work performance and results

7. SENIOR MEDICAL LABORATORY TECHNOLOGIST JOB GROUP "L" 6(SIX) POSTS

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

An officer must have: -

- I. Served in the grade of Medical Laboratory Technologist I for a minimum period of (3) years
- II. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologists Board;
- III. Valid practice license from Kenya Medical Laboratory Technician and Technologists Board;
- IV. Registration Certificate issued by the Kenya Medical Laboratory Technician and Technologists Board;
- V. Certificate in computer application skills; and
- VI. Shown merit and ability as reflected in work performance and results

8. CHIEF MEDICAL LABORATORY TECHNOLOGIST JOB GROUP "M" 4(FOUR) POSTS

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 applications,
- Monitoring and evaluation of laboratory processes.
- Request for Laboratory consumables, apparatus, equipment, chemicals, stains 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

An officer must have: -

- I. Served in the grade of Senior Medical Laboratory Technologist for a minimum period of (3) years
- II. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologists Board;
- III. Valid practice license from Kenya Medical Laboratory Technician and Technologists Board;
- IV. Registration Certificate issued by the Kenya Medical Laboratory Technician and Technologists Board;

- V. Certificate in computer application skills; and
- VI. Shown merit and ability as reflected in work performance and results

9. PRINCIPAL MEDICAL LABORATORY TECHNOLOGIST JOB GROUP "N" 1(ONE) POST

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.
- Molluscides and 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

An officer must have: -

- I. Served in the grade of Chief Medical Laboratory Technologist for a minimum period of (3) years
- II. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologists Board;
- III. Valid practice license from Kenya Medical Laboratory Technician and Technologists Board;
- IV. Registration Certificate issued by the Kenya Medical Laboratory Technician 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; and
- VII. Shown merit and ability as reflected in work performance and results

10. SENIOR MEDICAL LABORATORY OFFICER JOB GROUP "L" 3(THREE) POSTS

Duties and Responsibilities

- Implementing laboratory policies, guidelines, strategies and programs
- Preparing stains and reagents for specimen examination
- Examining specimens and interpreting the findings
- Review and record laboratory findings
- Dispatching results for use in clinical management
- Sensitizing the community on the need and benefits of blood donations
- Performing blood grouping
- Screening for blood transfusion transmissible infections
- Issue blood and blood products to health facilities on request
- Prepare blood products
- Collecting and analyzing laboratory data
- Supervising the disinfection
- Washing and sterilization of apparatus
- Maintain equipment and reagents for vector and insecticide application monitoring and evaluation
- Preparing media for culture and sensitivity testing
- Mentoring and coaching trainees on practical attachment
- Preparing periodic reports

Requirements for appointment

An officer must have: -

- I. Served in the grade of Medical Laboratory Officer II for a minimum period of (3) years
- II. Bachelor Degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologists Board;
- III. Valid practice license from Kenya Medical Laboratory Technician and Technologists Board;
- IV. Registration Certificate issued by the Kenya Medical Laboratory Technician and Technologists Board;
- V. Certificate in computer application skills; and
- VI. Shown merit and ability as reflected in work performance and results

11. ENROLLED NURSE 1 JOB GROUP "J"4(FOUR) POSTS

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

An officer must have: -

- I. Served in the grade of Enrolled Nurse II for a minimum period of (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 qualification from an recognized Training institution;
- III. Enrolled certificate issued by the Nursing Council of Kenya
- IV. Valid practice license from Nursing Council of Kenya
- V. Certificate in computer application skills; and
- VI. Shown merit and ability as reflected in work performance and results

12. SENIOR ENROLLED NURSE 1 JOB GROUP "L" 9(NINE) POSTS

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

An officer must have: -

- I. Served in the grade of Senior Enrolled Nurse II for a minimum period of (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 qualification from a recognized Training institution;
- III. Enrolled certificate issued by the Nursing Council of Kenya
- IV. Valid practice license from Nursing Council of Kenya
- V. Certificate in computer application skills; and
- VI. Shown merit and ability as reflected in work performance and results

13. SENIOR REGISTERED NURSE JOB GROUP "L"8(EIGHT) POSTS

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

An officer must have: -

- I. Served in the grade of Registered Nurse I for a minimum period of (3) years
- II. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya registered Midwifery, Kenya registered Nursing/ Midwifery or Kenya Registered Nursing/ Mental Health and Psychiatry from a recognized Training institution;
- III. Registration certificate issued by the Nursing Council of Kenya
- IV. Valid practice license from Nursing Council of Kenya
- V. Certificate in computer application skills; and
- VI. Shown merit and ability as reflected in work performance and results

14. CHIEF REGISTERED NURSE JOB GROUP "M" 15(FIFTEEN) POSTS

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

An officer must have: -

- I. Served in the grade of Senior Registered Nurse for a minimum period of (3) years
- II. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya registered Midwifery, Kenya registered Nursing/ Midwifery or Kenya Registered Nursing/ Mental Health and Psychiatry from a recognized Training institution;
- III. Registration certificate issued by the Nursing Council of Kenya
- IV. Valid practice license from Nursing Council of Kenya
- V. Certificate in computer application skills; and
- VI. Shown merit and ability as reflected in work performance and results

15. PRINCIPAL REGISTERED NURSE JOB GROUP “N”8(EIGHT) POSTS

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

An officer must have: -

- I. Served in the grade of Chief Registered Nurse for a minimum period of (3) years
- II. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya registered Midwifery, Kenya registered Nursing/ Midwifery or Kenya Registered Nursing/ Mental Health and Psychiatry from a recognized Training institution;
- III. Registration certificate issued by the Nursing Council of Kenya
- IV. Valid practice license from Nursing Council of Kenya
- V. Certificate in computer application skills; and
- VI. Shown merit and ability as reflected in work performance and results

16. NURSING OFFICER I JOB GROUP "K"1(ONE) POST

Duties and Responsibilities

- Carry out risk identification and assessment of an individual
- Carry out quality assurance planning and provide outcome based interventions
- Prepare the patients for resettlement to the community
- Follow up convalescing patients referred from higher facilities for continuity of care
- Carry out nursing research

Requirements for appointment

An officer must have: -

- I. Bachelor Degree in either Nursing or Midwifery from a recognized Training institution;
- II. Registration certificate issued by the Nursing Council of Kenya
- III. Valid practice license from Nursing Council of Kenya
- IV. Certificate in computer application skills

17. PRINCIPAL PUBLIC HEALTH OFFICER JOB GROUP "N"1(ONE) POST

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

An officer must have: -

- I. Served in the grade of Chief Public Health Officer for a minimum period of (3) years
- II. Bachelor Degree in environmental Health or Public Health from a recognized Training institution;
- III. Certificate of competence from the Association of Public Health officers
- IV. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- V. Shown merit and ability as reflected in work performance and results

**18. PRINCIPAL ASSISTANT PUBLIC HEALTH OFFICER JOB GROUP
"N"1(ONE) POST**

Duties and Responsibilities

- Organizing and controlling of activities in the unit
- Monitor and evaluate management of solid and liquid wastes
- Implementation of international health regulations and rules
- Carry out disaster preparedness and response
- Compiling and analyzing public health data and reports

Requirements for appointment

An officer must have: -

- I. Served in the grade of Chief Assistant Public Health officer for a minimum period of (3) years
- II. Diploma in environmental Health or Public Health from a recognized Training institution;
- III. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution; and
- IV. Shown merit and ability as reflected in work performance and results

**19. SENIOR HEALTH RECORDS AND INFORMATION MANAGEMENT
ASSISTANT JOB GROUP "K" 3(THREE) POSTS**

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

An officer must have: -

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

20. SENIOR ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER JOB GROUP "L" 1(ONE)

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

An officer must have: -

- I. 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 (3) years
- II. Diploma in Health Records and Information Management from a recognized Training institution;
- III. Certificate in computer application skills; and
- IV. Shown merit and ability as reflected in work performance and results

21. CHIEF HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER JOB GROUP "M" 1(ONE) POST

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

An officer must have: -

- I. Served in the grade of Assistant Senior Health Records and Information Management Officer for a minimum period of (3) years
- II. Diploma in Health Records and Information Management from a recognized Training institution;
- III. Certificate in Supervisory Skills lasting not less than two (2) weeks from a recognized institution
- IV. Certificate in computer application skills; and
- V. Shown merit and ability as reflected in work performance and results

22. SENIOR REGISTERED PHYSIOTHERAPIST JOB GROUP "L" 2(TWO) POSTS

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
- Provide administrative services

Requirements for appointment

An officer must have: -

- I. Served in the grade of Registered Physiotherapist I for a minimum period of (3) years
- II. Diploma in physiotherapy from a recognized Training institution;
- III. Certificate in computer application skills; and
- IV. Shown merit and ability as reflected in work performance and results
- V. Certificate of registration from the Physiotherapy Council of Kenya (PCK)
- VI. Current Certificate of practice from Physiotherapy Council of Kenya (PCK)

23. REGISTERED PHYSIOTHERAPIST 1 JOB GROUP "K"1(ONE) POST

Duties and Responsibilities

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

Requirements for appointment

An officer must have: -

- I. Served in the grade of Registered Physiotherapist II for a minimum period of (3) years
- II. Diploma in physiotherapy from a recognized Training institution;

- III. Certificate in computer application skills; and
- IV. Shown merit and ability as reflected in work performance and results
- V. Certificate of registration from the Physiotherapy Council of Kenya (PCK)
- VI. Current Certificate of practice from Physiotherapy Council of Kenya (PCK)

24. ASSISTANT REGISTERED PRINCIPAL PHYSIOTHERAPIST JOB GROUP "N"2(TWO) POSTS

Duties and Responsibilities

- 1. Co-ordination of physiotherapy services at national referral hospital
- 2. Administration of physiotherapy treatment to the patients
- 3. Provide health promotion services on physiotherapy

Requirements for appointment

An officer must have: -

- I. Served in the grade of Assistant Registered Chief Physiotherapist for a minimum period of (3) years
- II. Diploma in physiotherapy from a recognized Training institution;
- III. Certificate in computer application skills; and
- IV. Shown merit and ability as reflected in work performance and results
- V. Certificate of registration from the Physiotherapy Council of Kenya (PCK)
- VI. Current Certificate of practice from Physiotherapy Council of Kenya (PCK)

25. SENIOR ASSISTANT PUBLIC HEALTH OFFICER JOB GROUP "L"6(SIX) POSTS

Duties and Responsibilities

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

Requirements for appointment

An officer must have: -

- I. Served in the grade of Assistant Public Health officer I for a minimum period of (3) years

- II. Diploma in environmental Health or Public Health from a recognized Training institution;
- III. Certificate in computer application skills
- IV. Shown merit and ability as reflected in work performance and results

26. CHIEF ASSISTANT PUBLIC HEALTH OFFICER JOB GROUP "M" 4(FOUR) POSTS

Duties and Responsibilities

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

Requirements for appointment

An officer must have: -

- I. Served in the grade of Senior Assistant Public Health officer for a minimum period of (3) years
- II. Diploma in environmental Health or Public Health from a recognized Training institution;
- III. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution; and
- IV. Shown merit and ability as reflected in work performance and results

27. PUBLIC HEALTH OFFICER JOB GROUP "K"1 (ONE) POSTS

Duties and Responsibilities

1. Organizing and controlling of activities in the unit
2. Monitor and evaluate management of solid and liquid wastes
3. Implementation of international health regulations and rules
4. Carry out disaster preparedness and response
5. Compiling and analyzing public health data and reports

Requirements for appointment

An officer must have: -

- I. Bachelor Degree in Environmental Health or Public Health from a recognized Training institution;
- II. Certificate of competence from the Association of Public Health officers
- III. Certificate in computer application skills

28. ASSISTANT PUBLIC HEALTH OFFICER JOB GROUP "K"3(THREE) POSTS

Duties and Responsibilities

- Provide environmental health extension services at the ports of entry
- Carry out immunizations at the ports of entry
- Implement sanitation and hygiene standards in the ports of entry

Requirements for appointment

An officer must have: -

- I. Served in the grade of Senior Assistant Public Health officer II for a minimum period of (3) years
- II. Diploma in environmental Health or Public Health from a recognized Training institution;
- III. Certificate in computer application skills
- IV. Shown merit and ability as reflected in work performance and results

29. COMMUNITY ORAL HEALTH OFFICER 1 JOB GROUP "K" 2(TWO) POSTS

Duties and Responsibilities

- Teach and train officers and interns working under him/her
- Managing oral health clinics
- Oral health management

Requirements for appointment

An officer must have: -

- I. Served in the grade of Community Oral Health II for a minimum period of (3) years
- II. Diploma in Community Oral Health from a recognized institution
- III. Shown merit and ability as reflected in work performance and results

30. ASSISTANT OCCUPATION THERAPIST 1 JOB GROUP "K" 1 (ONE) POST

Duties and Responsibilities

- Assess, formulate and implement patients' treatment plan
- Carry out clients functional assessments and formulation of necessary interventions
- Carry out home visits and follow ups of patients progress
- Sensitize the community on occupational therapy issues
- Collect data for operational research and preparation of periodic

reports

Requirements for appointment

An officer must have: -

- I. Served in the grade of Assistant Occupation Therapy II for a minimum period of (3) years
- II. Diploma in occupation Therapy from a recognized institution;
- III. Certificate in computer application skills; and
- IV. Shown merit and ability as reflected in work performance and results

31. PRINCIPAL ASSISTANT OCCUPATIONAL THERAPIST JOB GROUP "N"1 (ONE) POST

Duties and Responsibilities

- Day to day occupational therapy management at the institution
- Establishes a data base of information on occupational therapy
- Formulation and review of standards and guidelines that guide the profession
- Assessing, formulating and implementing patients treatment plan
- Assist in conducting research for occupational therapy projects and programs in the communities

Requirements for appointment

An officer must have: -

- I. Served in the grade of Chief Assistant Occupation Therapist for a minimum period of (3) years
- II. Diploma in occupation Therapy from a recognized institution;
- III. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution
- IV. Certificate in computer application skills; and
- V. Shown merit and ability as reflected in work performance and results

32. ASSISTANT CHIEF HEALTH ADMINISTRATIVE OFFICER JOB GROUP "M" 2(TWO) POSTS

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

An officer must have: -

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

33. HEALTH ADMINISTRATIVE OFFICER 1 JOB GROUP "K" 3(THREE) POSTS

Duties and Responsibilities

- Provide and maintain facilities at the hospital
- Manage hospital security
- Oversee staff welfare
- Oversee 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

An officer must have: -

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

34. PHARMACEUTICAL TECHNOLOGIST 1 JOB GROUP "K" 1(ONE) POSTS

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

An officer must have: -

- I. Served in the grade of Pharmaceutical Technologist II for a minimum period of (3) years
- II. Diploma in Pharmacy from a recognized institution
- III. Shown merit and ability as reflected in work performance and results

35. MEDICAL SOCIAL WORKER 1 JOB GROUP "K" 1(ONE) POST

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

An officer must have: -

- I. Served in the grade of Medical Social Worker II for a minimum period of (3) years
- II. Diploma in any of the following disciplines: Social work, sociology, psychology, anthropology, mental health or its equivalent qualification from a recognized institution;
- III. Shown merit and ability as reflected in work performance and results

36. ASSISTANT CHIEF TELEPHONE OPERATOR JOB GROUP "J"1 (ONE) POST

Duties and Responsibilities

- Supervise Telephone Exchanges
- Maintain PABX/Lines and accessories
- Maintain accurate telephone records

Requirements for appointment

An officer must have: -

- I. Served in the grade of Senior Telephone Operator for a minimum period of (3) years
- II. Have attended and passed a Certificate course for Government Telephone supervisors lasting not less than four (4) months from a Government training institute or any other recognized institution;
- III. Be proficient in computer applications
- IV. Possess good oral and written communication skills in both English and Kiswahili;
- V. Shown merit and ability as reflected in work performance and results

**37. SENIOR ASSISTANT OFFICE ADMINISTRATOR JOB GROUP "L"
1(ONE) POST**

Duties and Responsibilities

- Carrying out Office administrative (secretarial) duties
- Carrying out office management duties
- Maintaining office diary on meetings and travel itineraries
- Establishing and monitoring procedures for record keeping of correspondence and file movements

Requirements for appointment

An officer must have: -

- I. Served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant for a minimum of three (3) years
- II. Diploma in secretarial studies from the Kenya National Examinations Council;

OR

- III. Business Education Single and group certificates (BES & GC) Stages I, II, III from the Kenya National Examination Council in the following subjects: -
 - a) Shorthand III (Minimum 110 W.P.M)
 - b) Typewriting III (50 W.P.M)/ Computerized Document Processing III;
 - c) Business English III/ Communication II
 - d) Office practice II
 - e) Commerce II
 - f) Office Management III/ Office Administration and management III;
 - g) Secretarial duties II;
- IV. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from Kenya School of Government or any other Government training institution;
- V. Certificate in computer applications from a recognized institution and
- VI. Shown merit and ability as reflected in work performance and results

38. DRIVER 1 JOB GROUP "F" 2(TWO) POSTS

Duties and Responsibilities

- Driving a motor vehicle as authorized
- Ensure security and safety of the vehicle on and off the road
- Ensure safety of passengers and/or goods in the vehicle
- Maintenance of work tickets for vehicles assigned

- Maintaining cleanliness of the vehicle(s)
- Ensure the vehicle is fuelled
- Carry out routine checks and maintenance of vehicle

Requirements for appointment

An officer must have: -

- I. Served in the grade of Driver II for a minimum of three (3) years
- II. A valid driving license free from any current endorsement (s) for the class (es) of vehicle (s) the officer is required to drive;
- III. Passed occupational Trade Test II for drivers;
- IV. Defense Driving Certificate from the Automobile association (AA) of Kenya
- V. Attended a refresher course for drivers lasting not less than one week within every three (3) years at Kenya Institute of Highway and Building Technology (KIBIT)
- VI. A valid Certificate of good conduct from Kenya police
- VII. Attended a First-Aid Certificate Course lasting not less than one week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIBIT) or its equivalent from a recognized institution
- VIII. Shown merit and ability as reflected in work performance and results

39. SENIOR SUPPORT STAFF 2A JOB GROUP "E" 2(TWO) POSTS

Duties and Responsibilities

- Carry out messenger duties
- Make and serve tea/ other refreshments in the offices
- Ensure general cleanliness of the office

Requirements for appointment

An officer must have: -

- I. Served in the grade of Senior Support Staff 2B for a minimum of three (3) years
- II. Must have a Certificate in KCSE
- III. Shown merit and ability as reflected in work performance and results

40. ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES/ PHARMACEUTICAL SPECIALIST II JOB GROUP "P" 1 (ONE) POST

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

An officer must have: -

- I. Served in the grade of Senior Pharmacist for a minimum period of two (2) years;
- II. Bachelor of Pharmacy Degree from a institution recognized by the Pharmacy and Poison Board;
- III. Certificate of registration by a Pharmacist by the Pharmacy and Poisons Board;
- IV. Valid practicing license from Pharmacy and Poison board;
- V. Certificate in Senior Management course lasting not less than (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

41. ORTHOPAEDIC TECHNOLOGIST 1 JOB GROUP "K" 1(ONE) POST

Duties and Responsibilities

- Assess and prescribe patient treatment plans
- Cast patients to get negative impressions of the affected parts
- Carry out prosthetic and orthotic manufacturing and alignment
- Carry out community based rehabilitation
- Supervise and counsel staff under him/her

Requirements for appointment

An officer must have: -

- I. Served in the grade of Orthopedic Technologist II, or at least three (3) years.
- II. A Diploma in Orthopedic Technology or an equivalent approved qualification from a recognized institution.
- III. A membership certificate from the National Professional Association.
- IV. Shown merit and ability as reflected in work performance and results
- V. Competence in organizing, performing and discharging duties and responsibilities

42. ORTHOPAEDIC TRAUMA TECHNICIAN 1 JOB GROUP "J"1(ONE) POST

Duties and Responsibilities

- Assess and prescribe patient treatment plans
- Cast patients to get negative impressions of the affected parts
- Carry out prosthetic and orthotic manufacturing and alignment Carry out community based rehabilitation
- Supervise and counsel staff under him/her

Requirements for appointment

An officer must have: -

- I. Served in the grade of Orthopedic Technician II, or at least three (3) years.
- II. A Certificate in Orthopedic Technology or an equivalent approved qualification from a recognized institution.
- III. A membership certificate from the National Professional Association.
- IV. Shown merit and ability as reflected in work performance and results
- V. Competence in organizing, performing and discharging duties and responsibilities

43. ASSISTANT CHIEF ORTHOPAEDIC TECHNOLOGIST JOB GROUP "M" 3(THREE) POSTS

Duties and Responsibilities

- Develop and review policies, standards and guidelines for the Orthopedic technology practice
- Coordinate development partners
- Train and mentor staff

Requirements for appointment

An officer must have: -

- I. Served in the grade of Senior Orthopedic Technologist for a at least three (3) years.
- II. A Diploma in Orthopedic Technology or an equivalent approved qualification from a recognized institution.
- III. A membership certificate from the National Professional Association.
- IV. Certificate in Senior Management course lasting not less than (4) weeks from a recognized institution;
- V. Certificate in computer application skills from a recognized institution; and
- VI. Shown merit and ability as reflected in work performance and results

HOW TO APPLY

Qualified candidates are requested to make their applications by completing a **CPSB Job Application form 2017**. 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 **Friday 22nd September 2017. 4.30 pm**

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 12th September 2017