

COUNTY GOVERNMENT OF NANDI

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Nandi County Public Service Board
P.O Box 802 – 30300
Kapsabet

COUNTY PUBLIC SERVICE BOARD

Advert No. CGN/CPSB/05/2020

18th September 2020

VACANT POSITIONS

A. EXTERNAL ADVERTISEMENT

Nandi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions:

1. DEPARTMENT OF EDUCATION AND VOCATIONAL TRAINING

S/No	Post	Vacancies	Terms of Service
1.	Early Childhood Development Education (ECDE) Care givers	31	3 Year Contract

2. DEPARTMENT OF ADMINISTRATION, PUBLIC SERVICE & e-GOVERNMENT

S/No	Post	Cadre	Vacancies	Terms of Service
1.	Ward Administrator (Ol'lessos Ward, Chemundu /Kapng'etuny Ward, Kipkaren Ward, Kabisaga Ward, Kobujoi Ward and Chepterwai Ward)	CPSB 06	06	Permanent & Pensionable
2.	Support Staff- Divers	CPSB 17	03	3 Year Contract

3. DEPARTMENT OF TRANSPORT AND INFRASTRUCTURE

S/No	Post	Cadre	Vacancies	Terms of Service
1.	Assistant Inspector of Explosives	CPSB 12	01	3 Year Contract

4. DEPARTMENT OF LANDS, ENVIROMENT AND NATURAL RESOURCES

S/No	Post	Cadre	Vacancies	Terms of Service
2.	Drilling Inspector	CPSB 11	01	3 Year Contract

1. EARLY CHILDHOOD DEVELOPMENT EDUCATION (ECDE)

CARE GIVERS

VACANCIES 31 -POSTS

Terms of Service: 3 Years Contract

Work Station: As advertised below

Requirements for Appointment

- i. Be a Kenyan citizen aged 18 years and above;
- ii. Must be a holder of at least Certificate in ECDE offered by the Ministry of Education, KNEC or their equivalent;
- iii. Have a minimum of one year teaching experience in pre-primary or ECDE centers after training;
- iv. Ready to undergo effective Continuous Professional Development (CPD) training;
- v. Must be willing to uphold standards of professionalism required in the teaching service as provided in the existing policies and regulations in Kenya;
- vi. Must be registered with Teachers Service Commission (TSC).

Duties and Responsibilities

- i. Prepare and develop play/learning materials for children;
- ii. Organize and facilitate play/learning activities in pre-primary and ECDE centers;
- iii. Facilitate curriculum implementation;
- iv. Ensure safety and security of children at the center;
- v. Advice on children's feeding programme;
- vi. Should be conversant with applicable requirements of line Ministries.

Please Note: Priority will be given to a candidate meeting the above criteria and currently serving in a public ECDE center as advertised and should have a recommendation letter from the said center. One must be willing to work in any ECDE center within the county.

Vacancies exist in the following ECDE Centers/Stations:

S/No	ECDE Centers	Ward
1.	St. Mary's Suguts	Kilibwoni
2.	AIC Kaigat	Ndalat
3.	Kipsugur	Kapkangani
4.	Irimis	Kilibwoni
5.	Keteng	Nandi Hills
6.	Kabore	Kilibwoni
7.	St.Peters Kaplamai	Kilibwoni
8.	Kapkitany	Kabwareng
9.	Chepterwai	Chepterwai
10.	Tamboiyo	Kaptel/Kamoiywa
11.	ACK Kimogoch	Kabisaga
12.	SDA Labuiwo	Tinderet
13.	Samitui	Kobujoi

14.	Septon	Nandi Hills
15.	Kipsitoti Tea	Nandi Hills
16.	Chebilat	Kaptel Kamoiywo
17.	Kipchepkwen	Kemeloi/Maraba
18.	Chebirir	Kemeloi/Maraba
19.	Kosoiywo	Nandi Hills
20.	AIC Laboret	Kipkaren
21.	Tulon	Kilibwoni
22.	Chepsui	Kiptuiya
23.	Kosirai Academy	Kosirai
24.	Ressio	Kobujoi
25.	Ngatatia	Kaptel/Kamoiywo
26.	Kamurguiywa	Chemundu/Kapng'etuny
27.	Kamungei	Kurgung/Surungai
28.	Lelechwet	Sangalo/Kebulonik
29.	St. Andrews Kapno	Kabisaga
30.	Kipsartuk	Kemeloi/Maraba
31.	Chematich	Kapsimatwo

2. WARD ADMNISTRATORS (CPSB 06)

Job Group N - 6 POSTS

Terms of Service- Permanent and Pensionable

Work Station: Nandi County (For: Ol'lessos Ward, Chemundu/Kapng'etuny Ward, Kipkaren Ward, Kabisaga Ward, Kobujoi Ward and Chepterwai)

Salary: As prescribed by Salaries and Remuneration Commission (SRC)

Duties and Responsibilities

- i. Coordinating, managing and supervising the general administrative functions in the Ward;
- ii. Developing policies and plans;
- iii. Ensuring effective service delivery;
- iv. Coordinating developmental activities to empower the community;
- v. Providing and maintaining infrastructure and facilities of public service;
- vi. Facilitating and coordinating citizen participation in the development of policies and delivery of services; and
- vii. Exercising any functions and powers delegated by the County Public Service Board.

Qualifications

- i. Be a Kenyan citizen
- ii. Be a holder of first Degree from a university recognized in Kenya with a working experience of not less than two (2) years OR
- iii. Be a holder of a Diploma with Five (5) years' experience in Administration and Management.
- iv. Have qualification and Knowledge in Administration or Management.
- v. Have geographical knowledge of the wards applied for.

Those who have worked in a similar position will have an added advantage.

3. SUPPORT STAFF - DIVER (CPSB 17)

JOB GROUP "B" -3 POSTS

Terms of Service: 3 Years Contract

Work Station: Nandi County

Salary: As prescribed by Salaries and Remuneration Commission (SRC)

Duties and Responsibilities

- i. Rescue diving for underwater casualties;
- ii. Provide Security to tourist within county water falls;
- iii. Act as tour guide within water falls;
- iv. Provide ground work service in the water falls around the tourist site;
- v. Search and recovery diving for bodies;
- vi. Search and rescue in collapsed building debris;
- vii. Search and rescue of landslide and mudslide victims;
- viii. Any other duties as may be assigned;

Qualifications

- i. Must have at least a KCPE certificate;
- ii. Diving skills in running waters (rivers) and stationery waters (dams and ponds);
- iii. Basic recovery and rescue skills in water bodies; and
- iv. Basic knowledge of first aid.

4. ASSISTANT INSPECTOR OF EXPLOSIVES (CPSB 12)

JOB GROUP "G" - 1 POST

Terms of Service: 3 Years Contract

Work Station: Nandi County

Salary: As prescribed by Salaries and Remuneration Commission

Duties and Responsibilities

The department is in need of qualified, competent and experienced personnel who will carry out the following Duties and Responsibilities:

- i. Carrying out ;safety and technical inspections of explosive magazines;
- ii. Writing reports;
- iii. Preparing Safety notices;; and
- iv. Preparing permits under the Explosives Act.

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

- i. At least a Certificate or its equivalent in any of the following from a recognized Institution; Explosive Science/Engineering; Chemical Engineering; Blasting/Explosive ;Environmental Science/Engineering; and Chemistry and Physics.
- ii. Permit to use electric and non-electric blasting materials as per the Explosives Act ;
- iii. At least 8 years' Experience in Blasting/Explosives;
- iv. Training on Blasting/Explosives management will be an added advantage.

5. DRILLING INSPECTOR (CPSB 11)

JOB GROUP "H" -1 POST

Terms of Service: 3 Years Contract

Duties and Responsibilities

- i. Drilling inspector will work under guidance of senior officers;
- ii. The officer will be exposed to all aspect of drilling and inspection of drilling rigs, borehole, pump, welding and cementing operations and preparing detailed drilling inspection

Requirements for Appointment/Qualifications

- i. Diploma in Water Resource Management Technology (WRMT) from a recognized Institution;
- ii. Five (5) years' experience in drilling of water boreholes;
- iii. Certificate in computer applications; and
- iv. Knowledge in Environmental Conservation and Management.

B. INTERNAL ADVERTISEMENT

Nandi County Public Service Board wishes to recruit competent suitable and qualified serving Nandi county employees' to fill the following positions. The details on job descriptions and specifications are available on the County's website: www.nandi.go.ke.

The details of the Advertisement are also available at all the Sub-County Headquarters; Kapsabet, Kobujoi, Nandi Hills, Kibiyet, Mosoriot, Maraba and the Public Service Office.

1. DEPARTMENT OF AGRICULTURE AND COOPERATIVE DEVELOPMENT

S/No	Post	Cadre	Vacancy (ies)	Terms of Service
1.	Senior Assistant Director of Agriculture	CPSB 04	01	Permanent & Pensionable
2.	Senior Assistant Director of Livestock Production	CPSB 04	01	"
3.	Assistant Director of Veterinary Services	CPSB 05	01	"
4.	Assistant Director of Fisheries	CPSB 05	01	"
5.	Assistant Director of Cooperative Development	CPSB 05	01	"
6.	Assistant Director of Veterinary Services	CPSB 05	02	"
7.	Principal Livestock Production Officer	CPSB 06	02	"
8.	Principal Veterinary Services Officer	CPSB 06	01	"
9.	Veterinary Officer	CPSB 07	04	"
10.	Agricultural Officer	CPSB 09	06	"
11.	Livestock Production Officer	CPSB 09	06	"

12.	Fisheries Officer	CPSB 09	02	“
13.	Assistant Fisheries Officer III	CPSB 11	04	“
14.	Animal Health Assistant I (Artificial Inseminators)	CPSB 11	16	“
15.	Animal Health Assistant II (Artificial Inseminators)	CPSB 12	23	“

2. DEPARTMENT OF HEALTH SERVICES

S/No	Post	Cadre	Vacancy (ies)	Terms of service
1.	Deputy Director of Medical Services/Senior Medical Specialist	CPSB 03	05	Permanent & Pensionable
2.	Deputy Director of Pharmaceutical Services/Senior Pharmaceutical Specialist	CPSB 03	02	“
3.	Senior Assistant Director of Pharmaceutical Services / Pharmaceutical Specialist I	CPSB 04	04	“
4.	Senior Assistant Director of Medical Services/ Medical specialist I	CPSB 04	05	“
5.	Assistant Director of Pharmaceutical Services / Pharmaceutical Specialist II	CPSB 05	01	“
6.	Assistant Director of Medical Services/Medical Specialist II	CPSB 05	03	“
7.	Assistant Director Medical Laboratory Services	CPSB 05	01	“
8.	Assistant Director Nursing Services	CPSB 05	05	“
9.	Assistant Director Clinical services	CPSB 05	01	“
10.	Principal Registered Clinical Officer I	CPSB 05	01	“
11.	Assistant Director of Medical Engineering Services	CPSB 05	01	“
12.	Assistant Director Public Health Services	CPSB 05	05	“
13.	Assistant Director Physiotherapy Services	CPSB 05	01	“
14.	Assistant Director Health Records and Information Services	CPSB 05	01	“
15.	Senior Deputy Chief Health Administrative Officer	CPSB 05	02	“
16.	Assistant Director Nutrition and Dietetics services	CPSB 05	01	“
17.	Assistant Director, Community Health	CPSB 05	01	“

18.	Principal Clinical Officer.	CPSB 06	01	“
19.	Principal Registered Clinical Officer II	CPSB 06	24	“
20.	Principal Health Records and Information Management Officer	CPSB 06	01	“
21.	Principal Nutrition and Dietetics Officer	CPSB 06	02	“
22.	Deputy Chief Health Administrative Officer	CPSB 06	02	“
23.	Principal Medical Laboratory Technologist	CPSB 06	02	“
24.	Principal Radiologist	CPSB 06	02	“
25.	Principal Physiotherapist	CPSB 06	01	“
26.	Principal Assistant Physiotherapist	CPSB 06	02	“
27.	Principal Public Health Officer	CPSB 06	14	“
28.	Principal Assistant Public Health Officer	CPSB 06	15	“
29.	Principal Nursing Officer	CPSB 06	11	“
30.	Principal Registered Nurse	CPSB 06	12	“
31.	Chief Registered Clinical Officer	CPSB 07	02	“
32.	Assistant Chief Health Administrative Officer	CPSB 07	01	“
33.	Chief Laboratory Technologist,	CPSB 07	04	“
34.	Senior Health Administrative Officer	CPSB 08	02	“
35.	Senior Clinical officer (specialized)	CPSB 08	02	“
36.	Senior Registered Nurse (specialized Nurses)	CPSB 08	14	“
37.	Nursing Officers BSN	CPSB 09	11	“
38.	Medical Laboratory Officer	CPSB 09	03	“
39.	Clinical Officer (BSC)	CPSB 09	02	“

3. DEPARTMENT OF LANDS, ENVIRONMENT & NATURAL RESOURCES

S/No	Post	Cadre	Vacancy (ies)	Terms of Service
1.	Land Survey Assistant II	CPSB 10	01	Permanent & Pensionable
2.	Land Surveyor II (GIS Expert)	CPSB 09	01	Permanent & Pensionable
3.	Physical Planner	CPSB 09	01	Permanent & Pensionable
4.	Environment Officer (Environmental Inspector)	CPSB 09	02	Permanent & Pensionable

4. NANDI COUNTY PUBLIC SERVICE BOARD

S/No	Post	Cadre	Vacancy	Terms of Service
1.	Senior Information Communication Technology Officer	CPSB 08	01	Permanent & Pensionable

1. SENIOR ASSISTANT DIRECTOR OF AGRICULTURE (CPSB 04) **JOB GROUP 'Q'- 1 POST**

Duties and Responsibilities

An officer at this level will be answerable to the Chief Officer and will be deployed as Head of Department.

Duties and responsibilities will involve:

- i. Implementation of the Strategic Plan and objectives of the Department;
- ii. Handling technical, administrative, human resource, budgetary and assets management issues;
- iii. Team building and setting performance targets and standards in consultation with the Chief Officer;
- iv. Addressing stakeholders concerns and instituting operational accountability;
- v. Incorporating new initiatives into the department's schemes of work;
- vi. Participating in the formulation, development, implementation, monitoring and review of policies, laws and strategies in the agricultural sector.
- vii. Cost effective research to advance County and Sectoral priorities;
- viii. Modernize and make extension services responsive to customer needs;
- ix. Update and rationalize technical training;
- x. Maximize sustainable gains from crop development activities;
- xi. Devise and apply strategies to maximize value of land and optimize its use for alternative purposes;
- xii. Promote value addition to agricultural produce, standardization and market linkages; and
- xiii. Enhance synergies between the County, the Ministry and its State Corporations.

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

- i. Have at least served as an Assistant Director of Agriculture or in a comparable and relevant position in the Public Service for at least three (3) Years. N
- ii. A Master's Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education or any other relevant and equivalent qualification from a recognized institution; and
- iii. Demonstrated a high degree of administrative capability, technical and professional competence as reflected in work performance and results.
- iv. Have a Certificate in Strategic Leadership Development Programme Course lasting not less than six (6) weeks from a recognized institution.
- v. Have a Certificate in computer applications from a recognized institution; and
- vi. Have shown outstanding administrative capability and professional competence. From a recognized institution.

2. SENIOR ASSISTANT DIRECTOR OF LIVESTOCK PRODUCTION (CPSB 04)
JOB GROUP " Q" -1 POST

Duties and Responsibilities

An Officer at this grade will be deployed at the County Headquarters as subject matter specialist in charge of dairy development, Animal production, and Marketing and Value addition. At the County the officer will deputise the County Director of Livestock Production. The specific duties will include: Assist in planning and budgeting; coordination of county extension activities; organization of shows and exhibition; preparation of monthly, quarterly and annual reports for the County.

At the County the officer will also be responsible of work planning and budgeting, participation in policy development and implementation, monitoring and evaluation of projects, control and coordination of activities; preparation of regular progress reports; maintenance of livestock data and records.

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

- i. served in the grade of Assistant Director of Livestock Production or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- ii. Masters of Science degree in any of the following disciplines:-Animal Science/ Animal Production, Agriculture, Agribusiness, Food Science and Technology, Agriculture and Home Economics, Range Management/Natural Resource Management, Livestock/Agricultural Economics and Dairy Technology, Agricultural Extension or any other relevant and equivalent qualification from a recognized institution;
- iii. attended a Strategic Leadership Development Programme Course lasting not less than six (6) weeks; and
- iv. Shown merit in their field of specialization and demonstrated a high degree of professional competence and administrative ability.
- v. Certificate in computer application skills.

3. ASSISTANT DIRECTOR OF VETERINARY SERVICES (CPSB 05)
JOB GROUP "P" -1 POST

Duties and Responsibilities

Duties and responsibilities at this stage will entail:- participating in carrying out impact assessment on animal diseases; undertaking forensic investigations and compiling appropriate reports; offering veterinary services at sub county level; undertaking disease control activities such as disease search, mapping, vaccination and enforcement of livestock movement regulations, training stakeholders on vector control programmes, animal health, breeding, welfare and good veterinary practices; animals; analyzing data and preparing reports on animal health products and markets; undertaking Post-Mortem examinations and other diagnostic tests; interpreting laboratory results and making appropriate recommendations; inspecting grading and licensing plants processing animal products and transport carriers and containers; examining animals and issuing animal health certificates; participating in field efficiency trials for drugs, vaccines and acaricides;

disseminating data or information on animal health, products and markets and collaborating with stakeholders in providing veterinary services,

For appointment to this grade an officer must:-

- i. Have served in the grade of Chief Veterinary Officer job Group (N) for a Minimum period of three(3) years
- ii. Possess a Bachelor of Veterinary Medicine (BVM) Degree from a recognized institution.
- iii. Have a Master's of Science Degree in any of the following disciplines;- Veterinary Medicine, Veterinary Surgery, Animal Nutrition and Feed Sciences; Animal Genetics and breeding; Clinical studies, Veterinary Public Health, Livestock Production Systems; Poultry Science; Veterinary Anatomy; Reproductive Biology; Veterinary Pathology and Micro Biology; Clinical Pathology and Laboratory Diagnosis; Fish Science; Apiary Science; Public Health; Applied Veterinary Parasitology; Applied Microbiology; Comparative mammalian Physiology; Pharmacology and Toxicology; Wildlife Health and Management; Veterinary Epidemiology and Economics; Animal Production or Aquatic Sciences from a recognized institution;
- iv. Have attended a Senior Management Course lasting not less than for (4) weeks from a recognized institution.
- v. Be registered by the Kenya Veterinary Board;
- vi. Have a certificate in computer applications
- vii. Have demonstrated a high degree of professional competence and administrative capabilities in initiating and implementing veterinary services policies.

4. ASSISTANT DIRECTOR OF FISHERIES (CPSB 05)
JOB GROUP "P" -1 POST

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

- i. Served in the grade of principal fisheries officer or in a comparable position in the public service for a minimum of three(3) years;
- ii. A Master's degree in any of the following fields;- Biological sciences, aquatic sciences, natural resource management, biochemistry, Food science and technology. environmental science, Physical sciences or any other equivalent qualifications from a recognized institution;
- iii. A broad knowledge of Fisheries development and management policies , Fisheries act and other related acts and international conventions;
- iv. Certificate in computer applications from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

5. ASSISTANT DIRECTOR OF COOPERATIVE DEVELOPMENT (CPSB 05)
JOB GROUP "P" -1 POST

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

- i. Served in the grade of principal fisheries officer or in a comparable position in the public service for a minimum of three(3) years;
- ii. A Master's degree in any of the following fields;- Biological sciences, aquatic sciences, natural resource management, biochemistry, Food science and

- technology, environmental science, Physical sciences or any other equivalent qualifications from a recognized institution;
- iii. A broad knowledge of Fisheries development and management policies , Fisheries act and other related acts and international conventions;
- iv. Certificate in computer applications from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

6. ASSISTANT DIRECTOR OF VETERINARY SERVICES (CPSB 05)

JOB GROUP "P" -1 POST

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

- i. Served in the grade of principal fisheries officer or in a comparable position in the public service for a minimum of three(3) years;
- ii. A Master's degree in any of the following fields;- Biological sciences, aquatic sciences, natural resource management, biochemistry, Food science and technology, environmental science, Physical sciences or any other equivalent qualifications from a recognized institution;
- iii. A broad knowledge of Fisheries development and management policies , Fisheries act and other related acts and international conventions;
- iv. Certificate in computer applications from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

7. PRINCIPAL LIVESTOCK PRODUCTION OFFICER (CPSB 06)

JOB GROUP "N" -2 POSTS

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

- i. Served in the grade of Senior Livestock Production Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in any of the following disciplines:- Animal Science, Animal Production, Agriculture, Apiculture , Food Science and Technology, Agri-business, Range Management, Natural Resource Management, Livestock/ Agriculture Economics, Dairy Technology or Agricultural Education and Extension from a recognized Institution;
- iii. Certificate in computer application skills from a recognized institution; and
- iv. Demonstrated Competence and Ability in work performance and results.

8. PRINCIPAL VETERINARY SERVICES OFFICER (CPSB 06)

JOB GROUP "N" -1 POST

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

- i. Have served in the grade of Senior Veterinary Officer for a minimum period of three (3) years;
- ii. Be in possession of Bachelors of Veterinary Medicine (BVM) degree from a recognized Institution;
- iii. Be registered by the Kenya Veterinary Board;
- iv. Have a certificate in Senior Management Course lasting not less than four (4) weeks from a recognized Institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown ability and demonstrated merit in work performance and results.

9. CHIEF VETERINARY OFFICER (CPSB 07)
JOB GROUP "M"- 4 POSTS

Duties and Responsibilities

This is the entry and training grade for this cadre. Specific duties and responsibilities will include:

- i. Undertake disease control activities such as disease search, vaccination and enforcement of livestock movement regulations;
- ii. Coordinate training of stakeholders in vector control programmes;
- iii. Treating sick animals, advising of good veterinary practices;
- iv. Collect data and prepare reports on animal health, products and markets;
- v. Provide advice on animal breeding and welfare;
- vi. Undertake post-mortem examinations and other diagnostic tests; and
- vii. Any other lawful duties that may be assigned from time to time

For appointment to this grade an officer must:-

- i. Be a Kenyan citizen;
- ii. Have a Bachelors of Veterinary Medicine (BVM) Degree from a recognized institution;
- iii. Be registered by Kenya Veterinary Board; and
- iv. Have a certificate in computer applications

10. AGRICULTURAL OFFICER (CPSB 09)
JOB GROUP "K"- 6 POSTS

Duties and Responsibilities

This is entry and training grade for Degree holders. An officer at this level will work under the guidance of a senior officer. An officer at this level will be deployed to the Sub Counties to coordinate activities of the following areas:-

- i. Crop production;
- ii. Land development;
- iii. agricultural extension;
- iv. project management;
- v. Management of information desks on Agricultural policies and programs within the Sub Counties/ County; and
- vi. Any other lawful duties that may be assigned from time.

For appointment to this grade, a candidate must:-

- i. Be a Kenyan Citizen;
- ii. Have a Bachelor's degree in any of the following disciplines: Food Science, Home Economics, Agriculture, Agriculture Extension, Agriculture Education, Horticulture, Natural Resource Management, Agribusiness or any other relevant or equivalent qualification from a recognized institution; and
- iii. Have a Certificate in Computer Applications from a recognized institution.

11. LIVESTOCK PRODUCTION OFFICER (CPSB 09)
JOB GROUP *K* - 6 POSTS

Duties and Responsibilities

This is the entry and training grade for this cadre. An Officer at this level will work under the guidance of a Senior Officer.

Duties and responsibilities at this level will entail:-

- i. Preparing livestock technical information
- ii. Providing technical advice in animal production, livestock marketing, range management, agriculture, and ranching; promoting economic livestock farming
- iii. Participating in organizing extension activities which include field days, agricultural shows, field demonstrations, farmer field schools and farm visits
- iv. Participating in collaborative research activities
- v. Disseminating livestock production technologies such as construction of livestock housing and structures, milk production, pasture
- vi. and fodder production and conservation, farm planning, gross margin analysis, on-farm feed formulation
- vii. Implementing livestock production programmes/projects in such areas as dairy cattle farming, beef cattle, sheep, goats, pigs, poultry, rabbits, camels, donkeys breeding programmes, fodder production and conservation, value addition to livestock products, agriculture, emerging livestock and other animal husbandry interventions;
- viii. Capturing, maintaining and storing livestock data.

For appointment to this grade, candidates must have:-

- i. Bachelor's degree in any of the following disciplines:- Animal Science, Animal Production, Agriculture, Agribusiness, Range Management, Natural Resource Management, Livestock/Agricultural Economics, Dairy Technology, or Agricultural Education and Extension from a recognized Institution; and
- ii. Certificate in computer applications.

12. FISHERIES OFFICER (CPSB 09)
JOB GROUP 'K' - 2 POSTS

Duties and Responsibilities

This is the entry and training grade for degree holders. An officer at this level will work under the guidance and supervision of an experienced officer. Duties and responsibilities will entail:

- i. Receiving and compiling fisheries related statistical data from field officers;
- ii. Analyzing fisheries data and preparing reports;
- iii. Assisting in monitoring, control and surveillance of the fisheries resources;
- iv. Undertaking fisheries extension activities;
- v. Maintaining of ponds at fish farms and hatcheries;
- vi. Inspecting fish and fish handling facilities at fish landing sites, markets and farms; and,
- vii. Assisting in the promotion of fish marketing and value addition.

For appointment to this position, a candidate must have:

- i. Bachelor's degree in any of the following fields; - Fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science and Technology, Environmental Science, Biological Sciences, Physical Science, Chemistry or any other equivalent qualifications from a recognized institution; and
- ii. Certificate in computer application skills from a recognized institution.

13. ANIMAL HEALTH ASSISTANT II (CPSB 10)-ARTIFICIALINSEMINATORS
JOB GROUP "G" - 23 POSIS

Terms of Service: Permanent and Pensionable

Work Station: Nandi County

Salary: As prescribed by Salaries and Remuneration Commission (SRC)

Duties and Responsibilities

- i. AI Services;
- ii. Disease control/surveillance;
- iii. Carrying out practical demonstrations relating to Animal Health and production;
- iv. Collecting and collating livestock data and information;
- v. Accompanying extension teams during farm visits and farmer training;
- vi. Participating in field days and agricultural shows to disseminate livestock Health and production technologies and information; and
- vii. Participating in collaborative research activities.

Qualifications

- i. Animal health and production, from a recognized institution;
- ii. Certificate in Artificial Insemination;
- iii. Registration with Kenya Veterinary Board (K.V.B);
- iv. Driving/Riding license valid for motorcycles class;
- v. Must have practiced for a period not less than Two Years; and
- vi. Certificate in computer applications from a recognized institution.

14. ASSISTANT FISHERIES OFFICER III (CPSB 11)
JOB GROUP "H" - 4 POSTS

Duties and Responsibilities

This is the entry and training grade for diploma holders.

An officer at this level will work under the guidance of a more experienced officer.

Duties and responsibilities will involve:

- i. Assisting in delivering fisheries extension services including Conducting field days and training fishers;
- ii. Collecting and compiling fisheries statistical data;
- iii. Participating in fish quality assurance activities, marketing and value addition.

For appointment to this position, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade of C plain or its equivalent and
- ii. Diploma in either Fisheries Management, Natural Resource Management or equivalent and relevant qualification from a recognized institution; and
- iii. Certificate in computer application skills from a recognized institution

15. ANIMAL HEALTH ASSISTANT I (CPSB 11)-ARTIFICIAL INSEMINATORS.
JOB GROUP "H" - 16 POSTS

Terms of Service: Permanent and Pensionable
Work Station: Nandi County
Salary: As prescribed by Salaries and Remuneration Commission (SRC)

Duties and Responsibilities

- i. AI Services;
- ii. Disease control/surveillance;
- iii. Carrying out practical demonstrations relating to Animal Health and production;
- iv. Collecting and collating livestock data and information;
- v. Accompanying extension teams during farm visits and farmer training;
- vi. Participating in field days and agricultural shows to disseminate livestock Health and production technologies and information; and
- vii. Participating in collaborative research activities.

Qualifications

- i. Animal health and production, from a recognized institution;
- ii. Diploma in Artificial Insemination.
- iii. Registration with Kenya Veterinary Board .(K.V.B)
- iv. Driving/Riding license valid for motorcycles class
- v. Must have practiced for a period not less than Two Years
- vi. Certificate in computer applications from a recognized institution

16. DEPUTY DIRECTOR MEDICAL SERVICES/SENIOR MEDICAL SPECIALIST
(CPSB 03)
JOB GROUP "R"- 5 POSTS

Duties and Responsibilities

Duties and responsibilities at this level will entail: performing complex advanced clinical patient management in area of specialization including: Internal medicine , obstetrics and General surgery ENT surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, public Health, or any other specialties recognized by the board: coordinating training, coaching and mentoring of health personnel, managing health stores in including essential medicine and/ or plant and equipment, managing larger facilities/ hospital, developing medical standards operating procedures (SOPs) and protocol, developing training curricular and syllabi in collaboration with training institutions, coordinating emergency response and clinical care, coordinating health projects and programs, managing health information systems, carrying out health survey and research, and monitoring and provision of forensic and medico-legal services

Requirements for Appointments

For appointment to this grade, an officer must have:

- i. Served as a senior Assistant Director of Medical Services / Medical specialist I for a minimum period of three years.
- ii. Bachelor of Medicine and Bachelor of Surgery (MBChB) from an institution recognized by medical practitioners and dentist board:

- iii. Master's degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic surgery: Dermatology, Ear, Nose, and Throat, otorhinolaryngology, Family Medicine, General surgery, Pediatric and Child health, palliative medicine, pathology, plastic and Reconstructive surgery, Psychiatry, public health, Radiology, Health systems management, Health Economics, Health informatics, Epidemiology, Global health policy public health Microbiology and emerging infectious diseases, Biostatistics or equivalent qualification from an institution recognized by the medical practitioners and dentist Board.
- iv. Certificate of Registration by the medical practitioners and dentist Board
- v. Valid practicing license from medical practitioners and dentist board
- vi. Certificate in strategic leadership development program lasting not less than six weeks from a recognized institution.
- vii. Certificate in computer application skills from a recognized institution.
- viii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

17. DEPUTY DIRECTOR OF PHARMACEUTICAL SERVICES/SENIOR PHARMACEUTICAL SPECIALIST (CPSB 03)
JOB GROUP "R" -2 POSTS

Duties and Responsibilities

- i. Analyzing reports on adverse drug reactions and poor quality medicines;
- ii. Setting up and running poison information centers;
- iii. Conducting research and dissemination of the findings on the medicine Utilization;
- iv. Assessing and evaluating research proposals involving medicine use;
- v. Analyzing medicine for quality assurance;
- vi. Coordinating pharmaceutical services for public health programs;
- vii. Monitoring and evaluating effectiveness of medication therapy;
- viii. Facilitating detection, prevention, response and provision of information on global public health crisis as per the international health Regulations;
- ix. Preparing work / strategic plans;
- x. Supervising and training of staff.

Requirements for Appointments

- i. Served as a Senior Assistant Director Pharmaceutical Services/ Pharmaceutical Specialist I for a minimum period of three (3) years;
- ii. Bachelors of Pharmacy (B Pharm) degree from a recognized institution by the Pharmacy and Poisons Board;
- iii. Master's degree in the relevant field recognized by Medical Practitioners and Dentist Board institution,
- iv. Be a Registered member of the relevant Regulatory Board;
- v. Valid practicing License from Pharmacy and Poisons Board;
- vi. Certificate in Computer Application Skills from a recognized institution and
- vii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution;
- viii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.

18. SENIOR ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES / PHARMACEUTICAL SPECIALIST I (CPSB 04)
JOB GROUP "Q" -4 POSTS

Duties and Responsibilities

- i. Coordinating pharmaceutical services in a health facility;
- ii. Coordinating medicine and therapeutics committee activities in a health facility;
- iii. Developing and reviewing standard operating procedures for all pharmaceutical services in the facility;
- iv. Conducting research on medicine utilization;
- v. Providing continuous professional development education to pharmacists;
- vi. Evaluating appropriateness of donated medical supplies;
- vii. Maintaining pharmaceutical inventories;
- viii. Participating in facility management committees;
- ix. Providing medicinal in preparation in preparation of patient drug management therapies;
- x. Coordinating preparation of annual work plans and ensuring they are adhered to; and
- xi. Coordinating capacity building and deployment of dental personnel.

For promotion to this position, a candidate must have:-

- i. Served as Assistant Director Pharmaceutical Services/ Pharmaceutical Specialist II for a minimum period of three (3) years;
- ii. Bachelors of Pharmacy (B Pharm) degree from a recognized institution by the Pharmacy and Poisons Board;
- iii. Master's degree in the relevant field recognized by Medical Practitioners and Dentist Board institution,
- iv. Be a Registered member of the relevant Regulatory Board;
- v. Valid practicing License from Pharmacy and Poisons Board;
- vi. Certificate in Computer Application Skills from a recognized institution
- vii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.
- viii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.

19. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES/ MEDICAL SPECIALIST I (CPSB 04)
JOB GROUP "Q" -5 POSTS

Duties and Responsibilities

Duties and responsibilities at this level will entail: undertaking general diagnosis, care , treatment and rehabilitation of patient , carrying out specialized clinical care; providing psycho-social intervention ; providing clinical services to patients ;training consulting and performing surgeries in various health facilities ; carrying out forensic and medico-legal services ; coordinating disease surveillance , prevention and control; coordinating health education and promotion ; implementing health projects and programs ; maintaining up to date health information systems ;

monitoring provision of health treatment and care ; undertaking health research and analyzing medical reports.

Requirements for Appointments

- i. Served as an Assistant Director of Medical services / medical specialist II for a minimum of three (3) years
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) from an institution recognized by medical practitioners and dentist board:
- iii. Master's degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic surgery: Dermatology, Ear, Nose, and Throat, otorhinolaryngology, Family Medicine, General surgery, Pediatric and Child health, palliative medicine, pathology, plastic and Reconstructive surgery, Psychiatry, public health, Radiology, Health systems management, Health Economics, Health informatics, Epidemiology, Global health policy public health Microbiology and emerging infectious diseases, Biostatistics or equivalent qualification from an institution recognized by the medical practitioners and dentist Board.
- iv. Certificate of Registration by the medical practitioners and dentist Board
- v. Valid practicing license from medical practitioners and dentist board
- vi. Certificate in strategic leadership development programme lasting not less than six weeks from a recognized institution.
- vii. Certificate in computer application skills rom a recognized institution.
- viii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

20. ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES / PHARMACEUTICAL SPECIALIST II (CPSB 05) **JOB GROUP "P" -1 POST**

Duties and Responsibilities

- i. Selecting, Quantifying, procuring and warehousing of medical supplies;
- ii. Monitoring storage of specified medical supplies ;
- iii. Making entries into the relevant inventory management records and registers;
- iv. Participating in ward rounds to monitor medicine use, interactions and adverse drug reactions;
- v. Carrying out continuing medical for health medical workers in general;
- vi. Conducting health education on the effective use of medicines to patients.
- vii. Participating in multi-disciplinary clinical team activities of patient care;
- viii. Reporting adverse drug reactions and poor quality medicines;
- ix. Timely preparation of monthly reports and submission to relevant offices;
- x. Training and mentoring of interns and students attached to the facility;
- xi. Keeping safe custody and maintenance of up-to-date narcotic and psychotropic substance records;
- xii. Running of poison information centers'
- xiii. Disseminating and providing new drug information to health workers and the general public; and
- xiv. Supervising pharmaceutical services at lower level health facilities.

For promotion to this position, a candidate must have:-

- i. Served as a Senior Pharmacist for a minimum period of two (2) years;
- ii. Bachelors of Pharmacy (B Pharm) degree from a recognized institution by the Pharmacy and Poisons Board;
- iii. Be a Registered member of the relevant Regulatory Board;
- iv. Valid practicing License from Pharmacy and Poisons Board;
- v. Certificate in Computer Application Skills from a recognized institution;
- vi. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution;
- vii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution will be an added advantage.

21. ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALIST II
(CPSB 05)
JOB GROUP "P" -3 POSTS

Duties and Responsibilities

- i. Reviewing patients and instructing in writing all the recommendations;
- ii. Undertaking "First-on-call" duties including clerking, investigating and managing patients;
- iii. Conducting weekly clinics and theatre days;
- iv. Managing health facilities at various tiers in the communities;
- v. Responding to interns calls;
- vi. Training, supervising Medical officer (Intern) and other students;
- vii. Performing Emergency surgeries;
- viii. Undertaking medical Legal duties;
- ix. Undertaking Medical examination and preparing Medical board proceedings;
- x. Carrying out community diagnosis, care and treatment;
- xi. Ensuring data and information is collected, communicated and utilized to benefit the customer and the service provider; and
- xii. Conducting disease surveillance , prevention and control;
- xiii. Carrying out health education and promotion ;
- xiv. And preparing medical reports.

For promotion to this position, a candidate must have:-

- i. Served as Senior Medical Officer for a minimum period of three (3) years;
- ii. Bachelors of Medicine and Bachelor of Surgery degree from a recognized institution by Medical Practitioners and Dentist Board
- iii. Certificate of registration by the Medical Practitioners and Dentist Board;
- iv. Valid practicing license from Medical Practitioners and Dentist Board;
- v. Certificate in Computer Application Skills from a recognized institution;
- vi. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.
- vii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage.

22. ASSISTANT DIRECTOR MEDICAL LABORATORY SERVICES (CPSB 05)
JOB GROUP "P" -1 POST

Duties and Responsibilities

Duties and responsibilities at this level will entail:- coordinating provision of laboratory services in a number of units/sections/districts; preparing and implementing work plans and programs; submitting samples to reference and corroborating research institutes; revising and approving laboratory manuals and • quality specifications/standards; coordinating safe laboratory waste disposal; overseeing proficiency testing; managing laboratory supplies; facilitating technical evaluation for laboratory supplies and equipment; providing technical advice on biosecurity matters; ensuring adherence to good laboratory practice; implementing and maintaining laboratory operations standards (ISO 17025); liaising and collaborating with regional and international reference laboratories and research institutions for exchange of laboratory findings; and mentoring and training of staff in the Department.

Requirements for Appointments

For appointment to this grade, an officer must have:

- i. served in the grade of Principal Laboratory Analyst for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following fields:- Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology, Food Science and Technology in any of the following fields:- (Analytical Chemistry, Industrial Chemistry, Biology 1Civil Engineering, Civil) from a recognized institution;
- iii. Master's Degree in any of the following:- Biological Sciences, Immunology, Molecular Biology, Microbiology, Bacteriology, Virology, Mycology, Biochemistry, Biotechnology, Analytical Chemistry, Organic Chemistry, Environmental Chemistry, Industrial Chemistry, Forensic Science, Public Health, Epidemiology and Population Health, Infection and Disease Control, Food Science and Technology, Highways, Environmental and Geotechnical. Engineering, Technology (with specialization in any of the following fields:- Analytical Chemistry, Industrial Chemistry, Biology, Civil Engineering) from a recognized institution;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in computer application skills from a recognized institution;
- vi. demonstrated a high degree of professional competence and managerial capabilities in initiating and implementing laboratory services;
- vii. Shown merit and ability as reflected in work performance and results.

23. ASSISTANT DIRECTOR NURSING SERVICES (CPSB 05)
JOB GROUP "P" -5 POSTS

Duties and Responsibilities

Duties and responsibilities at this level will include: coordinating development of policies, standards and guidelines in the provision of nursing services; ensuring application of the nursing process at the service delivery unit of specialization; carrying out comprehensive health needs assessment in the area of specialization; formulating interventions to address identified health needs; monitoring and evaluating health care services in a health facility; coordinating implementation of nursing related projects and programs; coordinating the provision of appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization and reproductive health; coordinating preparation of training plans/programs for nurses at the service delivery department; providing quantification and specifications for procurement of medical supplies and equipment; conducting research and preparing -reports; advising Health/Hospital Management Team (HMT) on matters relating to Nursing Services; implementing continuing professional development programs for nurses; preparing strategic/annual work plans in a health facility; and coaching and mentoring staff

Requirements for Appointments

For appointment to this grade, an officer must have:

- i. served in the grade of Principal Nursing Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- iii. Master's Degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Pediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management and leadership, Mental Health or Geriatric Nursing from a recognized institution;
- iv. Registration Certificate issued by the Nursing Council of Kenya;
- v. Valid practicing license from the Nursing Council of Kenya;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution; and
- viii. Demonstrated a high degree of professional competence and administrative capability.

24. ASSISTANT DIRECTOR CLINICAL SERVICES (CPSB 05)
JOB GROUP "P" -1 POST

Duties and Responsibilities

Duties and responsibilities at this level include : implementing clinical services programs, procedures , guidelines , standards , ethics and quality assurance systems; providing clinical and family health care services in health institutions and communities ; reviewing medico-legal standards and guidelines ; undertaking research on critical health issues and emerging trends ; implementing referral strategies and guidelines in liaison with other stakeholder ; identifying skill mix and

training for quality service provision in the relevant specialized service areas including Ear, Nose and Throat, ophthalmology and cataract surgery , child health and pediatric , Anesthesia, Orthopedics and Trauma , Epidemiology , Lungs and skin, Reproductive Health , Medical Education , Dermatology and Venereology, Coroner and Forensic medicine , Health Economics and Policy , Health system management psychology , family and community Health services ; capacity building for disaster preparedness and emergency response ; and coaching and mentoring staff.

Requirements for Appointments

For appointment to this grade an officer must have:

- i. Served in the grade of principal clinical officer for a minimum period of 3 years;
- ii. Bachelor's degree in Clinical medicine from recognized institution;
- iii. Master's degree in any of the following disciplines : clinical medicine, public health , reproductive health, Tropical medicine, coroner and forensic medicine, medical Education Family Health , Health systems management , International Health , Community Health and Development , Health Economics, Disaster management from a recognized institution;
- iv. Certificate of registration from the clinical Officers Council;
- v. Certificate in strategic leadership development program lasting not less than six (6) weeks from a recognized institution;
- vi. Certificate in computer application skills rom a recognized institution; and
- vii. Demonstrated professional competence and ability as reflected in work performance and results.

25. PRINCIPAL REGISTERED CLINICAL OFFICER I, (CPSB 05) **JOB GROUP "P" -1 POST**

Duties and Responsibilities

Duties and responsibilities at this level include : implementing clinical services programs, procedures , guidelines , standards , ethics and quality assurance systems; providing clinical and family health care services in health institutions and communities ; reviewing medico-legal standards and guidelines ; undertaking research on critical health issues and emerging trends ; implementing referral strategies and guidelines in liaison with other stakeholder ; identifying skill mix and training for quality service provision in the relevant specialized service areas including Ear, Nose and Throat, ophthalmology and cataract surgery , child health and pediatric , Anesthesia, Orthopedics and Trauma , Epidemiology , Lungs and skin, Reproductive Health , Medical Education , Dermatology and Venereology, Coroner and Forensic medicine , Health Economics and Policy , Health system management psychology , family and community Health services ; capacity building for disaster preparedness and emergency response ; and coaching and mentoring staff.

Requirements for Appointments

- i. Served in the grade of Principal Registered Clinical Officer for a minimum of 3 years;
- ii. Higher Diploma in clinical medicine and surgery in any of the following disciplines : Anesthesia , Ear , Nose, Throat/ Audiology, Child Health and

- Pediatrics , Lung and skin, orthopedics and Trauma ,Reproductive Health, epidemiology, Ophthalmology, and Cataract surgery, Dermatology and venereology or medical education from recognized institution;
- iii. Certificate in senior management course lasting not less than 4 weeks from a recognized institution;
- iv. Certificate in computer application skills rom a recognized institution;
- v. Demonstrated professional competence and ability as reflected in work performance and results.

**26. ASSISTANT DIRECTOR OF MEDICAL ENGINEERING SERVICES (CPSB 05)
JOB GROUP "P" -1 POST**

Duties and Responsibilities

Duties and responsibilities at this level will entail: carrying out health technology assessment , preparing and disseminating reports ; preparing specification for procurement of appropriate medical equipment; developing and implementing medical engineering programs and projects ; supervising , installation , commissioning / decommissioning , maintenance and repair of high technology medical equipment's and furniture; coordinating medical engineering works in a health facility ; undertaking research in medical engineering technologies; coordinating preparation and implementation of planned preventive maintenance schedule ; providing inputs in designing health facilities and appropriate medical engineering technologies ; maintaining a data base of information on medical engineering services; supporting e-health and tele medicine technology; training user on use and maintenance of medical equipment; preparing periodic reports ;preparing work plans and coaching and mentoring staff.

Requirements for Appointments

For appointment to this an officer:

- i. Served in the grade of principal Medical engineer for a minimum period of 3 years;
- ii. Bachelor's degree in any of the following fields; medical Engineering , control and Instrumentation; industrial technology, clinical Engineering, Electrical and Electronic Engineering and Telecommunication, Mechanical Engineering, Electronic engineering or any other equivalent qualification from recognized institution;
- iii. Master's degree in any of the following fields ; Medical Engineering, Electrical engineering, Electronic Engineering, health care management , Project planning or any other equivalent qualification from recognized institution;
- iv. Certificate in senior management course lasting not less than 4 weeks from a recognized institution;
- v. Certificate in computer application skills rom a recognized institution
- vi. Demonstrated capability and efficiency in organizing work and discharging medical engineering function.

27. ASSISTANT DIRECTOR PUBLIC HEALTH SERVICES (CPSB 05)
JOB GROUP "P" - 5 POSTS

Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities: monitoring, enforcing and implementing statutory provisions and other relevant legislations on public health; setting standards and guidelines in the provision of public health services; monitoring the implementation of public health projects and programs; enforcing international health regulations and rules; carrying out research on public health needs; monitoring the development and management of public and private mortuaries, cemeteries and crematoria; preparing proposals for resource mobilization; organizing forums with relevant partners and agencies in support of public health programs and projects; planning and budgeting for the departmental resources; integrating modern information communication technology in the department; developing strategic/work plans, performance targets and contracts in the department; and coaching and mentoring of staff.

Requirements for Appointments

For appointment to this grade, an officer must have:

- i. served in the grade of Principal Public Health Officer or Principal Assistant Public Health Officer for a minimum period of three (3) years;
- ii. Post-Graduate Diploma in any of the following disciplines: Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognized institution;

OR

- iii. Bachelor's degree in either Environmental Health or Public Health or equivalent qualification from a recognized Institution;
- iv. Master's Degree in any of the following: Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in Computer Application Skills from a recognized institution;
- vii. Demonstrated professional competence and ability as reflected in work performance and results.

28. ASSISTANT DIRECTOR PHYSIOTHERAPY SERVICES (CPSB 05)
JOB GROUP "P" - 1 POST

Duties and Responsibilities

Duties and responsibilities at this level will entail: devising appropriate physiotherapist programs with the aim of preventing /minimizing disability and promoting maximum independence and full integration in all aspects of life: analyzing research results from various neuron-musculoskeletal and cardio respiratory articles for use in treatment of physiotherapy patients; performing specialized physiotherapy techniques like chest physiotherapy for clients in critical

care units. Using specialized techniques following cardiac , neuron, and plastic surgery to restore patients health and wellbeing ; establishing and operationalizing community based rehabilitation for persons with disability under disability mainstreaming indicator ; coordinating assessment and categorization of person with disability ; developing and availing knowledge on use of assistive devices and technologies ; developing health promotion and education materials for sensitization on neuron musculoskeletal disorder and health living ; carrying out research on emerging trends and issues in physiotherapy ; maintaining up to date data base for physiotherapy services for in putting into the integrated health information system assessing and evaluating students on clinical and training and developing staff.

Requirements for Appointments

For appointment to this grade an officer must have:

- i. Served in the grade of principal physiotherapist for a minimum period of 3 years;
- ii. Bachelor's degree in physiotherapy from recognized institution
- iii. Master's degree in any of the following fields: musculoskeletal and orthopedic physiotherapy, sports physiotherapy, Neuron-Rehabilitation of its equivalent qualification from recognized institution;
- iv. Certificate in strategic leadership development program lasting not less than six (6) weeks from a recognized institution;
- v. Certificate of registration from the Physiotherapy council of Kenya(PCK);
- vi. Current certificate of practice from physiotherapy council of Kenya (PCK);
- vii. Certificate in computer application skills rom a recognized institution; and
- viii. Demonstrated professional competence and ability as reflected in work performance and results.

29. ASSISTANT DIRECTOR HEALTH RECORDS AND INFORMATION OFFICERS

(CPSB 05)

JOB GROUP "P" - 1 POST

Duties and Responsibilities

Duties and responsibilities at this level will entail:- implementing health records and information policies and procedures; implementing *medico legal* rules and regulations; providing and disseminating policy guidelines/procedures that affect the health records and information services; initiating policy issues and procedures; designing health records monitoring and evaluation tools; organizing field• supervision; formulating; monitoring and evaluation frameworks; measuring performance of health records management indicators; .providing guidelines on disclosure confidentiality, safety, security and exchanges of health records and information; coding and surgical procedures according to the International classification of diseases and procedure: medicine; indexing diseases and surgical procedures; coordinating and implementing _training programs and instructing/lecturing on health records and information in medical training institution.

Requirements for Appointments

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

- i. Served *in* the grade of Principal Health Records and Information Management officer for a period of three (3) years;

- ii. degree in Health Records and Information Management from a recognized institution;
- iii. Master's degree in any of the following disciplines:-Health Records and Information;
- iv. Management Health Systems Management Public Health, Health Informatics, Health;
- v. Services Management Health Economics, Health Monitoring and Evaluation;
- vi. Epidemiology, Information Technology, Information Science, Biostatistics;
- vii. Computer Science from a recognized institution;
- viii. Certificate in senior management course lasting not less than 4 weeks from recognized institution; and
- ix. Certificate in computer application skills from a recognized institution; and
- x. Demonstrated outstanding administrative capabilities in work performance and results.

30. SENIOR DEPUTY CHIEF HEALTH ADMINISTRATIVE OFFICER (CPSB 05)
JOB GROUP "P"- 2 POSTS

Duties and Responsibilities

A senior deputy Health Administrative Officer will deputize the Chief Health administrative Officer and will be deployed at the Ministry Headquarters. Specific duties and responsibilities will include: formulation, implementation, coordination and evaluation of health administration policies, services and programs; coordinating major health administration functions and ensuring timely completion of tasks; and supervision, deployment, training and development of the health Administrative staff.

Requirements for Appointments

- i. Served in the grade of deputy Chief Health Administrative officer or in a comparable position for a minimum period of 3 years;
- ii. A bachelor's degree in any of the following social science: Government, Anthropology, Sociology, Business Administration, Public Administration, Commerce, Economics, Law or Equivalent qualification from recognized institution;
- iii. Must be fully registered member of the Kenya Association of Health Administration(KAHA);
- iv. Demonstrated outstanding professional competence and administrative ability in management of health services in a large health institution.

31. ASSISTANT DIRECTOR NUTRITION AND DIETETICS OFFICER (CPSB 05)
JOB GROUP "P"- 1 POST

Duties and Responsibilities

Duties and responsibilities at this level include developing and implementing nutrition policies and programs : coordinating provision of nutrition activities , providing nutrition consultancy support ; providing guidelines on supplemental and therapeutic diet for existing and emerging diseases for hospital use and other institution ; coordinating the development of nutrition information , education , promotion and communication materials ; coordinating the development and provision of the specialized diets for special needs; overseeing management of

inpatient and outpatient in healthcare facilities; coordinating preparation of hospitals menus and diets ; monitoring and reviewing nutrition programs and projects ; developing and reviewing nutrition guidelines ; dissemination the findings to key stakeholders ; supporting relevant research institution to conduct nutrition research ; advising on procurement and distribution of nutrition equipment and commodities and coaching and mentoring staff.

Requirements for Appointments

For appointment to this grade, an officer must have:

- i. Served in the grade of principal nutrition and dietetics officer for minimum of 3 years;
- ii. Bachelor's degree in any of the following fields: food nutrition and dietetics, Dietetics/clinical nutrition, Food science, Food Science and Nutrition or Home Economics from a recognized institution;
- iii. Masters in any of the following disciplines: Nutrition and Dietetics, Clinical nutrition and Dietetics, Public health Nutrition, Food science and Nutrition, Home Economics or Public Health and Epidemiology from recognized institution;
- iv. Registration by the council of the institute of nutritionist and Dieticians(CIND);
- v. Certificate in computer application skills from a recognized institution; and
- vi. Demonstrated a high degree of professional competence and administrative capability.

32. ASSISTANT DIRECTOR, COMMUNITY HEALTH (CPSB 05) **JOB GROUP "P"- 1 POST**

Duties and Responsibilities

Duties and responsibilities will include:- overseeing implementation of community health activities; initiating formulation of community health policies, strategies, guidelines and linkages; preparing proposals for resource mobilization; mapping potential partners, stakeholders and forging linkages; coordinating target setting and work planning for community health activities; interpreting community health reports and recommending suitable interventions; coordinating development of community health annual work plans; planning and budgeting for supplies to support management of common ailments and minor injuries; coordinating designing and developing of Information Education Communication materials for community health services; promoting integration and use of modern information technology in community health; and coordinating capacity building.

Requirements for Appointment

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

- i. served in the grade of Principal Community Health Officer for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: Community Health Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counseling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion or Population and Health from a recognized institution;

- iii. Master's degree in any of the following disciplines: Community Health, Health Systems Management, Health Promotion and Education, Nutrition, Public Health or Epidemiology from a recognized institution;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in Computer Application Skills from a recognized institution; and
- vi. demonstrated professional competence and ability as reflected in work performance and results

33. PRINCIPAL CLINICAL OFFICER (CPSB 06)
JOB GROUP "N"- 1 POST

Duties and Responsibilities

Duties and responsibilities at this level include : implementing clinical services programs, procedures , guidelines , standards , ethics and quality assurance systems; providing clinical and family health care services in health institutions and communities through history taking, examining, investigation, diagnosis, treatment and managing disease / condition ; implementing medico-legal standards and guidelines ; undertaking disease surveillance , control and management , undertaking research on critical health issues and emerging trends ; providing clinical outreach and school health services , monitoring patients , making appropriate referrals and providing necessary guidance and counseling , providing specialized services areas including Ear, Nose and Throat, ophthalmology and cataract surgery , child health and pediatric , Anesthesia, Orthopedics and Trauma , Epidemiology , Lungs and skin, Reproductive Health , Medical Education , Dermatology and Venereology, Coroner and Forensic medicine , Health Economics and Policy , Health system management psychology , family and community Health services ; and providing emergency clinical care during disaster.

Requirements for Appointments

For appointment to this grade, an officer must have:

- i. Served in the grade of chief clinical officer for a minimum period of 3 years
- ii. Bachelor's degree in Clinical medicine from recognized institution .
- iii. Certificate of registration from the clinical Officers Council.
- 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
- vi. Shown merit and ability as reflected in work performance and results.

34. PRINCIPAL REGISTERED CLINICAL OFFICER II (CPSB 06)
JOB GROUP "N"- 24 POSTS

Duties and Responsibilities

Duties and responsibilities at this level include : implementing clinical services programs, procedures , guidelines , standards , ethics and quality assurance systems; providing clinical and family health care services in health institutions and communities through history taking, examining, investigation, diagnosis, treatment and managing disease / condition ; implementing medico-legal standards and guidelines ; undertaking disease surveillance , control and management , undertaking research on critical health issues and emerging trends ; providing

clinical outreach and school health services , monitoring patients , making appropriate referrals and providing necessary guidance and counseling , providing specialized services areas including Ear, Nose and Throat, ophthalmology and cataract surgery , child health and pediatric , Anesthesia, Orthopedics and Trauma , Epidemiology , Lungs and skin, Reproductive Health , Medical Education , Dermatology and Venereology, Coroner and Forensic medicine , Health Economics and Policy , Health system management psychology , family and community Health services ; and providing emergency clinical care during disaster.

Requirements for Appointments

For appointment to this grade, 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 recognized institution.
- iii. Certificate of registration from the clinical Officers Council.
- 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
- vi. Shown merit and ability as reflected in work performance and results.

35. PRINCIPAL HEALTH RECORDS AND INFORMATION OFFICER (CPSB 06 JOB GROUP "N"- 1 POST

Duties and Responsibilities

Duties at this level will entail:- implementing health records and information policies and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; analyzing health data; carrying out health records and information system review; designing medical and surgical indices; developing health data quality audit tools; designing monitoring and evaluation tools; designing medical and surgical indices; developing data quality audit tools; designing monitoring and evaluation tools; disseminating health information; maintaining record safety and confidentiality; maintaining diagnostic and surgical indices; maintaining master index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and indexing diseases and surgical procedures.

Requirements for Appointments

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

- i. Served in the grade of Chief Health Records and Information Management Officer for a minimum period of three (3) years;
- ii. Bachelor's degree in Health Records and Information Management from a recognized institution;
- iii. Certificate in Management Course lasting • not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected -in work performance and results.

36. PRINCIPAL NUTRITION AND DIETETICS OFFICER (CPSB 06)
JOB GROUP "N"- 2 POSTS

Duties and Responsibilities

Duties and responsibilities at this level will include: initiating and reviewing nutrition programs ; providing guidelines on supplemental and therapeutic diet for existing and emerging diseases for hospital use and other institution; developing nutrition information , promotion and communication materials and , providing nutrition consultancy support ; developing specialized diet for special needs; providing nutrition services in specialized clinics , supporting inpatient and outpatient management ; planning and preparing hospital menus ; facilitating training in various training institutions ; conducting monitoring and evaluation infant for young child feeding programs ; conducting research on nutrition and dietetics and preparing reports ; developing nutrition guidelines ; conducting data audits in community and hospitals ; guiding on procurement and distribution of nutrition equipment and commodities.

Requirements for Appointments

For appointment to this grade an officer must have:

- i. Served in the grade of Chief Nutrition and Dietetics Officer for a minimum period of 3 years
- ii. Bachelor's degree in any of the following fields: food nutrition and dietetics, Dietetics/clinical nutrition, Food science, Food Science and Nutrition or Home Economics from a recognized institution.
- iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Registration by the council of the institute of nutritionist and Dieticians(CIND)
- v. Certificate in computer application skills from a recognized institution;
- vi. Shown merit and ability as reflected -in work performance and results.

37. DEPUTY CHIEF HEALTH ADMINISTRATIVE OFFICER
JOB GROUP "N"- 2 POSTS

Duties and Responsibilities

An officer at this level will be in charge of health administrative services in a provincial Medical office or busy provincial General Hospital , which may have referral status or teaching subsidiary . specific duties and responsibilities will include ; ensuring efficient and effective management of health support services ; promoting the welfare of patients and staff ensuring their security ; leasing with other professional and teaching departmental heads in order to improve the overall management and delivery of health care services ; and promoting discipline and professionalism among health administrative personnel.

Requirements for Appointments

For appointment to this grade, an officer must have:

- i. Served in the grade of Assistant Chief Health Administrative Officer or in a comparable position for a minimum period of 3 years
- ii. Certificate in Management Course lasting • not less than four (4) weeks from a recognized institution;

- iii. Must be fully registered member of the Kenya Association of Health Administration (KAHA)
- iv. Demonstrated professional competence and administrative ability in the management of health services in a provincial General Hospital.

38. PRINCIPAL MEDICAL LABORATORY (CPSB 06)

JOB GROUP "N"- 2 POSTS

Duties and Responsibilities

Duties and responsibilities at this level will entail:- coordinating provision of Laboratory services in a number of units/sections; Preparing work plans and programs for laboratory activities; submitting samples to reference laboratories and institutes for further analysis; preparing laboratory manuals and quality specifications; supervising safe laboratory waste disposal; carrying out efficacy tests; initiating requisition proposals and undertaking technical evaluation for laboratory supplies/equipment; and formulating technical laboratory standards.

Requirements for Appointments

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

- i. served in the grade of Chief Laboratory Technologist for a minimum period of three (3) years;
- ii. Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Building/Civil Engineering, Earth or Sciences Biotechnology from a recognized institution;
- iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in Computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

39. PRINCIPAL RADIOLOGIST (CPSB 06)

JOB GROUP "N"- 2 POSTS

Duties and Responsibilities

Duties and responsibilities at this level will involve provision of Medical Imaging Services at a Provincial or a Busy District Hospital. Specifically duties will include:- co-coordinating and supervising the implementation of policies and regulations on Medical Imaging Services; ensuring safety and maintenance of all medical imaging equipment in the station; implementing Quality Assurance Programs; establishing and maintaining radiation safety standards in the hospital; initiating procurement and safe storage of Medical Imaging Supplies; organizing training programs for staff and/or students on attachment in the department.

Requirements for Appointments

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

- i. served in the grade of Chief Radiographer, or in a comparable and relevant position in the Public Service for at least three (3) years; and
- ii. demonstrated considerable technical competence and administrative capabilities in organizing and providing radiographic services

40. PRINCIPAL PHYSIOTHERAPIST (CPSB 06)
JOB GROUP "N"- 1 POST

Duties and Responsibilities

Duties and responsibilities at this level will entail : assessing and evaluating patients with neuron muscular skeletal and cardio respiratory problems and designing appropriate therapeutic exercises , manual therapies , electrotherapy and hydrotherapy intervention as per the patient formulated treatment plan at an inpatient and outpatient unit /ward /health institution , monitoring patients outcome on physiotherapy treatment , carrying out physical disability assessment for categorization , registration and other support ; providing health promotion and education to patients on neuron musculoskeletal disorder and health living ; training , counseling , guiding and supervising students on clinical attachment and internship and participate in curriculum development and reviews ; and analyzing research results from various neuron -musculoskeletal and cardio respiratory articles for use in treatment of physiotherapy patients.

Requirements for Appointments

- i. Served in the grade of Chief physiotherapist for a minimum period of 3 years.
- ii. Bachelor's degree in physiotherapy from recognized institution;
- iii. Attended a management course lasting not less than four (4) weeks;
- iv. Certificate of registration from the Physiotherapy council of Kenya(PCK)
- v. Current certificate of practice from physiotherapy council of Kenya (PCK)
- vi. Certificate in computer application skills rom a recognized institution
- vii. shown merit and ability as reflected in work performance and results

41. PRINCIPAL ASSISTANT PHYSIOTHERAPIST (CPSB 06)
JOB GROUP "N"- 2 POSTS

Duties and Responsibilities

Duties and responsibilities at this level will entail: treating and rehabilitating patients using physiotherapy intervention i.e. electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical areas and the community ; planning and organizing group physiotherapy treatment/sessions for patients and clients; evaluating treatment outcomes for reviews , placement , referrals or discharge ; caring out physical disability assessment for categorization , registration and other support ; providing health promotion and education to patients on neuromuscular skeletal disorder and health living to prevent non communicable diseases , maintaining information and records relating to patients; inducting students on practical training on physiotherapy services ;requisition and ensuring availability and proper utilization of physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospitals ; maintaining equipment and inventory ; analyzing data and preparing reports and coaching and mentoring staff.

Requirements for Appointments

- i. Served in the grade of Chief assistant physiotherapist for a minimum period of 3 years;
- ii. Diploma in physiotherapy from recognized institution;

- iii. attended a management course lasting not less than four (4) weeks;
- iv. Certificate of registration from the Physiotherapy council of Kenya(PCK);
- v. Current certificate of practice from physiotherapy council of Kenya (PCK);
- vi. Certificate in computer application skills rom a recognized institution; and
- vii. shown merit and ability as reflected in work performance and results

42. PRINCIPAL PUBLIC HEALTH OFFICER (CPSB 06)

JOB GROUP "N"- 14 POSTS

Duties and Responsibilities

An officer at this level will be responsible for the following duties: monitoring and evaluating environmental health risks; implementing promotive and preventive health programmes; monitoring and evaluating compliance to urban and rural sanitation standards in dwellings, commercial premises and work places; monitoring and evaluating the management of solid/liquid and other hazardous wastes; promoting hygiene education including school health programmes; implementing international health regulations and rules at ports, airports, frontiers and border posts; educating the public on health and safety at work place; coordinating community based health care programmes; carrying out surveillance o environmental health pollutants and advising on prevention and control of disease incidences and outbreaks; liaising with other stakeholders in carrying out disaster preparedness and response; compiling research reports on public health; compiling and analyzing public health data and reports; and promoting modern information and communication technology in the provision of public health services.

Requirements for Appointments

For appointment to this grade, an officer must have:

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

43. PRINCIPAL ASSISTANT PUBLIC HEALTH OFFICER (CPSB 06)

JOB GROUP "N"- 15 POSTS

Duties and Responsibilities

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

authorizing disposal of unclaimed bodies; and carrying out surveillance and advising on prevention and control of disease incidences, outbreaks and disasters.

Requirements for Appointments

For appointment to this grade, an officer must have:

- i. served in the grade of Chief Assistant Public Health Officer for a minimum period of three (3) years;
 - ii. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
 - iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
 - iv. Certificate in Computer Application Skills from a recognized institution;
- And
- v. Shown merit and ability as reflected in work performance and results.

44. PRINCIPAL NURSING OFFICER (CPSB 06)

JOB GROUP "N" - 11 POSTS

Duties and Responsibilities

Duties and responsibilities at this level will include: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing -evidence-based nursing care for client/patient; ensuring a safe nursing care environment for client/patient; conducting patient audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; conducting nursing teaching and assessment of nursing staff and students; and coordinate quality assurance activities for improvement of nursing care outcomes. In addition, duties and responsibilities will include: evaluating community interventions and providing feedback; managing nursing commodities and other resources; conducting studies and surveys in various health care areas and disseminating findings to improve care; coordinating occupational health and safety activities and preparing periodic reports; ensuring effective utilization and safety of assigned medical supplies and equipment; developing standard operating procedures for the unit in collaboration with other stakeholders; conducting training needs assessment and developing . training/induction programmes; evaluating in-house training programmes and producing periodical reports; implementing nursing programmes; mobilizing resources for implementation of nursing activities and projects; conducting ward rounds and reviewing patients' conditions; and coaching and mentoring nursing staff

Requirements for Appointments

For appointment to this grade, an officer must have:

- i. served in the grade of Chief Nursing Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in either Nursing or Midwifery from a recognized' institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from the Nursing Council of Kenya;

- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

45. PRINCIPAL REGISTERED NURSE (CPSB 06)
JOB GROUP "N" - 12 POSTS

Duties and Responsibilities

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

Requirements for Appointments

For appointment to this grade, an officer must have:

- i. Served in the grade of Chief Registered. Nurse for a minimum period of - three (3) years;
- ii. Diploma in any of the following. disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing; - Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from the Nursing Council of Kenya;
- v. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution.
- vii. shown a high degree of professional, competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programs;

46. CHIEF REGISTERED CLINICAL OFFICER (CPSB 07)
JOB GROUP "M"- 2 POSTS

Duties and Responsibilities

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

Requirements for Appointments

For appointment to this grade, an officer must have:

- i. Served in the grade of senior Registered clinical officer for a minimum period of three years
- ii. Diploma in clinical Medicine and surgery or Clinical medicine and community Health from recognized institution
- iii. Certificate in supervisory skills course lasting not less than two weeks from recognized institution
- iv. Certificate of registration from the clinical officers' council
- v. Certificate in computer Application skills from recognized institution and
- vi. Shown merit and ability as reflected in work performance and results.

47. ASSISTANT CHIEF HEALTH ADMINISTRATIVE OFFICER (CPSB 07)
JOB GROUP "M"- 1 POST

Duties and Responsibilities

An officer at this level will be in charge of health administrative services in a provisional General Hospital. Specific duties will include ensuring efficient and effective management of health support services; promoting the welfare of patients and staff and ensuring their security ; liaising with other professional and technical departmental heads in order to improve overall management and delivery of health care services and promoting discipline and professionalism among the health administrative personnel

Requirements for Appointment

For appointment to this grade an officer must have

- i. Served in the grade of senior health administrative officer or comparable position for minimum period of 3 years
- ii. Must be fully registered member of the Kenya Association of Health Administration (KAHA)
- iii. Demonstrated professional competence in the management of health services in health institution.

48. CHIEF LABORATORY TECHNOLOGIST (CPSB 07)
JOB GROUP "M" - 4 POSTS

Duties and Responsibilities

Duties and responsibilities at this level will entail:- profiling DNA/RNA; organizing field investigations; preparing standard operation procedures for the laboratory activities; maintaining laboratory equipment/instruments; preparing technical reports and certificates of analysis and work plans; training stakeholders on sampling methods; performing proficiency testing and quality monitoring/surveillance; maintaining analytical data base, laboratory stores, records and equipment; undertaking technical evaluation of laboratory equipment/chemicals; and formulating laboratory technical standards.

Requirements for Appointment

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

- i. served in the grade of Senior Laboratory Technologist for a minimum period of three (3) years;
- ii. Diploma in any of the following fields:- Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Building/Civil Engineering, Earth or Sciences Biotechnology from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in Computer applications skills from a recognized institution; and
- v. shown merit and ability as reflected in work performance and results

49. SENIOR HEALTH ADMINISTRATIVE OFFICER (CPSB 08)
JOB GROUP "L" - 2 POSTS

Duties and Responsibilities

- i. Management of all administrative services in a busy Sub County Hospital or Provincial General Hospital ;
- ii. Coordination of all support services;
- iii. Ensuring timely completion of the hospital reports, budgets and estimates;
- iv. Coordination of all hospital administrative functions in a Sub County or Provincial General Hospital; and
- v. Supervision and development of staff

For promotion to this position, a candidate must have:-

- i. Served in the grade of Health Administrative Officer I or in a comparable position for a minimum period of three (3) years;
- ii. A Six (6) months certificate Course In either Health Management/ Administration/ Management from a recognized institution;
- iii. Certificate in Computer Application skills from recognized institutions;
- iv. Must be fully registered member of the Kenya Association of Health Administration;
- v. Shown merit and ability as reflected in work performance and results.

50. SENIOR CLINICAL OFFICER (CPSB 08)
JOB GROUP "L" - 2 POSTS

Duties and Responsibilities

Duties and responsibilities at this level will include : taking history , examining , diagnosis and treating patients common ailment at outpatient or in patient health facility, guiding and counseling patient , clients and staff on health issues ; referring patients and clients to appropriate health facilities ; assessing , preparing and presenting medico legal reports ; coaching and mentoring students on attachment ; carrying out surgical procedures as per training and skills ; organizing health management teams and conveying health management committee meetings ; conducting ward rounds , reviewing and making appropriate referrals ; offering specialized clinical services including ; Ear, Nose and Throats/ Audiology, orthopedics and Trauma , Child health and pediatrics, Reproductive Health , Ophthalmology, Anesthesia, Lungs and skin, Dermatology and Venereology; collecting data and compiling clinical services ; and coaching and monitoring students and interns on attachment.

Requirements for Appointment/Promotion

For promotion to this grade, an officer must have:

- i. Served in the grade of clinical officer for a minimum period of 3 years
- ii. Higher Diploma in Clinical and surgery in any of the following discipline: Anesthesia, War, Nose, Orthopedics and Trauma, Reproductive Health , Epidemiology , Ophthalmology and cataract surgery, Dermatology and Venereology or medical Education from a recognized institution..
- iii. Certificate of registration from the clinical officers' council
- iv. Certificate in computer application skills from recognized institution
- v. Shown merits and ability as reflected in work performance and results.

51. SENIOR REGISTERED NURSE (CPSB 08)- (SPECIALIZED NURSES)
JOB GROUP "L" - 14 POSTS

Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health; providing health education and counseling to patients/clients and community on identified health needs; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring tidy and safe clinical environment; conducting home visits; conducting nursing teaching and assessment of nursing staff and students; evaluating healthcare outcomes on patients/clients and preparing individualized report; conducting assessment of school ' health needs; planning, implementing interventions and preparing periodic reports; conducting occupational health needs assessment and making appropriate recommendations; managing a health service delivery unit; ensuring effective utilization and safety of assigned medical supplies and equipment; and

implementing recommendations of research findings for improvement of nursing care.

Requirements for Appointments

For appointment to this grade, an officer must have:

- i. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- ii. Higher Diploma in any of the following discipline: Kenya Registered Community Health Nursing, Registered Anesthetics Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peril-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Pediatrics Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. valid practicing license from the Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

52. NURSING OFFICER -BSN (CPSB 09) **JOB GROUP "K" - 11 POSTS**

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based nursing care for client/patient; creating and maintaining a safe nursing care environment for client/patient; carrying out patient audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; carrying out therapeutic communication with the patient/client; conducting community health risk assessment and providing outcome based interventions; documenting interventions and nursing outcomes; participating in quality improvement and quality assurance procedures; and diagnosing common health conditions and recommending necessary interventions.

Requirements for Appointments

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- ii. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid practicing license from the Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution

53. MEDICAL LABORATORY OFFICER (CPSB 09)
JOB GROUP "K" -3 POSTS

Duties and Responsibilities

This is the entry and training grade for degree holders. An officer at this level will work under the supervision and guidance of senior and experienced officer. Duties and responsibilities at this level will entail : receiving and scrutinizing laboratory requisition forms and specimens ; preparing clients for collection of specimens , receiving , collecting , labeling and registering patients specimen , preparing laboratory reagents ;examining specimens ; writing and recording results; preparing stains and reagents ; recruiting and preparing and bleeding donor for transfusion.

Requirements for Appointments

For appointment to this grade, a candidate must have;

- i. Bachelor's degree in Medical Laboratory science or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.
- ii. Registration certificate issued by the Kenya Medical Laboratory Technician and Technologists Board (KMLTTB)
- iii. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board and;
- iv. Certificate in computer application skills from a recognized institution.

54. CLINICAL OFFICER BSN (CPSB 09)
JOB GROUP "K" -2 POSTS

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under guidance of senior officer where duties and responsibilities will include: taking history , examining , diagnosis and treating patients common ailment at outpatient or in patient health facility, guiding and counseling patient , clients and staff on health issues ; referring patients and clients to appropriate health facilities ; assessing , preparing and presenting medico legal reports ; coaching and mentoring students on attachment ; carrying out surgical procedures as per training and skills ; organizing health management teams and conveying health management committee meetings ; and collecting and compiling data for research on clinical services issues

Requirements for Appointments

For appointment to this grade, a candidate must have;

- i. Bachelor's degree in clinical medicine from recognized institution.
- ii. Certificate of registration from the clinical officers' council
- iii. Certificate in computer application skills from recognized institution.

55. LAND SURVEY ASSISTANT II (CPSB 10)

JOB GROUP "J" - 1 POST

Terms of Service: Permanent & Pensionable
Work Station: Nandi County
Salary: As prescribed by Salaries and Remuneration Commission

Duties and Responsibilities

- i. Carrying out angular and distance measurements;
- ii. Computation for medium and high density topographical surveys;
- iii. General engineering surveys;
- iv. Subdivision schemes;
- v. Cadastral Surveys and Controls;
- vi. Preparation of reports to the County Surveyor; and
- vii. Any other duties as assigned by the County Director of Survey and Mapping.

Qualifications

- i. Must be a Kenyan Citizen;
- ii. Diploma in land surveying from a recognized institution;
- iii. Certificate in computer applications;
- iv. Certificate in GIS and Remote Sensing;
- v. At least 3 years' experience in relevant field; and
- vi. Satisfy the requirements of chapter six of the Constitution of Kenya.

56. PHYSICAL PLANNER (CPSB 09)

JOB GROUP "K" - 1 POST

Terms of Service: Permanent & Pensionable
Work Station: Nandi County
Salary: As prescribed by Salaries and Remuneration Commission

Duties and Responsibilities for physical planners

- i. Preparing Physical and Land Use development plans;
- ii. Implementing Physical and Land Use plans for county and urban areas;
- iii. Processing development applications;
- iv. Maintaining Physical Planning records;
- v. Any other duties as assigned by the County Director of physical Planning.

Qualifications

- i. Bachelor's degree in urban and regional planning and related discipline from a recognized university;
- ii. Entry level;
- iii. Graduate member of Kenya Institute of Planners or Architectural Association (Town Planning Chapter);
- iv. Demonstrate merit and show ability as reflected in work performance and results;
- v. Certificate in Computer applications.

**57. LAND SURVEYOR II (CPSB 09) -GIS EXPERT
JOB GROUP "K" - 1 POST**

Terms of Service: Permanent & Pensionable
Work Station: Nandi County
Salary: As prescribed by Salaries and Remuneration
Commission

Duties and Responsibilities

- i. Support in GIS and development of maps;
- ii. Maintain the GIS database of the County Government together with all the associated facilities;
- iii. Provide advise/ guidance and support all field activities geared at collecting and collating data that feeds into GIS database;
- iv. Analysis of spatial Data for generation of geographic statistics to be incorporated into documents and reports;
- v. Produce maps and data for the County Government and stakeholders
- vi. Carrying out angular and distance measurements;
- vii. Computation for medium and high density topographical surveys;
- viii. General Engineering Surveys;
- ix. Subdivision schemes;
- x. Cadastral Surveys and Controls
- xi. Preparation of reports to the County Surveyor; and
- xii. Any other duties as may be assigned from time to time by the Chief Officer of Lands.

Qualifications

- i. Must be a Kenyan Citizen;
- ii. Bachelor's degree in Geospatial Engineering and any other related course from a recognized institution;
- iii. Diploma in Land Survey;
- iv. Certificate in computer applications;
- v. At least 3 years' experience in relevant field; and
- vi. Satisfy the requirements of chapter six of the Constitution of Kenya.

**58. ENVIRONMENT OFFICER (ENVIRONMENTAL INSPECTOR) (CPSB 09)
JOB GROUP "K" - 1 POST**

Terms of Service: Permanent & Pensionable
Work Station: Nandi County
Salary: As prescribed by Salaries and Remuneration
Commission

Duties Responsibilities

- i. Participating in identifying and zonation of water for protection and recovery;
- ii. Participating in identification and zonation of catchment lands, biodiversity hotspots and wetlands for gazettement, protection and conservation in counties;
- iii. Participating in contributing in identification of riparian reserves in rivers, wetlands and lakes for rehabilitation;
- iv. Participating in dissemination of water towers programmes and policies;

- v. Participating and contributing in monitoring of projects and programmes; and
- vi. Performing duties that may be assigned from time to time.

Qualifications

- i. Bachelor's Degree in Environment or related field;
- ii. Have work experience of at least three (3) years in environmental related laws;
- iii. Ability to use Environment related software and technologies; and
- iv. Demonstrate capability to inspect and enforce the environmental related laws

59. SENIOR INFORMATION COMMUNICATION TECHNOLOGY OFFICER (CPSB 08) **JOB GROUP "L" - 1 POST**

Terms of Service: Permanent & Pensionable
Work Station: Nandi County Public Service Board
Salary: As prescribed by Salaries and Remuneration Commission

Duties and Responsibilities

Duties and responsibilities at this level will involve:

- i. carrying out systems analysis, design and programme specifications in liaison with users;
- ii. developing, implementing and maintaining of systems;
- iii. ensuring adherence to established ICT standards;
- iv. supervising and compiling overall systems documentation; and advising on ICT related issues;
- v. supervising installation certification, repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- vi. developing and maintaining ICT standards;
- vii. recommending and supervising Hardware/Software specifications for Information Communication Technology equipment;
- viii. logging of problems;
- ix. drawing and scheduling preventive maintenance; and
- x. assisting in feasibility studies as assigned. In addition the officer will train officers working below him/her.

Requirements for Appointment

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

- i. Served in the grade of Information Communication Technology Officer I or in an equivalent and relevant position in the Public Service for a minimum period of three (3) years; and
- ii. Demonstrated professional ability, initiative and competence in organizing and directing work.

HOW TO APPLY

The details of the posts can be accessed on the County's website: www.nandi.go.ke. Interested and qualified persons are requested to send their applications in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

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

All applications should reach the office on or before **Friday 2nd October, 2020**

Only shortlisted applicants will be contacted.

NOTE

In addition, interested candidates applying for Job Groups 'N and above' are advised to submit copies of letters of clearance from:

- i. Kenya Revenue Authority (KRA)-Tax Compliance Certificate ;
- ii. The Ethics and Anti-Corruption Commission (EACC);
- iii. Directorate of Criminal Investigations;
- iv. Higher Education Loans Board (HELB); and
- v. Credit Reference Bureau (CRB)

Important information to all candidates

- Only shortlisted candidates will be contacted.
- Any form of canvassing or lobbying will lead to automatic disqualification.

N/B:

- *Women, persons with disability, the youth and people from marginalized groups who meet the specified requirements are encouraged to apply*
- *The Board does not require applicants to pay money through mobile money transfer platforms or any other methods in order to be considered for any employment vacancy that is advertised.*
We would like therefore, to advise job seekers and the general public not to remit money to anyone purporting to faceplate employment at the County Government of Nandi and caution them against falling prey to such fraudsters.
- *Nandi County Public Service Board only communicates through the County Government call center number: 0709565000 or our Office line 0781-848-494.*

C. NULLIFICATION NOTICE

Having carried out extensive investigations on the recruitment process of the **Support Staff and Sanitary Cleaners**, as was advertised in the newspapers on **11th October 2018**, it has come to the attention of the Board that the recruitment process did not conform to the law. Therefore, in accordance with the provision of section 75 of the County Government Act (2012), the Board wishes to notify the concerned and general public that the appointments made thereof stand revoked.

The Secretary/CEO
Nandi County Public Service Board