

I. ADVERTISEMENT OF VACANCIES

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012,

2. HEAD PLANNING, MONITORING, EVALUATION AND ADMINISTRATION JOB GROUP 'Q'

The head of Planning, Monitoring, Evaluation and Administration will be answerable to the Chief Officers. He/She will be responsible for implementation of policies and procedures for effective and efficient management of planning, monitoring, evaluation and administration in the Ministry of Health Services.

Duties and Responsibilities

The specific duties will be to oversee service delivery in the following areas

- Health Administration and Transport
- Procurement and Commodity supply management
- Management of Health finances
- Health Information Systems
- Health planning, Monitoring and Evaluation
- Health Human Resource Management
- Health Research and Continuous Professional Development
- Health Standards, Quality assurance and Regulations
- Health Infrastructure Development and Maintenance
- Any other duties as may be assigned from time to time

Requirements

- Be a Kenyan citizen
- Have a Bachelors Degree from a recognized University
- Have a Masters in Health Systems Management or its equivalent
- Be registered with a relevant regulatory body
- Evidence of having attended Strategic Leadership Development Programme or Management/Administration Course lasting not less than 4 weeks
- Have at least ten (10) years of working experience, out of which three (3) years should have been at a senior management level
- Satisfy the requirements of chapter six of the constitution of Kenya, 2010
- Demonstrate a good understanding of the county government's mandate, health policies, vision, mission, as well as vision 2030
- Demonstrate understanding of and commitment to the national values and principles of Public Service and Governance as espoused in the constitution of Kenya 2010 article 10 and 232
- Have capacity to undertake multitasks within strict timelines
- Be proficient in computer skills

Terms: Negotiable

3. SENIOR MEDICAL OFFICE JOB GROUP 'N' (5 POSTS)

Will be answerable to Medical Specialists in their respective departments or the Medical Superintendent of a Level 4 Hospital

Duties and Responsibilities

- Ensure daily ward rounds
- Ensure twice weekly special clinics are done in respective departments
- Ensure theatre operations are done in respective departments
- Day to day running of the Clinical Departments
- Training and supervision of MO Interns and CO Interns
- Conduct departmental and Hospital Continuous Medical Education
- Conduct morbidity and mortality meetings
- Be able to take up administrative responsibilities
- Any other duties that may be assigned from time to time

Requirements

- Be a Kenyan citizen
- Have a Bachelor's degree in MBChB from a recognized University
- Must be registered with KMP&DB and have worked for a minimum of 3 years post-internship
- Have a valid annual retention certificate in the Register of Doctors, 2014
- Satisfy the requirements of chapter six of the constitution of Kenya, 2010
- Demonstrate a good understanding of the county government's mandate, health policies, vision, mission, as well as vision 2030
- Demonstrate understanding of and commitment to the national values and principles of Public Service and Governance as espoused in the constitution of Kenya 2010 article 10 and 232

Terms: Permanent

4. REGISTERED CLINICAL OFFICER – ANAESTHETIST (6 posts) JOB GROUPS 'J,' 'K','L'

Duties/Responsibilities

- Giving Anesthesia to patients due for surgery
- Attending to emergency patients in High Dependency Unit/ICU
- Attending to Resuscitation of critical emergency patients
- Attending to any other duties as may be assigned

Requirements

- Be a Kenyan citizen
- Be a holder of Diploma in Clinical Medicine from a recognized institution
- Be a holder of Higher National Diploma in Anaesthesia from KMTC or recognized institution
- Be Registered with Clinical Officers' Council
- Demonstrate understanding of and commitment to the National Values and Principals of Public Service and Governance as espoused in the Constitution of Kenya 2030, Article 10 and 232
- At least three (3) years working experience for those applying for cadres "K" and "L" positions.

Terms: Permanent

5. HEALTH ADMINISTRATIVE OFFICER II JOB GROUP 'J' (6 POSTS)

The Health Administrative officers will be answerable to the Medical Sub County Coordinator or Medical Superintendent. He/She will be responsible for management of all Health Administrative functions in the Sub County or Hospital

Duties and Responsibilities

The Specific duties will be to oversee

- Procurement
- Provision and maintenance of facilities
- Preparation of budgets
- Welfare and security of staff and patients
- General upkeep of the hospitals
- Transport management
- Management of Development projects

Requirements

- Be a Kenyan Citizen
- Should have a Bachelor's Degree in any of the Social Sciences from a recognized University
- Demonstrate understanding of and commitment to the National Values and Principles of Public Service Governance as espoused in the Constitution of Kenya 2030, Article 10 and 232

Terms: Permanent

6. ORTHOPAEDIC PLASTER TECHNICIANS JOB GROUP 'G' (10 POSTS)

Duties and Responsibilities

- Working in Casualty and wards
- Applying plaster to patients with fractures
- Applying traction to patients in wards
- Should be willing to work long hours
- Train students and staff in handling fractures

Requirements

- Must have a certificate in Orthopedic Plaster Technician
- Must have been trained in KMTC or a recognized institution
- Possess experience of at least one (1) year of working.

Terms: Permanent

7. COMMITTEE MEMBERS OF KAKAMEGA/MUMIAS TOWNS (8 POSTS)

In conformity with the Urban Areas and Cities Act 2011, Section 14 and 20 (2), the County Government of Kakamega wishes to appoint a committee to manage the affairs of Kakamega and Mumias towns.

Duties and Responsibilities will include:

- Oversee the affairs of the City or Municipality;
- Formulate and implement an integrated development plan;
- Control land use, land sub-division, land development and zoning by public and private sectors for any purpose, including industry, /commerce, markets, shopping and other employment centres, residential areas, recreational areas, parks, entertainment, passenger transport, Agriculture, and freight and transit stations within the framework of the spatial and master plans for the City or Municipality as may be delegated by the County Government;
- Develop and manage schemes, including site development in collaboration with the relevant national and County agencies.
- Maintain a comprehensive database and information system of the Administration and provide public access thereto upon payment of a nominal fee to be determined by the board;
- Implement applicable National and County Legislation;
- Enter into such contracts, partnerships or joint ventures as it may consider necessary for the discharge of its functions under this Act or other written law;
- Prepare its budget for approval by the County Executive Committee and administer the budget as approved;
- Establish, implement and monitor Performance Management Systems;
- Facilitate and regulate Public Transport ;and
- Perform such other functions as may be delegated to it by the County Government or as may be provided for by any written law.

Requirements

- Be a Citizen of Kenya
- Attained Mean grade of C+ in Kenya Certificate of Secondary Education (KSCE) or its equivalent;
- A degree from a University recognized in Kenya or its equivalent will be an added advantage;
- Ordinarily resides or has permanent dwelling in the respective towns;
- Carries on business in the respective towns; or
- Has lived in the respective towns for at least five years;

NOTE: Persons with disability, youth, Marginalized groups and Women who meet the above requirements are encouraged to apply.

- **When applying please specify to which committee you are applying, that is Kakamega or Mumias Towns.**

8. SENIOR PERSONAL SECRETARY JOB GROUP 'L' (2 POSTS)

Duties and Responsibilities

An Officer at this level will be deployed in a Section Head's office and may be required to work for more than one Officer. Duties and responsibilities at this level will entail:

- Recording dictation in shorthand and transcribing it in typewritten form;
- Typing from drafts, manuscripts or recording from dictation machines;
- Processing data;
- Operating office equipment;
- Attending to visitors/clients
- Handling telephone calls and appointments;
- Ensuring security of office records, equipment and documents including classified materials;
- Preparing responses to simple routine correspondence; and
- Undertaking any other secretarial duties that may be assigned.
- guiding and supervising junior staff.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- 1) Served in the grade of Personal Secretary I or any other relevant and comparable position in the Public Service /Private Sector for a minimum period of three(3) years;
- 2) A Bachelors Degree in Secretarial Studies or a Bachelor of Business and office Management or equivalent qualifications from a recognized Institution;

OR

Have the following qualifications from the Kenya National Examinations Council:-

- Shorthand III (110 w p m)
 - Typewriting III (minimum 50 w p m)/Computerized Document Processing III
 - Business English III/Communications II
 - Secretarial Duties II
 - Commerce II
 - Office Management III/Office Administration and Management
- 3) A Diploma/Higher Diploma in Secretarial Studies from the Kenya National Examination Council (KNEC) or equivalent qualifications from a recognized institution; and
 - 4) A Certificate in Computer Applications (Windows, Ms-Word, Ms-Excel, Ms-Access and Internet) from a recognized Institution.
 - 5) Shown merit and ability as reflected in work performance and results.

Terms of Service: Permanent

9. SECRETARIAL ASSISTANT II - JOB GROUP 'G' (1 POST)

Duties and Responsibilities

Duties and responsibilities at this level will entail: typing from manuscripts; processing data; operating office equipment; ensuring security of office equipment, documents and records; attending to visitors/clients; handling telephone calls and appointments; and undertaking other secretarial duties that may be assigned. The Officer may be required to work for more than one officer or may be deployed in a typing pool.

Requirements for Appointment

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

1. Kenya Certificate of Secondary Education mean grade C- (Minus) with at least C (Plain) in English Language or its equivalent qualification from a recognized institution;
2. The following qualifications from the Kenya National Examinations Council:-
 - Typewriting II (minimum 40 w p m)/Computerized Document Processing II
 - Business English I/Communications I
 - Office Practice I
 - Commerce I and
3. A Certificate in Computer Applications (Windows, Ms-Word, Ms-Excel, Ms-Access and Internet) from a recognized Institution.

Terms of Service: Permanent

II. RE-ADVERTISEMENT

10. COUNTY ATTORNEY, JOB GROUP 'R' (1 POST)

The County Attorney will report to the County Secretary and will be responsible for the management and coordination of legal matters in the County Legal Department.

Duties will include:

- Providing legal advice to the County Government;
- Interpreting relevant legislation and their implication to the County government;
- Providing legal guidance and facilitating the necessary gazettelement;
- Providing legislative support to the County Secretary including preparation of briefs on legislation and amendments where appropriate;
- Drafting contracts, lease agreements and memorandum of understanding between the County Government and its collaborators;
- Enforcing contracts and leases;
- Articulating the county position in meetings, seminars, negotiations and conventions;
- Ensuring accountability and prudent management of resources and assets;
- Ensuring compliance with principles and values of governance, human rights transparency, accountability, ethics and integrity within the County;
- Ensuring implementation and realization of strategic plans and objectives in respect of the legal function;
- Perform any other duties that may be assigned.

Requirements

- Masters of Laws degree from a recognized institution;
- Bachelor of Laws degree from a recognized institution;
- Diploma in Legal Education from Kenya School of Law;
- Possess a current practicing certificate and MUST be a member of the Law Society of Kenya;
- Practised in the public or private sector for a minimum period of ten (10) years;
- Evidence of having attended Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya;
- Possess leadership qualities, interpersonal and effective communication skills and
- Certificate in Computer Application Skills.

Terms of Service: Contract

11. MEDICAL OFFICER OF HEALTH JOB GROUP 'M' (10 POSTS)

Will be answerable to the Senior Medical Officers in their respective departments or the Medical Superintendent of a Level 4 Hospital

Duties and Responsibilities

- Ensure daily ward rounds
- Ensure twice weekly special clinics are done in respective departments
- Theatre operations are done in respective departments
- Day to day running of the Clinical Departments
- Training and supervision of MO Interns and CO Interns
- Conduct departmental and Hospital Continuous Medical Education
- Conduct morbidity and mortality meetings
- Any other duties that may be assigned from time to time

Requirements

- Be a Kenyan citizen
- Have a Bachelor's degree in MBChB from a recognized University
- Must be registered with KMP&DB and have worked for a minimum of 1 year
- Have a valid annual retention certificate in the Register of Doctors, 2014
- Satisfy the requirements of chapter six of the constitution of Kenya, 2010
- Demonstrate a good understanding of the county government's mandate, health policies, vision, mission, as well as vision 2030
- Demonstrate understanding of and commitment to the national values and principles of Public Service Governance as espoused in the constitution of Kenya 2010 article 10 and 232
- Be a team player

Terms: Permanent

12. HEAD OF RECORDS MANAGEMENT OFFICER, JOB GROUP 'P' (1 POST)

The Head of Records Management will report to the Chief Officer Public Service and Administration.

Duties and Responsibilities

Duties will include:

- Ensure efficient management of registries and records in the County.
- Initiate development and implementation of records management policies and procedures.
- Ensure proper movement of files, documents and other records in accordance with Government regulations.
- Ensure proper, secure and computerized storage of files for ease of retrieval.
- Responsible for supervision, guidance and development of staff working under him/her
- Perform any other duty that may be assigned.

Requirements

- Be a Kenyan citizen,
- Served in a relevant position in the public service for a minimum period of 5 years,
- In possession of a Bachelor's degree in Information Sciences and Library/Record Management from an institution recognized in Kenya
- Demonstrate outstanding professional competence and administrative ability in the management of records.
- Possession of a relevant Master's degree will be an added advantage.

Terms of Service: Permanent

13. TRANSPORT OFFICER, JOB GROUP 'K' (1 POST)

An officer at this level will be deployed at the County Headquarters to take charge of all vehicles at the County, coordinate transport and be in charge of officers in transport department.

Duties will include:

- Transport coordination.
- Supervising officers in transport department, arranging and ensuring training, retraining and re-certification of drivers and registration of vehicles.
- Ensuring regular maintenance of vehicles.
- Ensuring the vehicles have the requisite documents for operation.
- Ensuring efficient use and accurate accounting for all vehicles and expenditure made by transport section.
- Advising on procurement specifications of vehicles and training needs for drivers.
- Preparing regular and comprehensive reports for the section.
- Perform any other duty that may be assigned from time to time.

Requirements:

- Be a Kenyan citizen.
- Bachelor's Degree in any Social Science or Mechanical Engineering or its equivalent from a recognized Institution with at least three (3) years experience OR Diploma in Mechanical Engineering or its equivalent with at least five (5) years relevant experience.

- Proficiency in Computer Application from a recognized institution.
- Shown merit and ability as reflected in work performance and results.
- Knowledge of vehicle mechanics will be an added advantage.

Terms of Service: Permanent

NOTE: FOR CANDIDATES TO MEET REQUIREMENTS OF CHAPTER SIX, ALL APPLICANTS ARE REQUIRED TO GET CLEARANCE FROM THE FOLLOWING:

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

Copies of these clearances **MUST** be attached to the applications. Copies of receipts of application for clearance are not acceptable.

How to apply:

All applicants should submit their applications together with copies of their detailed Curriculum Vitae, academic and professional certificates, testimonials, National Identity Card or Passport, and any other supporting documents. The positions applied for should be indicated on top of the envelope.

Kakamega County residents will be required to indicate their constituency of origin.

Applications should be submitted to:

**CHIEF EXECUTIVE OFFICER/SECRETARY
COUNTY PUBLIC SERVICE BOARD
P O BOX 458 -50100
KAKAMEGA**

NB:

- **Hand delivered applications can be submitted at County Public Service Board's Reception located at former Provincial Headquarters, Block 'B' 2nd Floor;**
- **All applications should reach this office on or before 21st July, 2014;**
- **Only shortlisted candidates will be contacted;**
- **The County Government of Kakamega is an equal opportunity and non-discriminatory employer, values inclusion and seeks to have diverse workforce; and**
- **Please note that Canvassing will lead to automatic disqualification.**