

REPUBLIC OF KENYA
COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

VACANCIES

Pursuant to the Constitution of Kenya (2010) and the County Government Act No. 17 of 2012, the County Government of Kakamega invites applications from suitably qualified persons to fill the following vacant positions:-

ADVERTISEMENT

A. KAKAMEGA COUNTY WATER AND SANITATION COMPANY

Position: Chief Executive Officer (CEO) - Salary Scale 1 (1 Post)

Duties and Responsibilities:-

- Providing strategic advice to the Board and Chairperson so that they will have accurate view of the market and the company's future;
- Providing leadership to senior management and staff;
- Preparing and implementing comprehensive business plans to facilitate achievement by planning cost-effective operations and market development activities;
- Serving as a link between the Board and the management.
- Delegating responsibilities, coordinating, managing and monitoring the workings of various departments in the organization to drive maximum performance;
- Reviewing financial statements and data and utilizing it to improve the revenue base;
- Preparing and controlling operational budgets and inventory by planning effective strategies for internal financial controls to ensure the financial well-being of the company;
- Improving processes and policies in support of organizational goals, formulating and implementing departmental and organizational policies and procedures to maximize output;
- Monitoring adherence to rules, regulations and procedures;
- Planning the use of human resources, organizing recruitment and placement of required staff;
- Establishing work schedules, supervising staff, monitoring and evaluating performance, and implementing improvements;
- Coordinating and monitoring the work of various departments involved in production, storage, pricing and distribution of water;
- Managing quality and quantity of employee productivity, ensuring quality of products;

- Managing maintenance of equipment and machinery, providing technical support where necessary;
- Monitoring, managing and improving the efficiency of support services such as IT, HR, Accounts and Finance, facilitating coordination and communication between support functions;
- Being responsible for the execution and communication of the Board's strategies, decisions and policies;
- Managing customer support, planning and supporting sales and marketing activities;
- Liaising with top management, assisting in the development of strategic plans for operational activity, implementing and managing operational plans;
- Ensuring company policies and legal guidelines are communicated all the way from top to down in the company and that they are followed at all times; and
- Any other duties as may be assigned from time to time.

Requirements and Competencies for Appointment:-

- Be a Kenyan citizen;
- Must have a Masters degree in any of the following; Business Administration, Project Management, Business Management/Administration, Human Resource Management, Finance, Economics, Engineering plus additional qualification in Management or any other relevant field from a recognized university;
- Have a Bachelors degree in Social Sciences or any of the above mentioned fields from a recognized university;
- Be a member of a professional organization
- Have a minimum of fifteen (15) years' experience, ten (10) of which must be at a senior management level in a busy and well established organization;
- Must have undertaken a Senior Management training lasting not less than one (1) month;
- Have knowledge of labour laws, human resource, business management and project management principles and practices;
- Have training in governance, prudent financial and accounting management;
- Knowledge and experience of the water sectors and related laws will be an added advantage;
- Proficiency in Computer Application skills from a recognized institution;
- Demonstrate experience in developing strategic and business plans;
- Demonstrate knowledge and understanding of provisions of Articles 10 and 232 of the Constitution of Kenya, 2010;
- Excellent communication, interpersonal, presentation skills, critical thinking and outstanding analytical and problem-solving abilities;
- Strong management and, negotiation and report writing skills;
- Good decision-making skills and conflict management ability;
- Ability to plan and organize, work under pressure and meet deadlines; and
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya 2010.

Terms of Service: Contract

B. DEPARTMENT OF HEALTH SERVICES

**Position: Deputy Director of Medical Services/ Senior Medical Specialist (Radiologist),
JG 'R' (1 Post)**

The officer will head Radiology Unit in the County

Duties and Responsibilities:-

- Reporting x-rays, CT scans, MRI that needs interpretation;
- Conducting specialized diagnostics or interventions such as Barium meals IVPs, Barium Enemas, and Ultrasound, Sialograms, OPGs, Intra-oral Periapical (IOPAs) Bilateral bitewings (BBW) etc;
- Providing mentorship/ capacity building for staff in the facility;
- Providing imaging referral services intra and inter- counties as may be applicable;
- Offering tele-radiology services and
- Any other lawful duties that may be assigned from time to time.

Requirements for Appointment:-

For appointment to this grade, one must:

- Be a Kenyan citizen;
- Have a Masters degree in Radiology from an institution recognized by Medical Practitioners and Dentist Board;
- Have Bachelor of Medicine and Bachelor of Surgery (M.B;Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board;
- Have served as a Senior Assistant Director of Medical Services/Medical Specialist I for a minimum period of three (3) years;
- Have Registration License from the Medical Practitioners and Dentist Board; and
- Certificate of proficiency in computer operations from a recognized institution.

Terms of Service: Contract

**Position: Senior Assistant Director of Medical Services/Medical Specialist I (Radiologist),
JG 'Q' (1 Post)**

Duties and Responsibilities:-

- Reporting x-rays, CT scans, MRI that needs interpretation;
- Conducting specialized diagnostics or interventions such as Barium meals IVPs, Barium Enemas, and Ultrasound, Sialograms, OPGs, Intra-oral Periapical (IOPAs) Bilateral bitewings (BBW) etc;
- Providing mentorship/ capacity building for staff in the facility;

- Providing imaging referral services intra and inter- counties as may be applicable;
- Offering tele-radiology services and
- Any other lawful duties that may be assigned from time to time.

Requirements for Appointment:-

For appointment to this grade, one must:

- Be a Kenyan citizen;
- Have a Masters degree in Radiology from an institution recognized by Medical Practitioners and Dentist Board;
- Have Bachelor of Medicine and Bachelor of Surgery (M.B;Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board;
- Have served as an Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years;
- Have Registration License from the Medical Practitioners and Dentist Board; and
- Certificate of proficiency in computer operations from a recognized institution.

Terms of Service: Contract

**Position: Assistant Director of Medical Services/Medical Specialist II (Radiologist),
JG 'P' (1 Post)**

Duties and Responsibilities:-

- Reporting x-rays, CT scans, MRI that needs interpretation;
- Conducting specialized diagnostics or interventions such as Barium meals IVPs, Barium Enemas, and Ultrasound, Sialograms, OPGs, Intra-oral Periapical (IOPAs) Bilateral bitewings (BBW) etc;
- Providing mentorship/ capacity building for staff in the facility;
- Providing imaging referral services intra and inter- counties as may be applicable;
- Offering tele-radiology services and
- Any other lawful duties that may be assigned from time to time.

Requirements for Appointment:-

For appointment to this grade, one must:

- Be a Kenyan citizen;
- Have a Masters degree in Radiology from an institution recognized by Medical Practitioners and Dentist Board;
- Have Bachelor of Medicine and Bachelor of Surgery (M.B;Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board;
- Have served as a Senior Medical Officer for a minimum period of three (3) years;

- Have Registration License and a valid practicing license from the Medical Practitioners and Dentist Board; and
- Certificate of proficiency in computer operations from a recognized institution.

Terms of Service: Contract

Position: Deputy Director of Medical Services/ Senior Medical Specialist (Anesthesiologist), JG 'R' (1 Post)

Duties and Responsibilities:-

- Responsible for the overall health care services delivery in the field of Anesthesia and Intensive Care Unit at the Kakamega County General & Teaching Hospital.
- Administer anesthetic or sedation during medical procedures, using local, intravenous, spinal or caudal methods.
- Confer with other medical professionals to determine type and method of anesthetic or sedation to render patient insensible to pain.
- Coordinate administration of anesthetics with surgeons during operation.
- Decide when patients have recovered or stabilized enough to be sent to another room or ward or to be sent home following outpatient surgery.
- Examine patient, obtain medical history and use diagnostic tests to determine risk during surgical, obstetrical, and other medical procedures.
- Monitor patient before, during, and after anesthesia and counteract adverse reactions or complications.
- Record type and amount of anesthesia and patient condition throughout procedure.
- Conduct medical research to aid in controlling and curing disease, to investigate new medications, and to develop and test new medical techniques.
- Coordinate and direct work of nurses, medical technicians and other health care providers in the department;
- Inform students and staff of types and methods of anesthesia administration, signs of complications, and emergency methods to counteract reactions;
- Managing anesthesiological services, coordinating them with other medical activities and formulating plans and procedures;
- Position patient on operating table to maximize patient comfort and surgical accessibility.
- Providing and maintaining life support and airway management and help prepare patients for emergency surgery;
- Providing medical care and consultation in many settings, prescribing medication and treatment and referring patients for surgery;
- Instructing individuals and groups on ways to preserve health and prevent disease;
- Scheduling and maintaining use of surgical suite, including operating, wash-up, waiting rooms and anesthetic and sterilizing equipment;
- Assisting with the management of day to day activities and prioritizing tasks;
- Attending and participating in a variety of meetings;
- Participating and assisting in Mass Casualty exercises/events; and
- Any other lawful duties that may be assigned from time to time.

Requirements for Appointment:-

For appointment to this grade, one must:

- Be a Kenyan citizen;
- Have a Masters degree in Anesthesia from an institution recognized by Medical Practitioners and Dentist Board;
- Have Bachelor of Medicine and Bachelor of Surgery (M.B;Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board;
- Have served as a Senior Assistant Director of Medical Services/Medical Specialist I for a minimum period of three (3) years;
- Have Registration License from the Medical Practitioners and Dentist Board; and
- Certificate of proficiency in computer operations from a recognized institution.

***Terms of Service:** Contract

Position: Senior Assistant Director of Medical Services/Medical Specialist I (Anesthesiologist), JG 'Q' (1 Post)

Duties and Responsibilities:-

- Responsible for the overall health care services delivery in the field of Anesthesia and Intensive Care Unit at the Kakamega County General & Teaching Hospital.
- Administer anesthetic or sedation during medical procedures, using local, intravenous, spinal or caudal methods.
- Confer with other medical professionals to determine type and method of anesthetic or sedation to render patient insensible to pain.
- Coordinate administration of anesthetics with surgeons during operation.
- Decide when patients have recovered or stabilized enough to be sent to another room or ward or to be sent home following outpatient surgery.
- Examine patient, obtain medical history and use diagnostic tests to determine risk during surgical, obstetrical, and other medical procedures.
- Monitor patient before, during, and after anesthesia and counteract adverse reactions or complications.
- Record type and amount of anesthesia and patient condition throughout procedure.
- Conduct medical research to aid in controlling and curing disease, to investigate new medications, and to develop and test new medical techniques.
- Coordinate and direct work of nurses, medical technicians and other health care providers in the department;
- Inform students and staff of types and methods of anesthesia administration, signs of complications, and emergency methods to counteract reactions;
- Managing anesthesiological services, coordinating them with other medical activities and formulating plans and procedures;
- Position patient on operating table to maximize patient comfort and surgical accessibility.
- Providing and maintaining life support and airway management and help prepare patients for emergency surgery;

- Providing medical care and consultation in many settings, prescribing medication and treatment and referring patients for surgery;
- Instructing individuals and groups on ways to preserve health and prevent disease;
- Scheduling and maintaining use of surgical suite, including operating, wash-up, waiting rooms and anesthetic and sterilizing equipment;
- Assisting with the management of day to day activities and prioritizing tasks;
- Attending and participating in a variety of meetings;
- Participating and assisting in Mass Casualty exercises/events; and
- Any other lawful duties that may be assigned from time to time.

Requirements for Appointment:-

For appointment to this grade, one must:

- Be a Kenyan citizen;
- Have a Masters degree in Anesthesia from an institution recognized by Medical Practitioners and Dentist Board;
- Have Bachelor of Medicine and Bachelor of Surgery (M.B;Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board;
- Have served as an Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years;
- Have Registration License from the Medical Practitioners and Dentist Board; and
- Certificate of proficiency in computer operations from a recognized institution.

*** Terms of Service:** Contract

Position: Assistant Director of Medical Services/Medical Specialist II (Anesthesiologist), JG 'P' (1 Post)

Duties and Responsibilities:-

- Responsible for the overall health care services delivery in the field of Anesthesia and Intensive Care Unit at the Kakamega County General & Teaching Hospital.
- Administering anesthetic or sedation during medical procedures, using local, intravenous, spinal or caudal methods.
- Confer with other medical professionals to determine type and method of anesthetic or sedation to render patient insensible to pain.
- Coordinating administration of anesthetics with surgeons during operation.
- Deciding when patients have recovered or stabilized enough to be sent to another room or ward or to be sent home following outpatient surgery.
- Examining patient, obtain medical history and use diagnostic tests to determine risk during surgical, obstetrical, and other medical procedures.
- Monitoring patient before, during, and after anesthesia and counteract adverse reactions or complications.
- Recording, typing and amounting anesthesia and patient condition throughout procedure.

- Conducting medical research to aid in controlling and curing disease, to investigate new medications, and to develop and test new medical techniques.
- Coordinating and directing work of nurses, medical technicians and other health care providers in the department;
- Informing students and staff of types and methods of anesthesia administration, signs of complications, and emergency methods to counteract reactions;
- Managing anesthesiological services, coordinating them with other medical activities and formulating plans and procedures;
- Position patient on operating table to maximize patient comfort and surgical accessibility.
- Providing and maintaining life support and airway management and help prepare patients for emergency surgery;
- Providing medical care and consultation in many settings, prescribing medication and treatment and referring patients for surgery;
- Instructing individuals and groups on ways to preserve health and prevent disease;
- Scheduling and maintaining use of surgical suite, including operating, wash-up, waiting rooms and anesthetic and sterilizing equipment;
- Assisting with the management of day to day activities and prioritizing tasks;
- Attending and participating in a variety of meetings;
- Participating and assisting in Mass Casualty exercises/events; and
- Any other lawful duties that may be assigned from time to time.

Requirements for Appointment:-

For appointment to this grade, one must:

- Be a Kenyan citizen;
- Have a Masters degree in Anesthesia from an institution recognized by Medical Practitioners and Dentist Board;
- Have Bachelor of Medicine and Bachelor of Surgery (M.B;Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board;
- Have served as a Senior Medical Officer for a minimum period of three (3) years;
- Have Registration License from the Medical Practitioners and Dentist Board; and
- Certificate of proficiency in computer operations from a recognized institution.

*** Terms of Service:** Contract

Position: Deputy Director of Medical Services/Senior Medical Specialist (Psychiatrist), JG 'R' (1 Post)

Duties and Responsibilities:-

- Responsible for the overall health care services delivery in the field of Psychiatry at the Kakamega County General & Teaching Hospital;
- Providing consultation, monitoring and follow-up of patients;
- Reviewing existing in-patient/outpatient activities and processes;
- Running psychiatric outpatient Clinics;

- Formulating and implementing the strategic plan and work plans for health in psychiatry; and
- Any other duties that may be assigned to you from time to time by the Head of Clinical Services – Kakamega CGTRH.

Requirements for Appointment:-

For appointment to this grade, one must:

- Be a Kenyan citizen;
- Have a Masters of Medicine in psychiatry from an institution recognized by Medical Practitioners and Dentist Board;
- Have served as a Senior Assistant Director of Medical Services/Medical Specialist I for a minimum period of three (3) years;
 - Must be registered or eligible for registration with Kenya Medical Practitioners' & Dentists Board as a specialist.
 - Candidate should have excellent interpersonal and communication skills and demonstrated ability to lead a multi-disciplinary team;
 - Certificate of proficiency in computer operations from a recognized institution.

*** Terms of Service:** Contract

Position: Senior Assistant Director of Medical Services/Medical Specialist I (Psychiatrist), JG 'Q' (1 Post)

Duties and Responsibilities:-

- Responsible for the overall health care services delivery in the field of Psychiatry at the Kakamega County General & Teaching Hospital;
- Providing consultation, monitoring and follow-up of patients;
- Reviewing existing in-patient/outpatient activities and processes;
- Running psychiatric outpatient Clinics;
- Formulating and implementing strategic plan and work plans for health in psychiatry; and
- Any other duties that may be assigned to you from time to time by the Head of Clinical Services – Kakamega CGTRH.

Requirements for Appointment:-

- For appointment to this grade, one must:
- Be a Kenyan citizen;
- Have a Masters of Medicine in psychiatry from an institution recognized by Medical Practitioners and Dentist Board;
- Have served as an Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years;
 - Must be registered or eligible for registration with Kenya Medical Practitioners' & Dentists Board as a specialist.
 - Candidate should have excellent interpersonal and communication skills and demonstrated ability to lead a multi-disciplinary team;

- Certificate of proficiency in computer operations from a recognized institution.

*** Terms of Service:** Contract

Position: Assistant Director of Medical Services/Medical Specialist II (Psychiatrist), JG 'P' (1 Post)

Duties and Responsibilities:-

- Responsible for the overall health care services delivery in the field of Psychiatry at the Kakamega County General & Teaching Hospital;
- Providing consultation, monitoring and follow-up of patients;
- Reviewing existing in-patient/outpatient activities and processes;
- Running psychiatric outpatient Clinics;
- Formulating and implementing strategic plan and work plans for health in psychiatry; and
- Any other duties that may be assigned to you from time to time by the Head of Clinical Services – Kakamega CGTRH.

Requirements for Appointment:-

For appointment to this grade, one must:

- Have Masters of Medicine in psychiatry from an institution recognized by Medical Practitioners and Dentist Board;
- Have served as a Senior Medical Officer for a minimum period of three (3) years;
- Must be registered or eligible for registration with Kenya Medical Practitioners' & Dentists Board as a specialist.
- Be a Kenyan citizen;
- Have Candidate should have excellent interpersonal and communication skills and demonstrated ability to lead a multi-disciplinary team;
- Certificate of proficiency in computer operations from a recognized institution.

*** Terms of Service:** Contract

RE- ADVERTISEMENT

A. DEPARTMENT OF EDUCATION, SCIENCE AND TECHNOLOGY

Position: Sub County ECDE Programme Officer, JG 'M' (2 Posts)

The officer will be reporting to the Head of ECDE.

Duties and Responsibilities:-

- Overseeing, Coordinating, promoting and implementation of ECDE programmes, projects, policies general education programmes in the Sub County;
- Preparing and implementing of the ECDE strategic Plan, annual work plans and periodical reports in the Sub County;
- Providing technical and coordination support to the stakeholders and partners in mainstreaming the ECDE in Sub County;
- Promoting awareness on early childhood needs and demands to local communities and parents;
- Conducting capacity building courses for ECDE teachers and other stakeholders;
- Developing and providing prototypes of appropriate resource materials to local communities and parents;
- Compiling reports and disseminating for technical review, facilitating a process to identify issues, challenges and innovative responses highlighted in reports;
- Organizing and sharing compiled feedback reports for improvements in project quality and partner support;
- Acting as a link to the Central Government, local agencies and communities on ECD Policy interpretation and implementation;
- Developing a sub County resource Centre for ECDE Programme;
- Prompt submission of monthly performance reports of the sub county in the following:-
 - ✓ Staff returns;
 - ✓ Enrolments levels;
 - ✓ Financial and expenditure reports (capitation to ECDE);
 - ✓ Attend all Sub County HOD's meetings; and
- Any other lawful duties as may be assigned from time to time.

Requirements for Appointment:-

For appointment to this grade, one must:

- Be a Kenyan Citizen and a resident of Kakamega County;
- Have a Bachelor's degree in Education in Early Childhood & Development from a recognized University;

OR

- Bachelor's degree in Education (Arts or Science)/ Bachelor's degree in Arts or Science with a postgraduate Diploma in Early Childhood from a recognized institution;
- Certificate in Computer Applications;
- Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent from a recognized institution;

- Have at least 3 (three) years' experience at JG, 'M' or its equivalent and preferably as Education Officer or Head of a primary institution;
- Shown merit and ability as reflected in work performance and results;
- Possess excellent communication skills; and
- Meet the requirements of Chapter Six of the Constitution of Kenya, 2010.

***Terms of Service: Permanent and Pensionable**

Position: Quality Assurance and Standards Officer, JG 'L' (16 Posts)

Reporting to Chief Officer, Ministry of Education, Science and Technology.

Duties and Responsibilities:-

- The officer will assist in management, planning, coordinating and administration of County ECDE Centers;
- Advising Education Boards and teachers on the standard of education in their respective regions;
- Coordinating school activities, programmes, organizing pedagogical skills upgrading for teachers;
- Determining the quality of education index at School, Ward and Sub County levels;
- Organizing and coordinating curriculum activities;
- Carrying out subject standard assessments;
- Disseminating assessment findings /reports; and
- Any other lawful duties as may be assigned from time to time.

Requirements for Appointment:-

For appointment to this grade, one must:

- Have served in the grade of Graduate Teacher JG 'K' or its equivalent for at least three (3) years;
- Bachelor's degree in Education in Early Childhood & Development from a recognized University;
- **OR**
- Bachelor's degree in Education and a Post-graduate Diploma in Education in Early Childhood & Development from a recognized institution;
- Have a Certificate in Computer Applications from a recognized institution;
- Have a Senior Management Course from Kenya School of Government;
- Have excellent interpersonal communication and report writing skills;
- Demonstrate professional competence in work performance and be result oriented in execution of duties and responsibilities; and
- Meet the requirements of Chapter Six of the Constitution of Kenya, 2010;

***Terms of Service: Permanent and Pensionable**

NOTE: APPLICANTS FOR THE ABOVE POSITIONS ARE REQUIRED TO GET CLEARANCE FROM THE UNDERLISTED ORGANISATIONS TO MEET REQUIREMENTS OF CHAPTER SIX OF THE CONSTITUTION OF KENYA 2010:-

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

Copies of these clearances **MUST** be attached to the application documents.

HOW TO APPLY

Applicants should submit their applications together with copies of their detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and any other supporting documents to:

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 458-50100
KAKAMEGA**

The position applied for should be indicated on top of the envelope.

Kakamega County residents will be required to indicate their Sub-County and Ward of residence in the application.

Hand delivered applications can be submitted at the **County Public Service Board's Reception** located at **Former Provincial Headquarters, Block 'B' 2nd Floor** on or before **19th October, 2018**.

County Government of Kakamega is an equal opportunity employer

Persons with Disabilities are encouraged to apply

Canvassing will lead to automatic disqualification

NOTE: Only Shortlisted candidates will be contacted

SECRETARY/CEO