

**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF KAKAMEGA**



**COUNTY PUBLIC SERVICE BOARD**

**EXTERNAL ADVERTISEMENT – NO. 01 OF 09/2025**  
**DECLARATION OF VACANCIES (RE-ADVERTISEMENT)**

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

**A) DEPARTMENT OF HEALTH SERVICES**

**1) POSITION: MEDICAL OFFICER, JOB GROUP CPSB 07/'M' - (18 POSTS)**

**Basic Salary:** Kshs. 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,750 – 64,030 x3 ,080 – 67,110p.m.

**Terms of Service:** Permanent and Pensionable

**Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under guidance of a senior officer. Duties and responsibilities will entail:

- i. Diagnosing, caring and treating diseases; performing medical and surgical procedures;
- ii. Preparing and responding to emergencies and disasters;
- iii. Participating in management of medicines, medical instruments and equipment;
- iv. Providing health education; maintaining medical records, health information and data;
- v. Counseling patients and their relatives on diagnoses and bereavement;
- vi. Teaching and coaching medical students, nursing students and clinical officer interns; and
- vii. Preparing requisite documents for registration.

**Requirements for Appointment**

For appointment to this grade a candidate must have:

- i. Bachelor of Medicine and Bachelor of Surgery (M.B; Ch.B.) degree from an institution recognized by the Medical Practitioners and Dentists Board;
  - ii. Successfully completed one (1) year Internship from a recognized institution;
  - iii. Registration license from the Medical Practitioners and Dentists Board; and
  - iv. Certificate in Computer Applications skills from a recognized institution.
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**2) POSITION: PHARMACIST, JOB GROUP CPSB 07/'M' - (6 POSTS)**

**Basic Salary:** Kshs. 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,750 – 64,030 x3 ,080 – 67,110p.m.

**Terms of Service:** Permanent and Pensionable

**Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work supervision of a Senior Pharmacist. Duties and responsibilities will include;

- i. screening prescriptions for legal validity, drug contraindications, drug interactions, appropriateness of dose, frequency and duration of dosing and patient convenience;
- ii. preparing and dispensing medicines according to Good Dispensing Practices and counseling patients on use of medicines;
- iii. making extemporaneous preparations; participating in ward rounds;
- iv. identifying medicinal gaps and challenges; maintaining a daily activity log book for recording all activities undertaken;
- v. recommending Over the Counter (OTC) medicines to patients/clients with simple medicinal conditions and making necessary referrals; and
- vi. making entries into the relevant inventory management records and registers.

#### **Requirements for Appointment**

For appointment to this grade a candidate must have:

- i. Bachelor of Pharmacy Degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board;
  - ii. Successfully completed one (1) year Internship from a recognized institution;
  - iii. Registration certificate by the Pharmacy and Poisons Board; and
  - iv. Certificate in Computer Applications skills from a recognized institution.
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### **3) POSITION: DENTAL OFFICER, JOB GROUP CPSB 07/'M' - (4 POSTS)**

**Basic Salary:** Kshs. 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,750 – 64,030 x 3,080 – 67,110p.m.

**Terms of Service:** Permanent and Pensionable

#### **Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under supervision of a senior experienced officer. Duties and responsibilities at this level will entail:

- i. Providing dental care including; diagnosing common oral conditions, treating, prescribing and referring, carrying out minor oral and maxillofacial surgery, prosthetics, and conservative dentistry;
- ii. Facilitating admission, disease investigations of patients, report writing and assisting in theatre activities, collecting information on dental health information system, organizing discharge summaries and follow-up of patients; and
- iii. Acting as the first on call on duty.

#### **Requirements for Appointment**

For appointment to this grade a candidate must have:

- i. Bachelor of Dental Surgery (DS) degree from an institution recognized by the Medical Practitioners and Dentists Board;
  - ii. Successfully completed one (1) year Internship from a recognized institution;
  - iii. Certificate of Registration by the Medical Practitioners and Dentists Board; and
  - iv. Certificate in Computer Applications skills from a recognized institution.
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#### **4) POSITION: NURSING OFFICER, JOB GROUP CPSB 09/'K' - (4 POSTS)**

**Basic Salary:** Kshs. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960p.m.

**Terms of Service:** Permanent and Pensionable

##### **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:

- i. Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings;
- ii. Assessing, formulating, planning and implementing evidence-based nursing care for client/patient; creating and maintaining a safe nursing care environment for client/patient;
- iii. Carrying out patient audits to improve client/patient care;
- iv. Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families;
- v. Carrying out therapeutic communication with the patient/client;
- vi. Conducting community health risk assessment and providing outcome-based interventions;
- vii. Documenting interventions and nursing outcomes;
- viii. Participating in quality improvement and quality assurance procedures; and
- ix. Diagnosing common health conditions and recommending necessary interventions.

##### **Requirements for Appointment**

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 practising license from the Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution.

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#### **5) POSITION: MEDICAL LABORATORY OFFICER, JOB GROUP CPSB 09/ 'K' - (4 POSTS)**

**Basic Salary:** Kshs. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960p.m.

**Terms of Service:** Permanent and Pensionable

##### **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 a senior and experienced officer. Duties and responsibilities at this level will entail:

- i. Receiving and scrutinizing laboratory requisition forms and specimens;
- ii. Preparing clients for collection of specimens;
- iii. Receiving, collecting, labeling and registering patient's specimens;
- iv. Preparing laboratory reagents; examining specimens; writing and recording results;
- v. Preparing stains and reagents;
- vi. Recruiting, and preparing and bleeding of blood donors for transfusion services. Performing blood groupings;
- vii. Storing blood products according to their requirements;

- viii. Screening for blood transfusion transmissible infections;
- ix. Issuing blood and blood products to peripheral health facilities;
- x. Preparing blood products; and
- xi. Collecting and analyzing procedures (SOP) supervising the disinfection, washing and sterilization of apparatus, and mentoring trainees on practical attachment.

#### **Requirements for Appointment**

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

- i. Bachelors' degree in Medical Laboratory Sciences 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 technicians and Technologists Board (KMLTTB); and
- iii. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board.

### **6) POSITION: NUTRITION AND DIETETICS OFFICER, JOB GROUP CPSB 09/'K' - (3 POSTS)**

**Basic Salary:** Kshs. 39,700 x 1,470 – 41,170 x 1,520 – 42,690 x 1,710 – 44,400 x 1,920 – 46,320 x 2,000 – 48,320 x 2,290 – 50,610 x 2,350 – 52,960p.m.

**Terms of Service:** Permanent and Pensionable

#### **Duties and responsibilities**

This is the entry and training grade for this cadre. Duties and responsibilities at this level will include: -

- i. Preparing and implementing therapeutic diets for outpatients and inpatients;
- ii. Providing guidelines on diets for existing and emerging diseases for hospital use and home-based care;
- iii. treating and counseling patients using specialised dietetic nutritionally modified products;
- iv. implementing the nutrition and dietetic process including screening;
- v. assessing, formulating and implementing nutrition interventions and evaluating outcomes;
- vi. providing nutrition support in patient management in healthcare facilities;
- vii. developing and disseminating nutrition behavior change;
- viii. implementing nutrition health programmes; and
- ix. Collecting and compiling nutrition data.

#### **Requirements for Appointment**

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

- i. Bachelor's Degree in any of the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Community Nutrition, Food Science, Home Economics or its equivalent qualification from a recognized Institution;
- ii. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND); and
- iii. Certificate in computer application skills from a recognized institution.

### **7) POSITION: MEDICAL SOCIAL WORKER II, JOB GROUP CPSB 10/'J' - (5 POSTS)**

**Basic Salary:** Kshs. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690p.m.

**Terms of Service:** Permanent and Pensionable

#### **Duties and responsibilities**

This is the entry and training grade for this cadre. Duties and responsibilities at this level will include: -

- i. An officer at this level will be responsible for handling psychosocial problems of patients in a hospital or psychiatric unit; and
- ii. This will include extracting psychosocial information from the patient and observation of causal factors which might be useful to the treatment plan and the implementation of patient's treatment programme and follow-up on discharge.

#### **Requirements for Appointment**

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

- i. Bachelor's degree in any of the following disciplines; Social Work, Sociology, Psychology, Anthropology, Mental Health or its equivalent qualification from a recognized institution; and
  - ii. Certificate in computer application skills from a recognized institution.
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### **8) POSITION: HEALTH ADMINISTRATIVE OFFICER II, JOB GROUP CPSB 10/'J' - (5 POSTS)**

**Basic Salary:** Kshs. 32,700 x 1,300 – 34,000 x 1,380 – 35,380 x 1,390 – 36,770 x 1,460 – 38,230 x 1,470 – 39,700 x 1,470 – 41,170 x 1,520 – 42,690p.m.

**Terms of Service:** Permanent and Pensionable

#### **Duties and Responsibilities**

This will be the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer. An officer at this level may be deployed at a Sub-County Office or Sub-County Hospital and will be exposed to various administrative duties which will include:

- i. Procurement, provision and maintenance of facilities;
- ii. Preparation of budgets;
- iii. Overseeing welfare of staff and patients; and
- iv. Ensuring their security and general upkeep of the hospital.

#### **Requirements for Appointment**

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in any of the following Social Sciences: Public Administration, Health Systems Management, Health Economics or equivalent qualification from a recognized Institution;
  - ii. Valid Certificate from Kenya Association of Health Administrators (KAHA); and
  - iii. Certificate in computer application skills from a recognized institution.
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### **9) POSITION: REGISTERED CLINICAL OFFICER III, JOB GROUP CPSB 11/'H' - (24 POSTS)**

**Basic Salary:** Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 - 31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

**Terms of Service:** Permanent and Pensionable

#### **Duties and Responsibilities**

This is the entry and training grade into this cadre. An officer at this level will work under guidance of a senior officer. Duties and responsibilities at this level will include:

- i. Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- ii. Implementing community health care activities in liaison with other health workers;
- iii. Guiding and counseling patients, clients and staff on health issues;

- iv. Sensitizing patients and clients on preventive and promotive health;
- v. Carrying out minor surgical procedures as per training and skill;
- vi. Collecting and compiling clinical data; and
- vii. Referring patients and clients to appropriate health facilities.

#### **Requirements for Appointment**

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

- i. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- ii. Certificate of Registration from the Clinical Officers' Council; and
- iii. Have Certificate in computer application skills from a recognized institution.

### **10) POSITION: REGISTERED NURSE III, JOB GROUP CPSB 11/'H' - (80 POSTS)**

**Basic Salary:** Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 - 31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

**Terms of Service:** Permanent and Pensionable

#### **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. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate health care services including integrated management of childhood illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs;
- iii. Referring patients and clients appropriately;
- iv. Facilitating patients' admission and initiating discharge plans;
- v. Maintaining records on patient's/client's health condition and care; and
- vi. Ensuring a tidy and safe clinical environment; and
- vii. collecting and compiling data.

#### **Requirements for Appointment**

For appointment to this grade, a candidate 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. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid practicing license from Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution.

### **11) POSITION: PHARMACEUTICAL TECHNOLOGIST III, JOB GROUP CPSB 11/'H' - (20 POSTS)**

**Basic Salary:** Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 - 31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

**Terms of Service:** Permanent and Pensionable

#### **Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will be responsible for dispensing drugs/medicines to patients under supervision of a senior officer. Specific duties and responsibilities at this level will include: -

- i. Receiving, interpreting, and processing prescriptions;
- ii. Recording prescriptions in a pharmacy unit;
- iii. Pre-packing, repacking and writing instructions on labels;
- iv. Counseling patients on usage of drugs in a pharmacy unit;
- v. Maintaining drug registers/books; and
- vi. Stock-taking of drugs and medicinal devices on monthly basis.

#### **Requirements for Appointment**

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

- i. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
  - ii. Certificate of Enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB); and
  - iii. Certificate in computer application skills from a recognized institution.
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### **12) POSITION: DENTAL TECHNOLOGIST, JOB GROUP CPSB 11/'H' - (10 POSTS)**

**Basic Salary:** Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 - 31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

**Terms of Service:** Permanent and Pensionable

#### **Duties and Responsibilities**

This is the entry grade into this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities include;

- i. Receiving and recording all patient work and interpreting patient prescriptions;
- ii. Disinfecting impressions; casting impressions;
- iii. Making acrylic complete/partial repairs; and
- iv. Participating in oral/dental health promotion.

#### **Requirements for Appointment**

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

- i. Diploma in Dental Technology or its equivalent qualification;
  - ii. Certificate of registration from the Kenya Dental Technologists Association; and
  - iii. Certificate in computer application skills from a recognized institution.
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### **13) POSITION: COMMUNITY ORAL HEALTH OFFICER III, JOB GROUP CPSB 11/'H' - (4 POSTS)**

**Basic Salary:** Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 - 31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

**Terms of Service:** Permanent and Pensionable

#### **Duties and Responsibilities**

This will be the entry and training grade for this Cadre. Specific duties will include:



- i. Participating in oral health demonstrations, exhibitions and giving lectures to communities and schools, collecting data for fluoride testing in water samples, analyzing and interpreting results and advising the relevant authorities accordingly;
- ii. Diagnosis and treatment of common dental conditions;
- iii. Temporary and permanent dental restorations;
- iv. Reducing simple fractures of jaws, extractions and disimpactions;
- v. Drainage of dental abscess; and
- vi. Suturing to stop bleeding and prescription of analgesics and anti-biotics.

#### **Requirements for Appointment**

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

- i. Kenya Certificate of Secondary Education (KCSE) Mean Grade C (Plain) and grade C (Plain) in English/Kiswahili and Biology/Biological Sciences and Grade C- (Minus) in either Chemistry, Physics/Physical Sciences, Mathematics or General Sciences; and
- ii. Diploma in Community Oral Health from Kenya Medical Training College or its equivalent from a recognized institution.

#### **14) POSITION: ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP CPSB 11/'H' - (10 POSTS)**

**Basic Salary:** Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 - 31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

**Terms of Service:** Permanent and Pensionable

#### **Duties and Responsibilities**

This will be the entry and training grade for this cadre. An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include:

- i. Mobilizing, sensitizing and advising communities on matters related to environmental health;
- ii. Referring health cases to relevant health facilities;
- iii. Carrying out immunization;
- iv. Identifying environmental health issues at community level;
- v. Organizing community health days to advise communities on common public health issues;
- vi. Collecting and maintaining up to date records of services rendered;
- vii. Assessing health needs of the community;
- viii. Implementing vector, vermin and rodent control measures; and
- ix. Implementing integrated mosquito control strategies.

#### **Requirements for Appointment**

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

- i. Diploma in Environmental Health Science or Public Health Inspection from a recognized institution; and
- ii. Certificate in computer application skills from a recognized institution.



**15) POSITION: MEDICAL LABORATORY TECHNOLOGISTS III, JOB GROUP CPSB 11/'H' - (16 POSTS)**

**Basic Salary:** Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 - 31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

**Terms of Service:** Permanent and Pensionable

**Duties and Responsibilities**

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

- i. Decontaminating working benches, receiving and scrutinizing laboratory requisition forms and specimens;
- ii. Preparing clients for collection of specimens, receiving, collecting, labelling and registering of specimens;
- iii. Disaggregating specimens for processing and analyses, preparing reagents;
- iv. Examining specimens, writing and recording of results;
- v. Dispatching the results for use in clinical management;
- vi. Preparing stains;
- vii. Performing blood grouping;
- viii. Issuing blood and blood products to peripheral health facilities; and
- ix. Storing blood products according to their requirements.

**Requirements for Appointment**

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

- i. Diploma in Medical Laboratory Sciences 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 technicians 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.

**16) POSITION: ASSISTANT PHYSIOTHERAPIST III, JOB GROUP CPSB 11/'H' - (3 POSTS)**

**Basic Salary:** Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 - 31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

**Terms of Service:** Permanent and Pensionable

**Duties and Responsibilities**

This will be the entry and training grade into this cadre. An officer at this level will work under the guidance of a senior officer. Specific duties and responsibilities will involve:

- i. Providing Physiotherapy services to inpatients and outpatients at an outpatient unit/ward/health institution;
- ii. Assessing patient needs including rehabilitation;
- iii. Verifying and maintaining information and records relating to patients;
- iv. Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan;
- v. Collecting data for operational research;
- vi. Sensitizing the community on Physiotherapy issues; and

- vii. Preparing periodic reports.

#### **Requirements for Appointment**

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

- i. Diploma in Physiotherapy from a recognized institution;
  - ii. Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
  - iii. Current certificate of practice from the Physiotherapy Council of Kenya (PCK); and
  - iv. Certificate in computer application skills from a recognized institution.
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#### **17) POSITION: ASSISTANT OCCUPATIONAL THERAPIST III, JOB GROUP CPSB 11/'H' - (10 POSTS)**

**Basic Salary:** Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 - 31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

**Terms of Service:** Permanent and Pensionable

#### **Duties and Responsibilities**

This will be the entry grade into the Occupational Therapists Cadre. An officer at this level will work under the guidance of a senior officer. Specifically, duties and responsibilities will involve:

- i. Assessing and formulating patient's treatment plan;
- ii. Maintaining records and data relating to patients;
- iii. Collecting data for operational research;
- iv. Sensitizing the community on occupational therapy issues; and
- v. Preparing periodic reports.

#### **Requirements for Appointment**

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

- i. Diploma in Occupational Therapy from a recognized institution; and
  - ii. Certificate in computer application skills from a recognized institution.
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#### **18) POSITION: ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER III, JOB GROUP CPSB 11/'H' - (14 POSTS)**

**Basic Salary:** Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 - 31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

**Terms of Service:** Permanent and Pensionable

#### **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 and experienced officer. Duties and responsibilities at this level will entail:

- i. Receiving and documenting patients at hospital reception;
- ii. Registering and booking appointment for patients to clinics and consultants;
- iii. Storing and retrieving medical records documents;
- iv. Preparing clinics;
- v. Updating bed bureau;
- vi. Editing of patient case records;
- vii. Gathering data from different sources;
- viii. Capturing data from service points;
- ix. Maintaining record safety and confidentiality;

- x. Storing and retrieving patient master index;
- xi. Directing patients to relevant clinics;
- xii. Scheduling of patients to the consultants and speciality clinics;
- xiii. Assigning codes to diseases and surgical procedures according to the international classification of diseases procedures in medicine; and
- xiv. Preparing Health records and reports.

#### **Requirements for Appointment**

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

- i. Diploma in Health Records and Information Technology from a recognized institution; and
- ii. Certificate in computer application skills from a recognized institution.

### **19) POSITION: ORTHOPAEDIC TRAUMA TECHNOLOGIST III, JOB GROUP CPSB 11/'H' - (2 POSTS)**

**Basic Salary:** Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 - 31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

**Terms of Service:** Permanent and Pensionable

This is the entry grade into the orthopaedic Technologists Cadre. An officer at this level will work under the guidance of a senior officer.

#### **Duties and responsibilities involve:**

- i. Provision of supportive services in orthopaedics which entail preparation and fitting of appliances that are required in orthopaedics in health institutions;
- ii. Assessing patients needs;
- iii. Verification and maintaining information relating to patients; and
- iv. Ordering and maintaining records of supplies as well as guiding, supervising and counseling of staff working under him/her.

#### **Requirements for Appointment**

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

- i. Diploma in Orthopaedic Technology or equivalent qualification from a recognized institution; and
- ii. Certificate in computer application skills from a recognized institution.

### **20) POSITION: RADIOGRAPHER III, JOB GROUP CPSB 11/'H' - (11 POSTS)**

**Basic Salary:** Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 - 31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

**Terms of Service:** Permanent and Pensionable

This will be the entry grade into this cadre. An officer at this level will work under the guidance and supervision of a senior officer.

#### **Duties and responsibilities will entail:**

- i. Receiving and identifying patients for diagnostic and therapeutic procedures;
- ii. Providing basic diagnostic and therapeutic radiography services;
- iii. Caring for and counseling patients and their guardian before, during and after the examination;
- iv. Applying radiation safety measures to self, patient and the public; and
- v. Performing routine quality control checks.
- vi. providing radiographic services to the patients;

- vii. processing, verifying and maintaining information relating to patients; and
- viii. ordering and maintaining records of radiographic and photographic supplies.

#### **Requirements for Appointment**

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

- i. Kenya Certificate of Secondary Education (KCSE) Mean Grade **C (Plain)** with grade **C (Plain)** in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and **C- (Minus)** in Mathematics;
- ii. Diploma in Radiography, Medical Imaging Sciences, Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent qualification from a recognized institution; and
- iii. Certificate in computer applications from a recognized institution.

### **21) POSITION: MEDICAL ENGINEERING TECHNOLOGIST III, JOB GROUP CPSB 11/ 'H' - (6 POSTS)**

**Basic Salary:** Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 - 31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

**Terms of Service:** Permanent and Pensionable

#### **Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under the supervision of a Senior Officer. Duties and responsibilities at this level will entail:

- i. Undertaking preventive maintenance and repairs of medical/hospital equipment, plants, instruments and furniture;
- ii. Requisitioning for spare parts and consumables;
- iii. Taking inventory of medical/hospital equipment, furniture and plants;
- iv. Collecting information for research;
- v. Collecting information on medical engineering services for input into the integrated health information management system;
- vi. Carrying out minor repairs of health facilities and utilities; and
- vii. Implementing Medical Engineering Programmes and Projects.

#### **Requirements for Appointment**

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

- i. Diploma in Medical Engineering or any other equivalent qualification from a recognized Institution; and
- ii. Certificate in computer application skills from a recognized institution.

### **22) POSITION: COMMUNITY HEALTH ASSISTANT III, JOB GROUP CPSB 12/'G' - (3 POSTS)**

**Basic Salary:** Kshs. 23,700 x1,040 - 24,740x1,070 - 25,810x1,090 - 26,900x1,110 -28,010x1,120 - 29,130x1,150 - 30,280x1,170 - 31,450p.m.

**Terms of Service:** Permanent and Pensionable

#### **Duties and Responsibilities**

This will be the entry and training grade for this cadre. Duties and responsibilities at this level will include:

- i. Visiting homes to determine health situations and dialogue with household members;

- ii. Identifying and sensitizing communities on health interventions;
- iii. Identifying common ailments and minor injuries at community level;
- iv. Collecting health data at household level for analysis;
- v. Distribution of information education communication materials, mosquito nets and other commodities to households;
- vi. Identifying defaulters of health interventions and other health cases and referring them to health facilities; and
- vii. Maintaining and updating health data using health registers.

#### **Requirements for Appointment**

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

- i. Certificate in any of the following disciplines; Community Health, Psychology, Counseling, Social Work or Community Development from a recognized institution; and
- ii. Certificate in computer application skills from a recognized institution.

### **23) POSITION: ORTHOPAEDIC TRAUMA TECHNICIAN III, JOB GROUP CPSB 12/'G' - (5 POSTS)**

**Basic Salary:** Kshs. 23,700 x1,040 - 24,740x1,070 - 25,810x1,090 - 26,900x1,110 -28,010x1,120 - 29,130x1,150 - 30,280x1,170 - 31,450p.m.

**Terms of Service:** Permanent and Pensionable

#### **Duties and Responsibilities**

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

- i. Manipulating and reducing fractures and dislocations;
- ii. Fixing and removing casts, bandages to and from patients;
- iii. Correcting Congenital Talipes Equiano-Varus(C.T.E.V.);
- iv. Participating in the management of minor orthopaedic and trauma cases in emergencies and accidents;
- v. Sensitising and creating awareness on orthopaedic trauma conditions to the communities; and
- vi. Counseling patients/clients on issues regarding orthopaedic trauma.

#### **Requirements for appointment**

For appointment to this grade, a candidate must have;

- i. Certificate in either Orthopaedic Plaster and Traction Technology or Orthopaedic Plaster Technology from a recognized institution; and
- ii. Certificate in Computer application skills from a recognized institution.

### **24) POSITION: MORTUARY TECHNICIAN/MORTICIAN III, JOB GROUP CPSB 12/'G'- (3 POSTS)**

**Basic Salary:** Kshs. 23,700 x1,040 - 24,740x1,070 - 25,810x1,090 - 26,900x1,110 -28,010x1,120 - 29,130x1,150 - 30,280x1,170 - 31,450 p.m.

**Terms of Service:** Permanent and Pensionable

#### **Duties and Responsibilities**

- i. Collection of bodies from wards;
- ii. Performing autopsy procedures;
- iii. Body embalming; admission and dispatch of bodies;

- iv. Cleaning of the mortuary;
- v. Cleaning of mortuary equipment and body reconstruction;
- vi. Wrapping in mortuary sheets, labelling and storing of dead bodies in the Cold room of the mortuary; and
- vii. Keeping of appropriate registers for receipt and delivery of dead bodies at the mortuary;

#### **Requirements for Appointment**

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

- i. Minimum of KCSE C- (Minus);
- ii. Certificate in Mortuary Science or any other equivalent from a recognized institution;
- iii. License from Kenya Health Professionals Oversight Authority; and
- iv. Certificate in computer application skills from a recognized institution

## **B) DEPARTMENT OF SOCIAL SERVICES, YOUTH, SPORTS, GENDER AND CULTURE**

### **25) POSITION: SPORTS ASSISTANT III, JOB GROUP CPSB 11/ 'H' - (3 POSTS)**

**Basic Salary:** Kshs. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 - 31,450 x 1,250 - 32,700 x 1,300 - 34,000 x 1,380 - 35,380p.m.

**Terms of service:** Permanent and Pensionable

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

**Duties and responsibilities** will entail: -

- i. Undertaking training of sports persons and other trainees in specific sports discipline;
- ii. Conducting fitness classes;
- iii. Keeping track records of trainees;
- iv. Identifying and recording suitable sports venues;
- v. Imparting sports skills to athletes and other trainees;
- vi. Administering basic First Aid for minor sports injuries;
- vii. Gathering, collating data relevant sports information from the field, ward and other relevant bodies;
- viii. Scouting for sports talent for vulnerable groups and establishing a data base;
- ix. Mobilizing sportsmen and sportswomen to form teams and clubs; and
- x. Coaching and officiating during sports activities.

#### **Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Kenya Certificate of Secondary Education Mean Grade **C (Plain)** with at least **C- (Minus)** in either **English or Kiswahili** and **Biology** and a pass in Mathematics or its equivalent qualification from a recognized institution;
- ii. **Diploma in Sports Administration** or equivalent qualification from a recognized institution;
- iii. Certificate in First Aid from a recognized institution; and
- iv. Certificate in Computer Applications from a recognized institution

-----THE END-----

### **PLEASE NOTE:**

1. All the details requested in the advertisement should be filled on the on-line form.
2. During interviews, shortlisted candidates will be required to produce the following **original documents**: -
  - a) National Identity Card; and
  - b) Academic and Professional Certificates.
3. Canvassing in any form will lead to automatic disqualification.
4. The County Government of Kakamega is an equal opportunity employer and women, persons with Disabilities are encouraged to apply.
5. **Only shortlisted and successful candidates will be contacted.**

### **HOW TO APPLY**

All applicants should **click** on the **Our Job Offers Option** on the County Website [www.kakamega.go.ke](http://www.kakamega.go.ke), fill the Application Form and submit it **ONLINE** on or before **Friday, 10<sup>th</sup> October, 2025 at 11.59 P.M.**

**N/B:** No hard copy or emailed applications to the Board's official email [kakamegacpsb@gmail.com](mailto:kakamegacpsb@gmail.com) will be accepted.

**Applicants are advised to provide accurate information when making applications, those who give false information regarding their credentials and qualifications will be automatically disqualified.**

**PLEASE NOTE:** Kakamega County Public Service Board (KCPSB) **DOES NOT** use Agents nor charge **ANY FEE** at any stage of the recruitment and selection process. Our official communication channels are; email address [kakamegacpsb@gmail.com](mailto:kakamegacpsb@gmail.com) and phone number **0745888999 ONLY**.

**SECRETARY/CEO, CPSB**