

REPUBLIC OF KENYA
COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

DECLARATION OF V A C A N C I E S

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: Senior Registered Clinical Officer (Paediatrics'), Job Group CPSB 08 (6 Posts)

Basic Salary Scale: Ksh. 41,770 x 1,910 – 43,680 x 2,000 – 45,680 x 2,100 – 47,780 x 2,170 – 49,950 x 2,550 – 52,500 x 2,650 – 55,150 x 2,750 – 57,900 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will include;

- implementing Community Health Care activities in liaison with other health workers;
- history taking, examining, diagnosing, treating and managing Paediatric and Child Health conditions in an outpatient or inpatient health facility;
- sensitizing patients and clients on preventive and promotive health;
- providing clinical outreach and school health services;
- coaching and mentoring students on attachment;
- carrying out surgical procedures as per training and skill;
- guiding and counseling patients, clients and staff on health issues;
- assessing, preparing and presenting medico-legal reports;
- conducting ward rounds, reviewing and making appropriate referrals;
- offering specialized Clinical Services in Child Health and Paediatrics; and
- collecting and compiling clinical data.

Requirements for Appointment

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

- Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- Higher Diploma Paediatric and Child Health from a recognized institution;
- Certificate of Registration from the Clinical Officers' Council;
- Valid practicing license from the Clinical Officers' Council; and
- Have Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) years Renewable Contract based on agreed performance levels.

2. Position: Senior Registered Clinical Officer (Anaesthetist) Job Group CPSB 08 (8 Posts)

Basic Salary Scale: Ksh. 41,770 x 1,910 – 43,680 x 2,000 – 45,680 x 2,100 – 47,780 x 2,170 – 49,950 x 2,550 – 52,500 x 2,650 – 55,150 x 2,750 – 57,900 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will include;

- offering specialized Clinical Services in Anaesthesia; Administering anesthetic or sedation during medical procedures;
- coordinating administration of anesthetics with surgeons during operation;
- scheduling and maintaining use of surgical suite, including operating, wash-up, waiting rooms and anesthetic and sterilizing equipment;
- providing and maintaining life support and airway management, and helping prepare patients for emergency surgery;
- positioning patients on operating table, ordering laboratory tests, x-rays and other diagnostic procedures, managing anesthesiological services, coordinating them with other medical activities and formulating plans and procedures;
- recording type and amount of anesthesia and patient condition throughout procedure, monitoring patient before, during, and after anesthesia and counteracting adverse reactions or complications;
- examining patients, obtaining medical history and using diagnostic tests to determine risk during surgical, obstetrical, and other medical procedures

Requirements for Appointment

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

- Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- Higher Diploma in Anaesthesia from a recognized institution;
- Certificate of Registration from the Clinical Officers' Council;
- Valid practicing license from the Clinical Officers' Council; and
- Have Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) years Renewable Contract based on agreed performance levels.

3. Senior Registered Nurse (Specialists), Job Group CPSB 08 (15 Posts) - (5 Oncologists, 5 Reproductive Health, 2 Paediatrics and 3 Critical Care)

Basic Salary Scale: Ksh. 41,770 x 1,910 – 43,680 x 2,000 – 45,680 x 2,100 – 47,780 x 2,170 – 49,950 x 2,550 – 52,500 x 2,650 – 55,150 x 2,750 – 57,900 p.m.

Duties and Responsibilities

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

- assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- 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;
- referring patients and clients appropriately;
- facilitating patients' admission and initiating discharge plans;
- maintaining records on patients/clients health condition and care;
- ensuring a tidy and safe clinical environment; and collecting and compiling data; and
- Providing specialized care as per specialization.

Requirements for Appointment

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

- 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;
- Higher Diploma in Oncology, Paediatrics, Reproductive Health, Critical Care from a recognized institution;
- Registration Certificate issued by the Nursing Council of Kenya;
- Valid practicing license from Nursing Council of Kenya; and
- Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) years Renewable Contract based on agreed performance levels.

4. Nursing Officer (Intern), Job Group CPSB 09 (30 Posts)

Basic Salary Scale: Kshs. 37,070 x 1,470 - 38,540 x 1,520 - 40,060 x 1,710 – 41,770 x 1,910 – 43,680 x 2,000 – 45,680 x 2,100 – 47,780 x 2,170 – 49,950 pm.

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 Appointment

For appointment to this grade, a candidate must have:

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

5. Position: Medical Laboratory Technologists III, Job Group CPSB 11 (28 Posts)

Basic Salary Scale: Ksh. 24,580 x 1,070 – 25,650 x 1,080 – 26,730 x 1,110 – 27,840 x 1,130 – 28,970 x 1,200 – 30,170 x 1,260 – 31,430 x 1,330 – 32,760 p.m.

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 –

- decontaminating working benches, receiving and scrutinizing laboratory requisition forms and specimens;

- preparing clients for collection of specimens, receiving, collecting, labelling and registering of specimens;
- disaggregating specimens for processing and analyses, preparing reagents;
- examining specimens, writing and recording of results; dispatching the results for use in clinical management;
- preparing stains;
- performing blood grouping;
- issuing blood and blood products to peripheral health facilities; and
- Storing blood products according to their requirements.

Requirements for Appointment

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

- Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.
- Registration Certificate issued by the Kenya Medical Laboratory technicians and Technologists Board (KMLTTB);
- Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board; and
- Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) years Renewable contract based on agreed performance levels.

6. Position: Pharmaceutical Technologist III, Job Group CPSB 11 (20 Posts)

Basic Salary Scale: Ksh. 24,580 x 1,070 – 25,650 x 1,080 – 26,730 x 1,110 – 27,840 x 1,130 – 28,970 x 1,200 – 30,170 x 1,260 – 31,430 x 1,330 – 32,760 p.m.

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; -

- receiving, interpreting, and processing prescriptions;
- recording prescriptions in a pharmacy unit;
- pre-packing, repacking and writing instructions on labels;
- counseling patients on usage of drugs in a pharmacy unit;
- maintaining drug registers/books; and
- Stock-taking of drugs and medicinal devices on monthly basis.

Requirements for Appointment

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

- Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- Certificate of Enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and poisons Board (PPB); and
- Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) years Renewable contract based on agreed performance levels.

7. Registered Clinical Officer III, Job Group CPSB 11 (27 Posts)

Basic Salary Scale: Ksh. 24,580 x 1,070 – 25,650 x 1,080 – 26,730 x 1,110 – 27,840 x 1,130 – 28,970 x 1,200 – 30,170 x 1,260 – 31,430 x 1,330 – 32,760 p.m.

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;

- taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- implementing Community Health Care activities in liaison with other health workers;
- guiding and counseling patients, clients and staff on health issues;
- sensitizing patients and clients on preventive and promotive health; carrying out minor surgical procedures as per training and skill;
- collecting and compiling clinical data; and
- Referring patients and clients to appropriate health facilities.

Requirements for Appointment

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

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

8. Position: Assistant Health Records and Information Management Officer, Job Group CPSB 11 (24 Posts)

Basic Salary Scale: Ksh. 24,580 x 1,070 – 25,650 x 1,080 – 26,730 x 1,110 – 27,840 x 1,130 – 28,970 x 1,200 – 30,170 x 1,260 – 31,430 x 1,330 – 32,760 p.m.

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 and experienced officer. Duties and responsibilities at this level will entail;

- receiving and documenting patients at hospital reception;
- registering and booking appointment for patients to clinics and consultants;
- storing and retrieving medical records documents; preparing clinics;
- updating bed bureau;
- editing of patient case records; gathering data from different sources;
- capturing data from service points; maintaining record safety and confidentiality; storing and retrieving medical records;
- balancing daily bed returns;
- creating and maintaining master index;
- updating patient master index;
- directing patients to relevant clinics;
- scheduling of patients to the consultants and specialty clinics;
- assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and
- Preparing Health records and reports.

Requirements for Appointment

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

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

Terms of Service: Three (3) years Renewable contract based on agreed performance levels.

NOTE: APPLICANTS FOR THE ABOVE POSITIONS WILL BE REQUIRED TO GET CLEARANCE FROM THE FOLLOWING TO MEET REQUIREMENTS OF CHAPTER 6 OF THE CONSTITUTION OF KENYA 2010:-

- ✓ Criminal Investigation Department;
- ✓ Ethics and Anti-Corruption Commission;
- ✓ For those with higher education certificates (degrees) from outside Kenya, a letter of recognition of qualifications from the Commission of University Education.

Copies of these clearances **MUST** be attached to the applications.

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 **Sub-County and Ward** of origin. Applications should be submitted to:

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

Hand delivered applications can be submitted at the **County Public Service Board's** Reception located at **Former Provincial Headquarters, Block 'B' 2nd Floor.**

All applications should reach this office **on or before 20th December, 2019**

County Government of Kakamega is an equal opportunity employer. Female Candidates and Persons with Disabilities are encouraged to apply. Canvassing will lead to automatic disqualification.

Only Shortlisted candidates will be contacted.

SECRETARY/CEO, CPSB