ADVERTISEMENT

The Taita Taveta County public Service Board invites applications from suitable and qualified Kenyan citizens to fill the following vacant positions:

VACANCY IN THE DEPARTMENT OF HEALTH SERVICES

1. GENERAL SURGEON JOB GROUP Q (1POST – PERMANENT & PENSIONABLE

DUTIES AND RESPONSIBILITIES

- Clinical duties at the County Hospital
- Teaching and supervision of interns and other health workers
- Outreach clinics in sub-county hospitals in the County
- Policy formulation at county level

Requirements for Appointment:

- Must be a Kenyan citizen;
- MBCHB, MMED surgery.
- Masters in MMED orthopaedic surgery is an added advantage.
- Sub-speciality will be an added advantage
- Registered with Medical Practitioners and Dentists Board
- Meet the requirements of chapter 6 of the Constitution of Kenya
- At least 1 year working experience

ORTHOPEDIC SURGEON JG Q – 1 POST - (1POST – PERMANENT & PENSIONABLE

Duties and Responsibilities include:

- Clinical duties at the County Hospital
- Teaching and supervision of interns and other health workers
- Outreach clinics and surgeries in Sub- county hospitals in the County
- Policy formulation at county level
Requirement for appointment:
- Be Kenyan Citizen
- MBCHB, (MMED Surgery) or MMED Orthopaedics Surgery
- Registered with Medical practitioners and Dentist Board
- Satisfy chapter six of the constitution
- Certificate of good conduct
- 2 years experience
- Computer literate

3. PHYSICIAN JOB GROUP Q (1 POST – PERMANENT & PENSIONABLE)
DUTIES AND RESPONSIBILITIES
- Clinical duties at the County Hospital
- Teaching and supervision of interns and other health workers
- Outreach clinics in sub-county hospitals in the County
- Policy formulation at county level

Requirements for Appointment
- Must be a Kenyan citizen
- MBCHB, MMED Medicine
- Sub-speciality will be an added advantage
- Registered with Medical Practitioners and Dentists Board
- At least 1 year working experience
- Meet the requirements of chapter 6 of the Constitution of Kenya

4. PEDIATRICIAN JOB GROUP Q (1 POST – PERMANENT & PENSIONABLE)
DUTIES AND RESPONSIBILITIES
- Clinical duties at the County Hospitals
- Teaching and supervision of interns and other health workers
- Outreach clinics in sub-county hospitals in the County
- Policy formulation at county level

Requirements for Appointment:
- Must be a Kenyan citizen;
- MBCHB, MMED paediatrics.
- Sub-speciality will be an added advantage
- Registered with Medical Practitioners and Dentists Board
- Meet the requirements of chapter 6 of the Constitution of Kenya
- At least 1 year working experience
5. KENYA REGISTERED NURSES III - JOB GROUP 'H' - 46 POSTS PERMANENT & PENSIONABLE

Duties and Responsibilities:

- Assessing, planning, implementing nursing interventions and evaluating patient's outcomes
- Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI)
- Immunization and reproductive health services
- Providing health education and counselling to patients/clients and community on identified health needs
- Referring patients and clients appropriately
- Facilitating patients' admission, assess patients' needs for nursing services initiating nursing care plans
- Keep records of drugs and other supplies
- Guide, supervise and counsel staff performing routine clinical duties
- Collecting, compiling and analysing data for decision making, planning and policy making
- Implementation of community Health Strategy with other health workers

Requirements for appointment:

For appointment to this grade, a candidate must have:

- Must be a Kenyan citizen;
- 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;
- Registration Certificate issued by the Nursing Council of Kenya
- Valid practicing license from Nursing Council of Kenya
- Satisfy the requirements of chapter six of the Constitution of Kenya

6. REGISTERED CLINICAL OFFICERS -ANAESTHESIA JG L- (8 POSTS) PERMANENT & PENSIONABLE

Duties and responsibilities

Include but not limited to
● Preventive, curative and promotive activities at all levels of the health facilities that includes counselling, History taking, examination, diagnosing and treatment of patients/clients.
● Conducting anaesthetic duties and attending to emergencies
● Implementation of community health care activities in liaison with other health workers.
● Collecting and compiling clinical data and referrals of patients/clients

Requirements for appointment

● Must be a Kenyan citizen;
● Diploma/Bachelors in Clinical medicine and Surgery, Clinical Medicine and Community Health from a recognized institution
● In addition, Higher National Diploma in Anaesthesia
● Certificate of registration from the Clinical Officers Council
● Satisfy the requirements of chapter six of the Constitution of Kenya

7. REGISTERED CLINICAL OFFICERS (GENERAL) III JG ‘H’ (9) PERMANENT & PENSIONABLE

Duties and responsibilities

● Preventive, curative and promotive activities at all levels of the health facilities that includes counselling, History taking, examination, diagnosing and treatment of patients/clients.
● Implementation of community health care activities in liaison with other health workers.
● Carrying out reproductive health activities and minor surgical procedures.
● Collecting, compiling and analyzing data for decision making, planning and policy making
● Referrals of patients/clients
● Position available at various health facilities in the county

Requirements for appointment

● Must be a Kenyan citizen;
● Diploma in Clinical medicine and Surgery, Clinical Medicine and Community Health from a recognized institution
● Certificate of registration from the Clinical Officers Council
● Satisfy the requirements of chapter six of the Constitution of Kenya

8. REGISTERED CLINICAL OFFICER, PAEDIATRICS, JG ‘L’- (4 POSTS) PERMANENT & PENSIONABLE

Duties and responsibilities

Include but not limited to:
• Preventive, curative and promotive activities at all levels of the health facilities that includes counselling, History taking, examination, diagnosing and treatment of patients/clients.
• Attending to children both as inpatients, MCH and outpatients departments
• Implementation of community health care activities in liaison with other health workers.
• Collecting and compiling clinical data and referrals of patients/clients

Requirements for appointment

• Must be a Kenyan citizen;
• Diploma/Bachelors degree in Clinical medicine and Surgery, Clinical Medicine and Community Health from a recognized institution
• Higher National Diploma in paediatrics
• Certificate of registration from the Clinical Officers Council
• A minimum of 1 year’s working experience in a busy hospital
• Satisfy the requirements of chapter six of the Constitution of Kenya

9. PHARMACEUTICAL TECHNOLOGIST III JG‘H’ (7 POSTS) PERMANENT & PENSIONABLE

Duties and Responsibilities

An officer at this level will is responsible for the provision of pharmaceutical services. Specific duties and responsibilities will involve dispensing of drugs/medicines and counseling patients on drug usage in a unit pharmacy.

• Dispensing of medicines and medical commodities
• Maintain books/register of drugs, noting part I poisons, showing amount of drugs out and entries countersigned by immediate supervisor daily.
• Stock taking of drugs and medicine devices on monthly basis.

Requirements for Appointment

• Must be a Kenyan citizen;
• Diploma in Pharmacy award by the Kenya Medical Training College or from any other recognized and approved institution.
• A registration certificate of enrollment as a pharmaceutical technologist by the Pharmacy and Poisons Board (PPB) as per provision of Pharmacy and Poisons Act (Cap244).
• Working knowledge of Computer applications i.e. Ms Word, Ms excel, Ms Access and Ms Power point.
• Minimum of 1 year working experience in a busy institution
• Proof of membership to Kenya Pharmaceutical Association will be required.
• Satisfy the requirements of chapter six of the Constitution of Kenya
10. NUTRITION AND DIETETICS OFFICER JG ‘K’. (2 POSTS) PERMANENT & PENSIONABLE

Duties and Responsibilities

- Implementing nutrition programs
- Providing nutrition services in health care facilities
- Conducting nutritional assessments, collecting and compiling nutrition data
- Providing nutrition education and demonstrations
- Counselling patients with specific nutritional needs and monitoring preparation of therapeutic feeds
- Implementing outpatient and inpatient supplementary and therapeutic programs
- Promoting maternal infant and young child nutrition
- Providing micronutrient supplements

Requirements

- Must be a Kenyan citizen
- Bachelor’s Degree in Food, Nutrition and Dietetics, Clinical Nutrition or Food Science and Nutrition from a recognized institution.
- Certificate in computer application skills from a recognized institution.
- Registered by the council of Kenya Nutrition and Dieticians Institute (KNDI)
- Experience of working in a health care set up is an added advantage
- Satisfy the requirements of chapter six of the Constitution of Kenya

11. NUTRITION AND DIETETICS TECHNOLOGIST JG ‘H’. (2 POSTS) PERMANENT & PENSIONABLE

Duties and Responsibilities

- Implementing nutrition programs
- Providing nutrition services in health care facilities
- Conducting nutritional assessments, collecting and compiling nutrition data
- Providing nutrition education and demonstrations
- Counselling patients with specific nutritional needs and monitoring preparation of therapeutic feeds
- Implementing outpatient and inpatient supplementary and therapeutic programs
- Promoting maternal infant and young child nutrition
- Providing micronutrient supplements

Requirements

- Must be a Kenyan citizen
- Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution.
- Certificate in computer application skills from a recognized institution.
- Registered by the council of Kenya Nutrition and Dieticians Institute (KNDI).
- Minimum 1 year working experience
- Experience of working in a health care set up is an added advantage
- Satisfy the requirements of chapter six of the Constitution of Kenya

12. MEDICAL LABORATORY TECHNOLOGISTS III JG H- 8 POSTS PERMANENT & PENSIONABLE

Duties and Responsibilities
- Discharge of laboratory investigative services to patients/clients
- Planning and budgeting for laboratory commodities
- Compiling and submitting laboratory reports
- Any other responsibility that may be assigned by the supervisor

Requirements for Appointment
- Must be a Kenyan citizen
- Diploma in medical laboratory sciences from a recognized training institution
- At least one year of working experience
- Registration with relevant professional body such KMLTBB
- Satisfy the requirements of chapter six of the Constitution of Kenya

13. MEDICAL LABORATORY TECHNICIANS III JG ----5 POSTS - PERMANENT & PENSIONABLE

Duties and Responsibilities
- Discharge of laboratory investigative services to patients/clients
- Planning and budgeting for laboratory commodities
- Compiling and submitting laboratory reports
- Any other responsibility that may be assigned by the supervisor

Requirements for Appointment
- Must be a Kenyan Citizen
- Certificate in medical laboratory sciences from a recognized training institution
- Registration with relevant professional body such KMLTBB
- Satisfy the requirements of chapter six of the Constitution of Kenya
14. COMMUNITY ORAL HEALTH OFFICERS III JG H- 4 POSTS PERMANENT & PENSIONABLE

Duties and Responsibilities include:

- Position available at Hospitals in the County
- Carry out Clinical dental duties and community oral health activities
- Outreach clinics in the community

Requirements for Appointment

- Be a Kenyan Citizen
- Diploma in Community Oral Health from a recognized training institution
- Registered with relevant professional body
- Satisfy the requirements of chapter six of the Constitution of Kenya

15. HEALTH RECORDS AND INFORMATION OFFICER III. JOB GROUP “H” (4 POSTS) PERMANENT & PENSIONABLE

Duties and Responsibilities

- Work in Health Records and Information Department i.e. control of reception, registration and appointment procedures and being responsible for the supervision of staff in the section
- Administer, editing and discharge procedures.
- Maintenance of bed Bureau and waiting list procedures for inpatients.
- Supervision of storage and retrieval of health records.
- Co-coordinating the collection of medical statistics from the various sections of the department.
- Supervision of coding and indexing of diseases and surgical operations in accordance with International Classification of Diseases and International Classification of Procedures in Medicine.
- Maintenance of patients’ master index, diagnostic index, surgical operation index and other health records indices.
- All other duties relating health records & information management, which may be assigned as from time to time.

Requirements for appointment

- Must be a Kenyan citizen
- Diploma in Health Records and Information Technology from Kenya Medical Training College or other recognized medical training institutions, or a certificate in Health Records and Information Technology and have upgraded to a Diploma at Kenya Medical Training college or any Recognized institution
- Minimum of 1 year working experience
- Competency in computer packages: MS Office
- Satisfy the requirements of chapter six of the Constitution of Kenya
16. RADIOGRAPHERS JG H- 3 POSTS PERMANENT & PENSIONABLE

Duties and Responsibilities include

- Carrying out Radiological examinations
- Will be deployed in any of the hospitals in the county.

Requirements for appointment:

- Must be a Kenyan citizen;
- Diploma in Diagnostic Radiology from a recognized institution
- Additional trainings in medical imaging sciences, ultrasound, computerized tomography, etc. will be an added advantage
- Registered with Professional Body
- Satisfy the requirements of chapter six of the Constitution of Kenya

17. SUPPLY CHAIN MANAGEMENT ASSISTANT III JG ‘H’ (3 POSTS)
PERMANENT & PENSIONABLE

Duties and Responsibilities

An officer at this level will be deployed in a supply chain management unit in a department and will handle variety of tasks such as issuing and receiving stores, assisting in stock taking, reconciliation, preparation and maintenance of records.

Requirements for Appointment

- Must be a Kenyan citizen;
- Diploma in Supplies Management (CIPS) or its equivalent qualification from a recognized institution.
- Minimum of KCSE mean grade of C- (minus) and above.
- Working knowledge of Computer applications i.e. Ms Word, Ms excel, Ms Access and Ms Power point.
- Proof of membership to recognized Purchasing & Supplies Management professional body will be required.
- Satisfy the requirements of chapter six of the Constitution of Kenya.

18. HEALTH ADMINISTRATIVE OFFICER 1, JOB GROUP K (2 POSTS)
PERMANENT & PENSIONABLE

Duties and Responsibilities:

- This will be the entry and training grade for this cadre. An officer at this level may be deployed at the sub-county hospital, rural health training centre, department or unit within a large hospital or to a specific health program where he/she will be exposed to various administrative duties which include procurement, provision and maintenance of facilities and general upkeep of the hospital. The officer will work under the supervision of a more senior officer.
Requirements for Appointment:

- Must be a Kenyan citizen
- Bachelor’s degree in any of the following: Health Systems Management, Hospital Administration, Business Administration, or its equivalent qualification from a recognised institution.
- Working knowledge of Computer applications i.e. Ms Word, Ms excel, Ms Access and Ms Power point.
- Minimum of one (1) year working experience.
- Satisfy the requirements of chapter six of the Constitution of Kenya.

19. MORTUARY ATTENDANT – 4 POSTS JOB GROUP ‘F PERMANENT & PENSIONABLE

Duties and responsibilities
- Embalming & preservation of bodies
- Receiving and transporting bodies from the wards to the mortuary
- Ensuring the cold rooms are well maintained and cleaned

Requirements
i. Must be a Kenyan citizen
ii. Minimum KCSE D+ (plus)
iii. Certificate in autopsy and reconstruction
iv. Experience in mortuary services will be an added advantage
v. Meet the requirements of chapter 6 of the Constitution of Kenya

20. EMERGENCY MEDICAL TECHNICIANS III JG G (10 POSTS). PERMANENT & PENSIONABLE

Duties and responsibilities
- Receiving and referring handing over patients from one health facility to another for care and management
- Ensuring the Ambulance is always in a state of readiness for any emergencies
- Emergency medical response and preparedness
- Ensuring safety of the patient during referral

Requirements
i. Must be a Kenyan citizen;
ii. A minimum of c- minus in KCSE
iii. A certificate in emergency management techniques from a reputable institution
iv. Knowledge on basic life support techniques
v. Two years’ experience
vi. Meet the requirements of chapter 6 of the Constitution of Kenya

21. HUMAN RESOURCE MANAGEMENT OFFICER II, JOB GROUP ‘J’ PERMANENT & PENSIONABLE

Duties and Responsibilities

- This is the entry and training grade for the Human Resource Management Officers’ cadre. An officer at this grade will perform a variety of Human Resource Management duties of limited scope and complexity under the Guidance and supervision of a more senior officer in a medium sized Department or in a section within the Human Resource Division. Specific Duties and responsibilities will entail verification of information relating to Recruitment, appointment, transfers, Human Resource Management records And complement control; processing cases for the Ministerial Human Resource Management Advisory Committee and assisting in the 16 Implementation of the decisions thereof and supervising and guiding clerical Staff in the Division/Section.

Requirements for Appointment

i. served in the grade of Human Resource Management Assistant III, for At least three (3) years;

ii. Part I of the Certified Public Secretaries (K) Examination or its accepted equivalent; and

iii. a Certificate course in management, records management, pensions, salaries or complement control

OR

iv. Diploma in Human Resources Management or Records Management; and

v. shown merit and ability as reflected in work performance and results

22. HUMAN RESOURCE MANAGEMENT ASSISTANT 1, JOB GROUP ‘K’ 1 POST PERMANENT & PENSIONABLE

Duties and Responsibilities

- An officer at this level will be expected to provide guidance and advice on appropriate application of Human Resource Management matters. Specifically, duties and responsibilities at this level will entail; coordination and supervision of clerical work done in the section. An officer at this level will also be expected to co-ordinate Human Resource Management activities in such areas as appointments, promotions, complement control, staff development within the framework of the existing Human Resource policies and regulations.

Requirements for Appointment

i. Must be a Kenyan citizen;
ii. Must have a Bachelor’s degree in Human Resource Management from a recognized institution.

iii. A Post Graduate Diploma in Human Resource Management from the Institute of Human Resource Management will be an added advantage

iv. Experience in Human Resource Management will be an added advantage;
v. Strong interpersonal and leadership skills;
vi. Rounded experience and knowledge of labor laws, procedures and policies;
vii. Computer literate;
viii. Satisfy the requirements of Chapter Six of the Constitution.

23. ELECTRICIAN III JG II (ONE POST). PERMANENT & PENSIONABLE

Duties and responsibilities
- Inspection and repair of electrical installations,
- Maintenance of electrical controls related to fire detection equipment, cookers, water heaters, boilers, power generating plants and machinery,
- Interpretation of electrical contracts and installation drawings and specifications,
- Site supervision of construction and electrical maintenance works,
- Preparation of design drawings and specifications under direction of electrical maintenance materials and test equipment,
- Digitisation of drawings, storage and retrieval of drawings and recommending replacement of unserviceable equipment.

Requirements for appointments:
- Must be a Kenyan Citizen
- Diploma in Electrical Engineering from a recognized institution.
- Registration with a relevant regulatory board.
- Satisfy the requirements of chapter six of the Constitution of Kenya

24. SONOGRAPHER JG L SIX (6 POSTS) PERMANENT & PENSIONABLE

Duties and Responsibilities
- Duties include imaging particularly ultra-sound imaging
- Show leadership in provision of imaging services round the clock, including odd hours
- Management of the imaging department

Requirements for appointment
- Higher diploma in ultrasound from a registered institution
- Strong communication skills
- At least 1 year experience in a busy institution
- Registered with a relevant professional body such as SORK
• Satisfy the requirements of chapter six of the Constitution of Kenya

All applications should be submitted in a sealed envelope addressed to:

The Secretary
County Public Service Board
Private Bag
Voi

Or hand delivered at the County Public Service Board Offices at Maghamba Plaza Ground Floor, Opposite Kenya Power and Lighting Company.

Important information
- All applications with copies of National ID card, academic, professional and all other relevant testimonials should reach the County Public Service Board on or before Monday 10th October, 2016 latest 4.30 pm.
- All candidates MUST satisfy the requirements of chapter six. In their applications, they should attach valid Clearance Certificates from the Ethics and Anti-Corruption Commission (EACC), Kenya National Police Service (Certificate of Good Conduct), Kenya Revenue Authority tax Clearance (KRA tax clearance certificate), Higher Education Loans Board (HELB) and the Credit Reference Bureau (CRB).
- Only shortlisted candidates will be contacted.
- Candidates found canvassing will automatically be disqualified.

- THE COUNTY PUBLIC SERVICE BOARD IS COMMITTED TO AVAILING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL KENYANS. YOUTH, WOMEN, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.

- N/B Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- Serving officers shall be required to produce the original letter of appointment to their current substantive post during the interview.