



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE BOARD



INTERNAL ADVERTISEMENT FOR PROMOTIONS

Pursuant to Article 235 of the Constitution of Kenya 2010 and Sections 59, 65 and 70(1) of the County Governments Act, 2012, the Nakuru County Public Service Board invites applications from competent and qualified officers currently serving in **Nakuru County Public Service on Permanent & Pensionable terms of service** to fill the following vacancies.

DEPARTMENT OF HEALTH SERVICES – VACANCY No. 03/PROM/2023

1. MEDICAL ENGINEERING TECHNOLOGISTS

**SENIOR PRINCIPAL MEDICAL ENGINEERING TECHNOLOGIST (1 POSITION) -
VACANCY No. 03/PROM/2023/01**

Basic Salary Scale: Kshs. **87,360 - 121,430** p.m.

Job Group ‘P’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Principal Medical Engineering Technologist II for a minimum of three (3) years;
- ii. Diploma in Medical Engineering or any other equivalent qualification from a recognized institution;
- iii. Higher National Diploma in any of the following fields: Medical Engineering, Electrical Engineering, Electronic Engineering or any other equivalent qualification from a recognized institution;
- iv. Certificate in Management Course not lasting more than four (4) weeks from a recognized institution;
- v. Certificate in Computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in the work performance.

Duties and Responsibilities

- i. Providing specifications on procurement of appropriate medical equipment's;
- ii. Overseeing installation, commissioning/decommissioning, maintenance and repair of medium technology medical equipment/plant and furniture;
- iii. Overseeing medical engineering works in a health facility;
- iv. Undertaking research;
- v. Coordinating preparation and implementation of Planned Preventive Maintenance schedule (PPM);
- vi. Ensuring quality of medical equipment for performance and safety measures;
- vii. Managing information on medical engineering services;
- viii. Inculcating use of ICT in the maintenance and management of medical equipment;
- ix. Supporting e-health and telemedicine technology;
- x. Forming networks in support of medical engineering projects and programmes;
- xi. Monitoring and evaluation of medical engineering programmes and projects;
- xii. Training users on the use of and maintenance of medical equipment; and
- xiii. Coaching and mentoring of staff working under the officer.

PRINCIPAL MEDICAL ENGINEERING TECHNOLOGIST (2 POSITIONS) - VACANCY No. 03/PROM/2023/02

Basic Salary Scale: Kshs. **56,370 - 87,360** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Deputy Chief Medical Engineering Technologist for a minimum of three (3) years;
- ii. Diploma in Medical Engineering or any other equivalent qualifications from a recognized institution;
- iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in Computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected in the work performance.

Duties and Responsibilities

- i. Providing specifications on procurement of appropriate medical equipment;
- ii. Installing, maintaining and repairing medium technology medical equipment/plant and furniture;
- iii. Supervising installation and commissioning/decommissioning of medium technology medical equipment;
- iv. Supervising medical engineering works in a health facility;
- v. Analyzing information for research;
- vi. Preparing Planned Preventive Maintenance schedule (PPM);
- vii. Ensuring quality of medical equipment in terms of performance and safety;
- viii. Maintaining information on medical engineering services for input into the Health Information Management System;
- ix. Training users on the use and maintenance of medical equipment; and
- x. Coaching and mentoring of staff working under the officer.

CHIEF MEDICAL ENGINEERING TECHNOLOGIST (5 POSITION) - VACANCY No. 03/PROM/2023/03

Basic Salary Scale: Kshs. **49,000 - 65,120** p.m.

Job Group 'M'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Senior Medical Engineering Technologist for a minimum of three (3) years;
- ii. Diploma in Medical Engineering or any other equivalent qualifications from a recognized institution;
- iii. Certificate in Supervisory Skills Course not lasting more than 2 (two) weeks from a recognized institution;
- iv. Certificate in Computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected in the work performance.

Duties and Responsibilities

- i. Providing specifications on procurement of appropriate medical equipment;
- ii. Installing, maintaining and repair of medium technology medical equipment/plant and furniture;
- iii. Decommissioning of basic medical equipment/plant;

- iv. Supervising medical engineering works in a health facility;
- v. Analyzing information for research;
- vi. Verifying medical equipment to ascertain quality and safety;
- vii. Preparing Planned Preventive Maintenance schedule (PPM);
- viii. Maintaining information on medical engineering services for input into the Health Information Management System;
- ix. Ensuring quality of medical equipment for performance and safety measures;
- x. Monitoring medical engineering programmes and projects;
- xi. Training users on the use of and maintenance of medical equipment; and
- xii. Coaching and mentoring of staff working under the officer.

SENIOR MEDICAL ENGINEERING TECHNOLOGIST (1 POSITION) - VACANCY No. 03/PROM/2023/04

Basic Salary Scale: Kshs. **42,970 - 59,120** p.m.

Job Group 'L'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Medical Engineering Technologist I for a minimum period of three (3) years;
- ii. Diploma in Medical Engineering or any other equivalent qualification from a recognized institution;
- iii. Certificate in computer application skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing Medical Engineering program and project;
- ii. Providing user support;
- iii. Undertaking preventive maintenance and repairs of medical/ hospital equipment, plants, furniture and instruments;
- iv. Installing medical equipment and furniture of medium technology;
- v. Analyzing information for research;
- vi. Preparing planned preventive maintenance schedule (PPM);
- vii. Providing specification for spare parts and consumables;
- viii. Maintaining inventory of medical/hospital equipment, furniture and plants;
- ix. Supervising medical engineering works in a health facility;

- x. Updating and maintaining information on medical engineering services for input into the health information management system;
- xi. Training users on use and maintenance of medical equipment; and
- xii. Supervising staff working under the officer.

MEDICAL ENGINEERING TECHNOLOGIST I (1 POSITION) - VACANCY No. 03/PROM/2023/05

Basic Salary Scale: Kshs. **38,270 - 51,170** p.m.

Job Group 'K'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Medical Engineering Technologist II for a minimum period of three (3) years;
- ii. Diploma in Medical Engineering or any other equivalent qualification from a recognized institution;
- iii. Certificate in computer application skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing medical engineering programs and project;
- ii. Providing user support;
- iii. Undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments;
- iv. Installing medical equipment and furniture of medium technology;
- v. Providing specification for spare parts and consumables;
- vi. Maintaining inventory of medical/hospitals equipment, furniture and plants;
- vii. Processing information for research;
- viii. Updating and maintaining information on medical engineering services for input into the integrated health information management system; and
- ix. Sensitizing users on use and maintenance of medical equipment.

MEDICAL ENGINEERING TECHNICIAN I (2 POSITIONS) - VACANCY No. 03/PROM/2023/06

Basic Salary Scale: Kshs. **31,270 - 41,260** p.m.

Job Group 'J'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Medical Engineering Technician II for a minimum of three (3) years;
- ii. Certificate in Medical Engineering or any other equivalent qualifications from a recognized institution;
- iii. Certificate in Computer application skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instrument;
- ii. Carrying out minor repairs of health facilities and utilities;
- iii. Ordering for spare parts and consumables;
- iv. Taking/maintaining inventory of medical/hospital equipment, furniture and plants;
- v. Collating and compiling information for research;
- vi. Collating and compiling information on medical engineering services for input into the Health Information Management System; and
- vii. Implementing medical engineering programmes and projects.

2. PHYSIOTHERAPY

PRINCIPAL ASSISTANT PHYSIOTHERAPIST (5 POSITIONS) - VACANCY No. 03/PROM/2023/07

Basic Salary Scale: Kshs. **56,370 – 87,360** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position.

Requirements

- i. Served in the grade of Chief Assistant Physiotherapist for a minimum period of three (3) years;
- ii. Diploma in Physiotherapy from a recognized institution;
- iii. Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate of registration from the physiotherapy council of Kenya (PCK)

- v. Current certificate of practice from physiotherapy council of Kenya (PCK);
- vi. Certificate in any computer application skills; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Treating and rehabilitating patients/clients using physiotherapy intervention i.e. Electrotherapy, manipulative therapy/technology, exercise therapy among other in clinical areas and the community;
- ii. Planning and organizing group physiotherapy treatment/session for patients and clients;
- iii. evaluating treatment outcomes for review, placement, referral or discharge;
- iv. Carrying out physical disability assessment for categorization, registration and other support;
- v. Providing health appointment and education to patients/clients on neuro musculoskeletal disorder and health living to prevent non-communicable diseases;
- vi. Maintaining information and records relating to patients;
- vii. Inducting students on practical training on physiotherapy services;
- viii. Requisitioning and ensuring availability and proper utilization of physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital;
- ix. Maintaining equipment's and inventory;
- x. Analyzing data and preparing reports; and
- xi. Coaching and mentoring of staff.

CHIEF ASSISTANT PHYSIOTHERAPIST (4 POSITIONS) - VACANCY No. 03/PROM/2023/08

Basic Salary Scale: Kshs. **49,000 - 65,120** p.m.

Job Group 'M'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Senior Assistant Physiotherapist for a minimum period of three (3) years;
- ii. Diploma in Physiotherapy from a recognized institution;
- iii. Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution;

- iv. Certificate of registration from the physiotherapy council of Kenya (PCK);
- v. Current certificate of practice from physiotherapy council of Kenya (PCK);
- vi. Certificate in any computer application skills; and
- vii. Shown merit and ability as reflected in work performance and results

Duties and responsibilities

- i. Treating and rehabilitating patients/clients using physiotherapy intervention i.e. electrotherapy, manipulative therapy/technology, exercise therapy among other in clinical areas and the community;
- ii. Organizing group physiotherapy treatment/session for patients and clients;
- iii. Evaluating treatment outcomes for review, placement, referral or discharge;
- iv. Carrying out physical disability assessment for categorization, registration and other intervention;
- v. Providing health appointment and education to patients/clients on neuro musculoskeletal disorder and health living to prevent non-communicable diseases;
- vi. Verifying and maintaining information and records relating to patients;
- vii. Ensuring availability of physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital;
- viii. Maintaining patients/client progress report;
- ix. Analyzing data for research; and
- x. Preparing periodic reports.

3. OCCUPATIONAL THERAPY

SENIOR PRINCIPAL ASSISTANT OCCUPATIONAL THERAPIST (1 POSITION) - VACANCY No. 03/PROM/2023/09

Basic Salary Scale: Kshs. **87,360 - 121,430** p.m.

Job Group 'P'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Principal Assistant Occupational Therapist for a minimum period of three (3) years;
- ii. Diploma in Occupational Therapy from a recognized institution;

- iii. Higher Diploma in any of the following disciplines: Sensory integration, Speech Therapy, Hand Therapy, Gerontology, Neuro-developmental therapy, Pediatrics Occupational Therapy, Community Occupational Therapy and Psychosocial Occupational therapy or specialized Driver Assessment from a recognized institution;
- iv. Certificate in management course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assessing, formulating and implementing patient's treatment plan;
- ii. Carrying out vocational assessments and recommending appropriate placement;
- iii. Maintaining up to date records;
- iv. Keeping information relating to patients/clients;
- v. Preparing occupational therapy health educational material;
- vi. Preparing discharge plans
- vii. Carrying out home and work environmental assessment and making appropriate recommendation;
- viii. Following up on patients' progress;
- ix. Analyzing data for research;
- x. Inducting student on practical training on occupational therapy services;
- xi. Preparing and compiling periodic reports;
- xii. Evaluating occupational therapy activities in the area of deployment including forensic occupational therapy, ergonomic consultancy, gerontic occupational therapy.

PRINCIPAL ASSISTANT OCCUPATIONAL THERAPIST (4 POSITIONS) - VACANCY No. 03/PROM/2023/10

Basic Salary Scale: Kshs. **56,370 - 87,360** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Chief Assistant Occupational Therapist, for a minimum period of three (3) years;
- ii. Diploma in Occupational Therapy from a recognized institute;
- iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in Computer Application skills from recognized institutions; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assessing, formulating and implementing patients' treatment plan;
- ii. Carrying out vocational assessments and recommending appropriate placement;
- iii. Maintaining up-to-date records;
- iv. Keeping information relating to patients/clients;
- v. Preparing occupational therapy health education materials;
- vi. Following up on patients' progress;
- vii. Analyzing data for research;
- viii. Inducting students on practical training in occupational therapy services;
- ix. Preparing and compiling periodic reports; and
- x. Evaluating occupational therapy activities in the areas of deployment.

CHIEF ASSISTANT OCCUPATIONAL THERAPIST (1 POSITION) - VACANCY No. 03/PROM/2023/11

Basic Salary Scale: Kshs. **49,000 - 65,120** p.m.

Job Group 'M'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Senior Assistant Occupational Therapist, for a minimum period of three (3) years;
- ii. Diploma in Occupational Therapy from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in Computer Application skills from recognized institutions; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assessing, formulating and implementing patients' treatment plan;
- ii. Carrying out functional and vocational assessments and formulate necessary interventions;
- iii. Maintaining records and data relating to patients/clients;
- iv. Preparing occupational therapy health education materials;
- v. Promoting health education in the area of disability;
- vi. Following up on patients' progress;
- vii. Compiling and analyzing data for research;
- viii. Inducting students on practical training on occupational therapy services; and
- ix. Compiling periodic reports.

SENIOR ASSISTANT OCCUPATIONAL THERAPIST (1 POSITION) - VACANCY No. 03/PROM/2023/12

Basic Salary Scale: Kshs. **42,970 - 59,120** p.m.

Job Group 'L'

Allowances as per the SRC circulars attached to the position

Requirements for Appointment

- i. Served in the grade of Assistant Occupational Therapist I for a minimum period of three (3) years;
- ii. Diploma in Occupational Therapy from recognized institution;
- iii. Certificate in Computer Application Skills from a recognized institution; and
- iv. Show merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Assessing, formulating, implementing patients' treatment plan;
- ii. Carrying out clients functional and special need education assessments and formulating necessary interventions;
- iii. Maintaining records and data relating to patients;
- iv. Providing health education to patients and caregivers;
- v. Requisitioning and ensuring proper utilization of occupational therapy supplies and equipment;
- vi. Following up on patient's progress;
- vii. Collecting and compiling data for research;
- viii. Inducting students on practical training on occupational therapy services; and

- ix. Compiling periodic reports.

ASSISTANT OCCUPATIONAL THERAPIST I (1 POSITION) - VACANCY No. 03/PROM/2023/13

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

Job Group 'K'

Allowances as per the SRC circulars attached to the position

Requirements for Appointment

- i. Served in the grade of Assistant Occupational Therapist II for a minimum period of three (3) years;
- ii. Diploma in Occupational Therapy from recognized institution;
- iii. Certificate in Computer Application Skills from a recognized institution; and
- iv. Show merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Assessing, formulating and implementing patients' treatment plan;
- ii. Carrying out clients functional and special need education assessments and formulating necessary interventions;
- iii. Maintaining records and data relating to patients;
- iv. Providing health education to patients and caregivers;
- v. Carrying out home environmental assessment;
- vi. Following up on patient's progress;
- vii. Collecting and compiling data for research; and
- viii. Preparing periodic reports.

4. ORTHOPEDIC TECHNOLOGISTS

CHIEF ORTHOPEDIC TECHNOLOGIST (1 POSITION) - VACANCY No. 03/PROM/2023/14

Basic Salary Scale: Kshs. **56,370 - 87,360** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served for at least three (3) years of service in the grade of Deputy Chief Orthopedic Technologist.

- ii. Diploma in Orthopedic Technology or Advanced Diploma in Orthopedic Technology or Degree in Prosthetics/Orthotics;
- iii. Possess wide experiences and have demonstrated outstanding administrative capabilities and technical competence in organizing work at the level of Deputy Chief Orthopedic Technologist; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Management of orthopedic supportive services at national and provincial hospitals;
- ii. Planning and organizing orthopedic supportive services; and
- iii. Head of faculty of orthopedic technology in a college of health professionals where he will be responsible for planning, curriculum development, implementation and evaluation of training programmes.

DEPUTY CHIEF ORTHOPEDIC TECHNOLOGIST (2 POSITIONS) - VACANCY No. 03/PROM/2023/15

Basic Salary Scale: Kshs. **49,000 - 65,120** p.m.

Job Group 'M'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served for at least three (3) years of service in the grade of Senior Orthopedic Technologist.
- ii. Have an advanced Diploma in Orthopaedic Technology or Degree in Prosthetics/Orthotics;
- iii. Have demonstrated a high degree of professional and technical competences as reflected in the work performance and results and efficiency in organizing work and discharging responsibilities at the level of Chief Orthopaedic Technologist;
- iv. Attended a departmental training course on supervisory skills development; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Carrying out clinical services in the hospital;

- ii. Fabrication of orthoses, the static and dynamic alignment of appliances and fitting;
- iii. Evaluate the devices on the patient to assure maximum fit, function and cosmetics.
- iv. Order, maintain records of supplies and ensure availability of the same;
- v. Guiding, supervising and counseling all the staff working under him; and
- vi. Planning, supervising and coordinating Orthopaedic Technology Services in Community Based Rehabilitation, Primary Health Care Club foot care Programme and outreach Services.

ORTHOPAEDIC TECHNOLOGIST I (2 POSITIONS) - VACANCY No. 03/PROM/2023/16

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

Job Group 'K'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Orthopaedic Technologist II for at least three (3) years;
- ii. Have shown considerable initiative, competence and efficiency in planning, organizing and discharging duties at the level of Orthopaedic Technologist II;
- iii. Diploma in Orthopaedic Technology or its equivalent from a recognized institution;
- iv. Certificate in computer applications skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Management of orthopaedic supportive services in a health facility
- ii. Planning, supervising and coordinating supportive services in orthopaedics in a health unit as well as allocation of duties and distribution of staff to various sections;
- iii. Ensure availability of supplies and equipment;
- iv. Work may include training, counselling and guiding students; and
- v. Participating in curriculum developments, implementation and evaluation as well as recruitment of candidates for training.

5. COMMUNITY ORAL HEALTH

CHIEF COMMUNITY ORAL HEALTH OFFICER (4 POSITIONS) - VACANCY No. 03/PROM/2023/17

Basic Salary Scale: Kshs. **56,370 - 87,360** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served as Deputy Chief Community Oral Health Officer for a minimum period of three (3) years;
- ii. Diploma in Community Oral Health from a recognized institution;
- iii. Considerable working knowledge and experience in the management and provision of Community Oral Health services;
- iv. Demonstrated outstanding professional competence and administrative ability in overall Community Oral Health Services; and
- v. Show merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Head the community oral health division;
- ii. Initiate, develop and implement appropriate policies and methods that would result in improved community oral health standards; and
- iii. Represent the division in inter-divisional meetings at the departmental level and in other relevant fora.

DEPUTY CHIEF COMMUNITY ORAL HEALTH OFFICER (2 POSITIONS) - VACANCY No. 03/PROM/2023/18

Basic Salary Scale: Kshs. **49,000 - 65,120** p.m.

Job Group 'M'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Senior Community Oral Health Officer for a minimum period of three (3) years;
- ii. Diploma in Community Oral Health from a recognized institution;
- iii. Attended a senior management course lasting not less than four (4) weeks from a recognized institution;

- iv. Considerable working knowledge and experience in the provision and management of community Oral Health Services; and
- v. Show merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Organizing and managing of community and managing of community oral health services in the ministry or provincial hospital;
- ii. Ensuring adequate availability of supplies and equipment;
- iii. Undertaking technical evaluation of the impact of community oral health services;
- iv. Supervising training and developing staff in the province/ministry or in a medical training institution;
- v. Other duties will include teaching, training, developing curriculum in community oral health and medical institutions where the officer may be deployed to head a department/faculty; and
- vi. Review training of staff under his/her supervision.

6. MEDICAL SOCIAL WORK

ASSISTANT PRINCIPAL MEDICAL SOCIAL WORKER (1 POSITION) - VACANCY No. 03/PROM/2023/19

Basic Salary Scale: Kshs. **56,370 – 87,360** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Chief Medical Social Worker or in a comparable position in the public service for a minimum period of three (3) years;
- ii. Be conversant with the Public Health Act, Mental Health Act, and Cap. 248 and other Health related Acts;
- iii. Have demonstrated proven competence, ability and initiative in work performance and results;
- iv. Integrity and commitment to produce results;
- v. Demonstrate creative and innovative, technical problem solving, transformative and resource management skills;
- vi. Demonstrate good organization and supervisory skills;

- vii. Demonstrate personal responsibility- the willingness to accept responsibility for own actions and outcomes; and
- viii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Responsible for the efficient management and administration of medical social work in the County;
- ii. Implement government policies on the rehabilitation and treatment of patients; and
- iii. Coordinating policy on psychosocial programmes in hospitals and communities within the county.

SENIOR MEDICAL SOCIAL WORKER (1 POSITION) - VACANCY No. 03/PROM/2023/20

Basic Salary Scale: Kshs. **42,970 – 59,120** p.m.

Job Group ‘L’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Medical Social Worker I or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- ii. Positive working attitude and ability to take instructions;
- iii. Ability to get on well with the diverse workforce;
- iv. Integrity and commitment to producing results; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Liaise with other related agencies, technical and professional personnel or departmental heads in creating awareness of pandemic diseases; and
- ii. Improvement of health care services and other matters pertaining to training and counseling of patients and relatives in the institutions/hospitals.

MEDICAL SOCIAL WORKER I (2 POSITIONS) - VACANCY No. 03/PROM/2023/21

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

Job Group ‘K’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Medical Social Worker II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii. Positive working attitude and ability to take instructions;
- iii. Ability to get on well with the diverse workforce;
- iv. Integrity and commitment to producing results; and
- v. Shown merit and ability in work performance and results.

Duties and Responsibilities

- i. Co-ordinate social work activities within a hospital covering a number of units;
- ii. Planning and directing social work programs such as counseling, placement, home based care; and
- iii. Rehabilitation and follow up of patients in general but particularly sensitive cases of pandemic diseases.

7. HEALTH ADMINISTRATIVE SERVICES

SENIOR DEPUTY CHIEF HEALTH ADMINISTRATIVE OFFICER (1 POSITION) - VACANCY No. 03/PROM/2023/22

Basic Salary Scale: Kshs. **87,360 - 121,430** p.m.

Job Group 'P'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Deputy Chief Health Administrative Officer or in a comparable position for a minimum period of three (3) years;
- ii. A Bachelor's degree in any of the social sciences: Health Management, Hospital Administration, Health Planning, Public Health, Health Economics, Government, Anthropology, Sociology, Business Administration, Public Administration, Commerce, Economics, Law or its recognized equivalent qualification from a recognized institution;
- iii. Undertaken a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- iv. Demonstrated a high degree of professional competence and administrative ability in the management of health services in a large health institution; and
- v. Shown merit and ability as reflected in work performance and results

Duties and Responsibilities

- i. Deputize the Chief Health Administrative Officer at the County headquarters;
- ii. Formulation, implementation, coordination and evaluation of health administration policies, services and programs;
- iii. Coordinating major health administration functions;
- iv. Ensuring timely completion of tasks; and
- v. Supervision, deployment, training and development of the Health Administrative staff.

DEPUTY CHIEF HEALTH ADMINISTRATIVE OFFICER (2 POSITIONS) - VACANCY No. 03/PROM/2023/23

Basic Salary Scale: Kshs. **56,370 - 87,360** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the Grade of Assistant Chief Health Administrative Officer or in a comparable position for a minimum period of three (3) years;
- ii. Undertaken a Senior Management Course lasting not less than four (4) weeks;
- iii. Demonstrated professional competence and administrative ability in the management of health Services in a County level - 5 hospital; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Ensuring efficient and effective management of health support services;
- ii. Promoting the welfare of patient and staff and ensuring their security;
- iii. Liaising with other professional and technical department heads in order to improve the overall management and delivery of health care services; and
- iv. Promoting discipline and professionalism among the health administrative personnel.

ASSISTANT CHIEF HEALTH ADMINISTRATIVE OFFICER (1 POSITION) - VACANCY No. 03/PROM/2023/24

Basic Salary Scale: Kshs. **49,000 - 65,120** p.m.

Job Group 'M'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Senior Health Administrative Officer or in a comparable position for a minimum period of three (3) years; and
- ii. Demonstrated professional competence in the management of health services in a health institution; and
- iii. Shown merit and ability as reflected in work performance and results

Duties and Responsibilities

- i. Ensuring efficient and effective management of health support services;
- ii. Promoting the welfare of patients and staff and ensuring their security;
- iii. Liaising with other professional and technical departmental heads in order to improve overall management and delivery of healthcare services; and
- iv. Promoting discipline and professionalism among the health administrative personnel.

SENIOR HEALTH ADMINISTRATIVE OFFICER (1 POSITION) - VACANCY No. 03/PROM/2023/25

Basic Salary Scale: Kshs. **42,970 – 59,120** p.m.

Job Group ‘L’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Health Administrative Officer I or in a comparable position for a minimum period of three (3) years;
- ii. A Six (6) months certificate course in either Health Management/Administration or Business administration/Management from a recognized institution; and
- iii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Be responsible for management of administrative services in a Sub County or County level – 5 Hospital;
- ii. Coordination of all support services;
- iii. Ensuring timely completion of the hospital reports, budgets and estimates;
- iv. Coordination of all hospital administrative functions in a Sub County or County level – 5 Hospital; and
- v. Supervision and development of staff.

HEALTH ADMINISTRATIVE OFFICER I (2 POSITIONS) - VACANCY No. 03/PROM/2023/26

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

Job Group 'K'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Health Administrative Officer II or in a comparable position for a minimum period of three (3) years; and
- ii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Overseeing procurement;
- ii. Provision and maintenance of facilities;
- iii. Preparation of budgets and sound management of budgetary allocations;
- iv. Revenue collection;
- v. Overseeing welfare of staff and patients and ensuring their security; and
- vi. General upkeep of the hospital.

8. HEALTH RECORDS & INFORMATION MANAGEMENT

PRINCIPAL HEALTH RECORDS & INFORMATION MANAGEMENT OFFICER (2 POSITIONS) - VACANCY No. 03/PROM/2023/27

Basic Salary Scale: Kshs. **56,370 - 87,360** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Chief Health Records and Information Management officer for a minimum period of three (3) years;
- ii. Bachelor degree in Health Records and Information Management from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Implementing health records and information policies and guidelines;
- ii. Providing advice on disclosure, confidentiality, security and exchange of health records and information;
- iii. Analyzing health data;
- iv. Carrying out health records and information system reviews;
- v. Designing medical and surgical indices;
- vi. Developing health data quality audit tools;
- vii. Designing monitoring and evaluation tools;
- viii. Developing data quality audit tools;
- ix. Disseminating health information;
- x. Maintaining records safety and confidentiality;
- xi. Maintaining diagnostic and surgical indices;
- xii. Maintaining master index;
- xiii. Coding diseases and surgical procedures according to the international classification of diseases and procedure medicine; and
- xiv. Indexing disease and surgical procedures.

ASSISTANT CHIEF HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER (9 POSITIONS) - VACANCY No. 03/PROM/2023/28

Basic Salary Scale: Kshs. **49,000 – 65,120** p.m.

Job Group ‘M’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Assistant Senior Health Records and Information Management Officer for a minimum period of three (3) years;
- ii. Diploma in Health Records and Information Technology from a recognized institution;
- iii. Certificate in supervisory skills/ management course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing health records and information policies and guidelines;

- ii. Providing advice on disclosure, confidentiality, security and exchange of health records and information;
- iii. Analyzing medical health data;
- iv. Carrying out health records and information system review;
- v. Designing medical and surgical indices;
- vi. Developing health data quality audit tools;
- vii. Designing monitoring and evaluation tools;
- viii. Disseminating health information;
- ix. Preparing medical records reports;
- x. Maintaining health records safety and confidentiality;
- xi. Maintaining diagnostic and surgical indices;
- xii. Maintaining patients master index;
- xiii. Coding diseases and surgical procedures according to international classification of diseases and procedures in medicine; and
- xiv. Indexing diseases and surgical procedures.

ASSISTANT SENIOR HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER (3 POSITIONS) - VACANCY No. 03/PROM/2023/29

Basic Salary Scale: Kshs. **42,970 – 59,120** p.m.

Job Group ‘L’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment:

- i. Served in the grade of Assistant Health Records and Information Management Officer I or Senior Health Records Information Management Assistant for a minimum period of three (3) years;
- ii. Diploma in Health Records and Information Technology from a recognized institution;
- iii. Certificate in Computer Application Skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing health records and information policies and guidelines;
- ii. Providing advice on disclosure, confidentiality, security and exchange of health records and information;
- iii. Analyzing medical records data;

- iv. Carrying out health records and information system reviews;
- v. Capturing data from service points;
- vi. Disseminating health information;
- vii. Preparing medical records and reports;
- viii. Maintaining records safety and confidentiality;
- ix. Balancing daily bed returns;
- x. Maintaining diagnostic and surgical indices;
- xi. Maintaining patients master index;
- xii. Coding diseases and surgical procedures according to the international classification of diseases and procedure medicine; and
- xiii. Indexing disease and surgical procedures.

SENIOR HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT (1 POSITION) - VACANCY No. 03/PROM/2023/30

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

Job Group 'K'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment:

- i. Served in the grade of Health Records and Information Management Assistant I for a minimum period of three (3) years;
- ii. Certificate in Health Records and Information Management from a recognized institution;
- iii. Certificate in computer application skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Storing and retrieving medical records and documents;
- ii. Preparing clinics;
- iii. Updating bed *bureau*;
- iv. Editing of patient case records;
- v. Capturing data from service points;
- vi. Maintaining record safety and confidentiality;
- vii. Balancing daily bed returns;
- viii. Maintaining patients master index;
- ix. Scheduling of patients to the consultants and specialist clinics

- x. Assigning codes to diseases and surgical procedures;
- xi. Indexing diseases and surgical procedures according to the international classification of diseases and procedures in medicine;
- xii. Compiling medical reports;
- xiii. Providing where necessary health information with other stakeholders;
- xiv. Compiling bio data; and
- xv. Analyzing medical data and preparing health records and information reports.

9. PHARMACEUTICAL TECHNOLOGY

PRINCIPAL PHARMACEUTICAL TECHNOLOGIST (1 POSITION) - VACANCY No. 03/PROM/2023/31

Basic Salary Scale: Kshs. **87,360 - 121,430** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment:

- i. Served in the grade of Chief Pharmaceutical Technologist for at least three (3) years;
- ii. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poison Board from a recognized institution;
- iii. Certificate of Enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and the Poisons Board (PBB);
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in computer applications skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Qualifying drugs/medicines as per requirements;
- ii. Assessing drug requirements based on disease patterns and emergency outbreaks;
- iii. Ensuring manufactured products conform to the pharmacopeia specifications for quality assurance;

- iv. Ensuring implementation of decisions of drug/medicine and therapeutic committee;
- v. Coordinating development and implementation of training programmes for continuous professional development (CPD) for staff and other stake holders
- vi. Supervising and assessing students/interns;
- vii. Maintaining up-to-date products pertaining to drug medicine transactions;
- viii. Preparing drug consumption reports;
- ix. Coordinating setting of targets;
- x. Preparing work plans and budgets; and
- xi. Coaching and mentoring of staff.

CHIEF PHARMACEUTICAL TECHNOLOGIST (5 POSITIONS) - VACANCY No. 03/PROM/2023/32

Basic Salary Scale: Kshs. **49,000 - 65,120** p.m.

Job Group 'M'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Senior Pharmaceutical Technologist for at least three (3) years;
- ii. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poison Board from a recognized institution;
- iii. Certificate of enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and the Poisons Board (PBB);
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in computer applications skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Preparing and executing plans to ensure efficient running of a health facility;
- ii. Preparing and submitting reports on drug/medicine;
- iii. Providing health education to patients and other health personnel;
- iv. Promoting rational drug/medicines use;
- v. Developing and evaluating training programmes and preparing reports;

- vi. Supervising and assessing students/interns;
- vii. Maintaining books /registers of drugs/medicines in a health facility;
- viii. Stock taking of drugs/medicines and non-pharmaceuticals;
- ix. Providing health education to patients on drug/medicine use; and
- x. Participating in ward rounds and advising on drug/medicine issues.

SENIOR PHARMACEUTICAL TECHNOLOGIST (7 POSITIONS) - VACANCY No. 03/PROM/2023/33

Basic Salary Scale: Kshs. **42,970 – 59,120** p.m.

Job Group ‘L’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment:

- i. Served in the grade of Pharmaceutical Technologist I for at least three (3) years;
- ii. Diploma in either Pharmacy or Pharmaceutical Technology or Equivalent qualification approved by the Pharmacy and Poison Board from a recognized institution;
- iii. Certificate of enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and the Poisons Board (PBB);
- iv. Certificate in computer applications skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Receiving, interpreting and processing of prescriptions;
- ii. Assessing and supervising interns and students on attachment;
- iii. Evaluating training programmes and preparing reports;
- iv. Providing health education to patients on drug use;
- v. Sampling and reporting findings for submitted specimens for quality control purposes;
- vi. Receiving complaints and reporting adverse drug reaction;
- vii. Receiving and reporting poor quality medicine; and
- viii. Guiding and counseling staff working under the officer.

PHARMACEUTICAL TECHNOLOGIST I (5 POSITIONS) - VACANCY No. 03/PROM/2023/34

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

Job Group ‘K’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment:

- i. Served in the grade of Pharmaceutical Technologist II for at least three (3) years;
- ii. Diploma in either Pharmacy or Pharmaceutical Technology or Equivalent qualification approved by the Pharmacy and Poison Board from a recognized institution;
- iii. Certificate of enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and the Poisons Board (PBB);
- iv. Certificate in computer applications skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Receiving, interpreting and processing of prescriptions;
- ii. Promoting rational drugs/medicines use;
- iii. Acquiring of drugs/medicines for the health facility;
- iv. Preparing and submitting reports;
- v. Providing health education on rational use of drugs/medicines;
- vi. Receiving complaints and reporting adverse drug reaction; and
- vii. Receiving and reporting poor quality medicine.

10. CLINICAL SERVICES

SENIOR ASSISTANT DIRECTOR CLINICAL SERVICES (1 POSITION) - VACANCY No. 03/PROM/2023/35

Basic Salary Scale: Kshs. **99,900 – 133,870** p.m.

Job Group ‘Q’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Assistant Director, Clinical Services for a minimum period of three (3) years;
- ii. Bachelor’s degree in Clinical Medicine from a recognized institution;

- iii. Master's degree in any of the following disciplines: Clinical Medicine, Public Health, Reproductive Health, Tropical Medicine, Coroner and Forensic Medicine, Medical Education, Family Health, Health Systems Management, International Health, Community Health and Development, Health Economics or Disaster Management from a recognized institution;
- iv. Certificate of registration from Clinical Officers' Council;
- v. Certificate in Strategic Leadership Development Program (SLDP) lasting not less than six (6) weeks from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Shown outstanding professional competence and administrative capability and initiative in the general organization and management of the clinical services function; and
- viii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Monitoring and reviewing implementation of clinical services policies, procedures and guidelines;
- ii. Ensuring maintenance standards, ethics and quality assurance systems in the provision of clinical services;
- iii. Coordinating provision of clinical and family health care services in the health institutions and communities;
- iv. reviewing Medico-legal standards and guidelines;
- v. Coordinating research on critical clinical health issues and emerging trends;
- vi. reviewing referral strategies and guidelines in liaison with other stakeholders;
- vii. Identifying skills mix and training needs for provision of quality services in the relevant specialized service areas including Ear, Nose, Throat/Audiology, Ophthalmology and cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Medical Education, Dermatology and Venereology, Coroner and Forensic Medicine, Health Economics, Health Systems Management, Psychology, Family and Community Health Services;
- viii. Capacity building for disaster preparedness and emergency response; and
- ix. Developing strategic/work plans.

ASSISTANT DIRECTOR CLINICAL SERVICES (2 POSITIONS) - VACANCY No. 03/PROM/2023/36

Basic Salary Scale: Kshs. **87,360 – 121,430** p.m.

Job Group 'P'

Allowances as per the SRC circulars attached to the position

Requirements for Appointment

- i. Served in the grade of Principal Clinical Officer for a minimum period of three (3) years;
- ii. Bachelor's degree in clinical medicine from a recognized institution;
- iii. Master's degree in any of the following disciplines; clinical medicine, public health, reproductive health, tropical medicine, coroner and forensic medicine, family health, health systems management, international health, community health and development, health economics or disaster management from a recognized institution;
- iv. Certificate of registration from the Clinical Officer's Council;
- v. Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution;
- vii. Demonstrated professional competence and managerial capability; and
- viii. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Implementing clinical service programmes, procedures, guidelines, standards, ethics and quality assurance systems;
- ii. Providing clinical and family health care services in health institution and communities;
- iii. Reviewing medico-legal standards and guidelines;
- iv. Undertaking research on critical health issues and emerging trends;
- v. Implementing referral strategies and guidelines in liaison with other stakeholders
- vi. Identifying skills mix and training for quality services provision in the relevant specialized service areas including ear, nose and throat/audiology, orthopedics and trauma, epidemiology, lung and skin, reproductive health; dermatology and venereology, coroner and forensic medicine, medical education, health

- economics and policy, health system management, psychology, family and community health services; and
- vii. Capacity building for disaster preparedness and emergency response and coaching and mentoring of staff.

PRINCIPAL REGISTERED CLINICAL OFFICER I (1 POSITION) - VACANCY No. 03/PROM/2023/37

Basic Salary Scale: Kshs. **87,360 – 121,430** p.m.

Job Group ‘P’

Allowances as per the SRC circulars attached to the position

Requirements for Appointment

- i. Served in the grade of Principal Registered Clinical Officer, for a minimum period of three (3) years;
- ii. Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anesthesia, Ear, Nose, Throat/Audiology, Child Health and Pediatrics, Lung and skin, Orthopedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, dermatology and Venereology or Medical Education from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in Computer Application skills from recognized institutions; and
- v. Demonstrated professional competence and managerial capability; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementation of clinical services policies, procedures and guidelines;
- ii. Maintaining standards, ethics and quality assurance systems in the provision of clinical services;
- iii. Providing of clinical and family care services in health institutions and communities;
- iv. Reviewing medico-legal standards and guidelines;
- v. Undertaking research on critical health issues and emerging trends;
- vi. Implementing referral strategies and guidelines in liaison with other stakeholders;

- vii. Identifying skills mix and training needs for provision of quality services in relevant specialized service areas including ear, nose and throat (ENT/Audiology), ophthalmology and cataract surgery, child health and pediatrics, anesthesia, orthopedics and trauma, epidemiology, lungs and skin, reproductive health dermatology and venereology, coroner and forensic medicine, medical education, health economics and policy, health system management, psychology, family and community health services;
- viii. Capacity building for disaster preparedness and emergency response; and
- ix. Coaching and mentoring staff.

PRINCIPAL CLINICAL OFFICER (5 POSITIONS) - VACANCY No. 03/PROM/2023/38

Basic Salary Scale: Kshs. **56,370 - 87,360** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Chief Clinical Officer for a minimum period of three (3) years;
- ii. Bachelor's degree in Clinical Medicine from a recognized institution;
- iii. Certificate of Registration from the Clinical Officers' Council;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in Computer Application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementation of clinical services programmes, Procedures, guidelines, standards and quality assurance;
- ii. Providing of clinical and family care services in health institutions and communities through history taking, examining, investigating, diagnosing, treating and managing diseases/conditions;
- iii. Coordination of clinical and family care services in health institutions and communities;
- iv. Implementing medical-legal standards and guidelines;
- v. Undertaking disease surveillance, control and management;

- vi. Undertaking research on critical health issues and emerging trends;
- vii. Providing clinical outreach and school health services;
- viii. Monitoring patients, making appropriate referrals and providing necessary guidance and counseling;
- ix. Providing specialized services including ear, nose and throat/audiology, ophthalmology and cataract surgery, child health and pediatrics, anesthesia, orthopedics and trauma, epidemiology, lungs and skin, reproductive health dermatology and venereology, coroner and forensic medicine, medical education, health economics and policy, health system management, psychology, family and community health services; and
- x. Providing emergency clinical care during disasters.

PRINCIPAL REGISTERED CLINICAL OFFICER II (15 POSITIONS) - VACANCY No. 03/PROM/2023/39

Basic Salary Scale: Kshs. **56,370 - 87,360** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Chief Registered Clinical Officer, for a minimum period of three (3) years;
- ii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iii. Certificate of Registration from the Clinical Officers' Council;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in Computer Application skills from recognized institutions; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing clinical service procedures, guidelines, quality assurance standards in the provision of clinical services;
- ii. Providing of clinical and family health care in health institutions and communities;
- iii. Implementing medico-legal standards and guidelines;

- iv. Undertaking disease surveillance, control and management;
- v. Undertaking research on critical health issues and emerging trends;
- vi. Providing clinical outreach and school health services;
- vii. Monitoring patients, making appropriate referrals and providing necessary guidance and counseling;
- viii. Providing specialized services including ear, nose and throat/audiology, ophthalmology and cataract surgery, child health and pediatrics, anesthesia, orthopedics and trauma, epidemiology, lungs and skin, reproductive health, dermatology and venereology, coroner and forensic medicine, medical education, health economics and policy, health system management, psychology, family and community health services; and
- ix. Providing emergency clinical care during disasters.

CHIEF REGISTERED CLINICAL OFFICER (20 POSITIONS) - VACANCY No. 03/PROM/2023/40

Basic Salary Scale: Kshs. **49,000 – 65,120** p.m.

Job Group ‘M’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Senior Registered Clinical Officer, for a minimum period of three (3) years;
- ii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iii. Certificate in Supervisory Skills Course Lasting not less than two weeks (2) from a recognized institution;
- iv. Certificate of Registration from the Clinical Officers’ Council;
- v. Certificate in Computer Application skills from recognized institutions;
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Conducting ward rounds, reviewing and making appropriate referrals;
- ii. Carrying out surgical procedures as per training and skill;
- iii. Offering specialized clinical services;
- iv. Compiling and analyzing clinical data

- v. Implementation of clinical services programmes and procedures, guidelines, standards, ethics and quality assurance systems;
- vi. Providing of clinical and family care services in health institutions and communities;
- vii. Coordination of clinical and family care services in health institutions and communities;
- viii. Assessing, preparing and representing medical-legal reports;
- ix. Implementing referral strategies and guidelines in liaison with other stakeholders;
- x. Identifying skills mix and training needs for provision of quality services in relevant specialized service areas;
- xi. Capacity building for disaster preparedness and emergency response;
- xii. Coaching and mentoring staff; and
- xiii. Any other duty as outlined in the respective scheme of service.

SENIOR REGISTERED CLINICAL OFFICER (18 POSITIONS) - VACANCY No. 03/PROM/2023/41

Basic Salary Scale: Kshs. **42,970 – 59,120** p.m.

Job Group ‘L’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Registered Clinical Officer 1, for a minimum period of three (3) years;
- ii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iii. Certificate of Registration from the Clinical Officers’ Council;
- iv. Certificate in Computer Application skills from recognized institutions; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing community health care activities in liaison with other health workers;
- ii. History taking, examining, diagnosis, treating and managing diseases and conditions in an inpatient or outpatient health facility;

- iii. Sensitizing patients and the clients on the preventive and promotive health;
- iv. Providing clinical outreach and school health services;
- v. Carrying out surgical procedures as per training and skill;
- vi. Guiding and counseling patients and staff on health issues;
- vii. Organizing health management teams and convening health management committee meeting;
- viii. Offering specialized clinical services;
- ix. Collecting data and compiling clinical data; and
- x. Any other duty as outlined in the respective scheme of service.

REGISTERED CLINICAL OFFICER I (17 POSITIONS) - VACANCY No. 03/PROM/2023/42

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

Job Group 'K'

Allowances as per the SRC circulars attached to the position.

Requirements for appointment

- i. Served in the grade of Registered Clinical Officer II, for a minimum period of three (3) years;
- ii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iii. Certificate of Registration from the Clinical Officers Council;
- iv. Certificate in Computer Application skills from recognized institutions; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Taking history, examining, diagnosing and treating patients' common ailments at in an inpatient or outpatient health facility;
- ii. Guiding and counseling patients and staff on health issues;
- iii. Referring patients and clients to appropriate health facilities;
- iv. Assessing, preparing and presenting medico-legal reports;
- v. Organizing health management teams and convening health management committee meetings;
- vi. Implementing community health care activities in liaison with other health workers;
- vii. Sensitizing patients and the clients on the preventive and promotive health;

- viii. Providing clinical outreach and school health services;
- ix. Carrying out minor surgical procedures as per training and skill; and
- x. Collecting data and compiling clinical data.

11. NURSING SERVICES

ASSISTANT DIRECTOR, NURSING SERVICES (4 POSITIONS) - VACANCY No. 03/PROM/2023/43

Basic Salary Scale: Kshs. **87,360–121, 430** p.m.

Job Group 'P'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Principal Nursing Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- iii. Master's Degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management and leadership, Mental Health or Geriatric Nursing from a recognized institution;
- iv. Registration Certificate issued by the Nursing Council of Kenya;
- v. Valid practicing license from the Nursing Council of Kenya;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution;
- viii. Demonstrated a high degree of professional competence and administrative capability; and
- ix. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Coordinating development of policies, standards and guidelines in the provision of nursing services;
- ii. Ensuring application of the nursing process at the service delivery unit of specialization;

- iii. Carrying out comprehensive health needs assessment in the area of specialization;
- iv. Formulating interventions to address identified health needs;
- v. Monitoring and evaluating health care services in a health facility;
- vi. Coordinating implementation of nursing related projects and programmes;
- vii. Coordinating the provision of appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization and reproductive health;
- viii. Coordinating preparation of training plans/programmes for nurses at the service delivery department;
- ix. Providing quantification and specifications for procurement of medical supplies and equipment;
- x. Conducting research and preparing-reports;
- xi. Advising Health/Hospital Management Team (HMT) on matters relating to Nursing Services;
- xii. Implementing continuing professional development programmes for nurses;
- xiii. Preparing strategic/annual work plans in a health facility; and
- xiv. Coaching and mentoring staff.

SENIOR PRINCIPAL REGISTERED NURSE (2 POSITIONS) - VACANCY No. 03/PROM/2023/44

Basic Salary Scale: Kshs. **87,360 – 121,430** p.m

Job Group 'P'

Allowances as per the SRC circulars attached to the position.

Requirements

- i. Served in the grade of Principal Registered Nurse for a minimum period of three (3) years;
- ii. 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 qualification from a recognized institution;
- iii. Higher Diploma in any of the following discipline: Kenya Registered Community Health, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered ophthalmology

Nursing, Kenya Registered Pediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;

OR

Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education psychology, Nursing administration, Community health Nursing, Mental Health and psychiatric Nursing or Clinical Care from a recognized institution;

- iv. Registration Certificate issued by the Nursing Council of Kenya
- v. Valid practicing license from the Nursing Council of Kenya;
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution;
- viii. Shown a high degree of professional competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programmes; and
- ix. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Initiating development of nursing policies, standards and guidelines in the provision of nursing services in area of specialization;
- ii. Implementing projects and programmes in area of specialization;
- iii. Ensuring application of nursing process at the service delivery point/area;
- iv. Coordinating the provision of appropriate health care service including Integrated Management of Childhood illnesses (IMCI), Integrated management of Adolescent and Adulthood Illnesses (IMAI), Immunization, Reproductive health;
- v. Formulating interventions to address identified health care in a health needs;
- vi. Managing nursing services at a health facility;
- vii. Monitoring and evaluating health care in a health facility;
- viii. Coordinating preparation of training plans/programmes for nurses at the service delivery department;
- ix. Providing specifications for procurement of nursing commodities and supplies;

- x. Conducting research and preparing reports;
- xi. Coordinating health care activities in an area of specialization in collaboration with other stakeholders;
- xii. Advising the Health/Hospital Management Team (HMT) on matters relating to nursing;
- xiii. Implementing continuous professional development programmes for nurses; and
- xiv. Initiating preparation for annual work plans.

PRINCIPAL REGISTERED NURSE (45 POSITIONS) - VACANCY No. 03/PROM/2023/45

Basic Salary Scale: Kshs. **56,370 – 87,360** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment:

- i. Served in the grade of Chief Registered Nurse for a minimum period of three (3) years;
- ii. 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;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from the Nursing Council of Kenya;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution;
- vii. Demonstrated a high degree of professional competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programmes; and
- viii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing application of the nursing process at the health service delivery point;

- ii. Coordinating the provision of appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization, reproductive health;
- iii. Designing health education and counselling interventions for patients/clients and community on identified health needs;
- iv. Managing a service delivery department;
- v. Monitoring and evaluating health care at the health service delivery department;
- vi. Preparing training plans/programmes for nurses at the service delivery department;
- vii. Facilitating the referral of patients and clients appropriately;
- viii. Facilitating patients' admission and initiate discharge plans;
- ix. Keeping up-to-date records of nursing staff;
- x. Facilitating availability of resources for keeping clinical environment tidy and safe;
- xi. Ensuring effective utilization and safety of assigned medical supplies and equipment;
- xii. Coordinating school health programmes, occupational health activities and home-based care services;
- xiii. Conducting clinical teaching and assessment of nursing staff and students;
- xiv. Conducting desk reviews on health reports and implementing recommendations related to nursing; and
- xv. Analyzing data for research and compiling reports.

PRINCIPAL NURSING OFFICER (15 POSITIONS) - VACANCY No. 03/PROM/2023/46

Basic Salary Scale: Kshs. **56,370 – 87,360** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Chief Nursing Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from the Nursing Council of Kenya;

- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
- ii. Performing a comprehensive physical examination within various settings;
- iii. Assessing, formulating, planning and implementing -evidence-based nursing care for client/patient;
- iv. Ensuring a safe nursing care environment for client/patient;
- v. Conducting patient audits to improve client/patient care;
- vi. Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families;
- vii. Conducting nursing teaching and assessment of nursing staff and students;
- viii. Coordinate quality assurance activities for improvement of nursing care outcomes;
- ix. Evaluating community interventions and providing feedback;
- x. Managing nursing commodities and other resources;
- xi. Conducting studies and surveys in various health care areas and disseminating findings to improve care;
- xii. Coordinating occupational health and safety activities and preparing periodic reports;
- xiii. Ensuring effective utilization and safety of assigned medical supplies and equipment;
- xiv. Developing standard operating procedures for the unit in collaboration with other stakeholders;
- xv. Conducting training needs assessment and developing training/induction programmes;
- xvi. Evaluating in-house training programmes and producing periodical reports;
- xvii. Implementing nursing programmes;
- xviii. Mobilizing resources for implementation of nursing activities and projects;
- xix. Conducting ward rounds and reviewing patients' conditions; and

- xx. Coaching and mentoring nursing staff.

CHIEF NURSING OFFICER (56 POSITIONS) - VACANCY No. 03/PROM/2023/47

Basic Salary Scale: Kshs. **49,000 – 65,120** p.m.

Job Group ‘M’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Senior Nursing Officer for a minimum period of three (3) years;
- ii. Bachelor’s Degree in either Nursing or Midwifery from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid Practicing License from the Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
- ii. Performing a comprehensive physical examination within various settings;
- iii. Assessing, formulating, planning and implementing evidence-based nursing care for client/patient;
- iv. Ensuring a safe nursing care environment for client/patient;
- v. Conducting patient audits to improve client/patient care;
- vi. Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families;
- vii. Conducting a community health risk assessment and providing outcome-based interventions;
- viii. Conducting nursing teaching and assessment of nursing staff and students;
- ix. Referring patients and clients appropriately;
- x. Facilitating patients' admission and initiating discharge plans;
- xi. Maintaining nursing records on patients/clients personal and health condition/care;
- xii. Conducting assessment of school health needs, and implementing;
- xiii. Conducting community diagnosis and providing feedback;
- xiv. Conducting desk reviews, collecting and collating data;

- xv. Implementing recommendations of findings for improvement of nursing care;
- xvi. Conducting ward rounds and reviewing patients' conditions; and
- xvii. Coaching and mentoring nursing staff.

CHIEF REGISTERED NURSE (116 POSITIONS) - VACANCY No. 03/PROM/2023/48

Basic Salary Scale: Kshs. **49,000 – 65,120** p.m.

Job Group 'M'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Senior Registered Nurse for a minimum period of three (3) years;
- ii. 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;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid Practicing License from the Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health;
- iii. Providing health education and counselling to patients/clients and community on identified health needs;
- iv. Facilitating patients/client's referral appropriately;
- v. Ensuring tidy and safe clinical environment;
- vi. Conducting clinical teaching and assessment of nursing staff and students;
- vii. Evaluating healthcare outcomes on patients/clients and preparing individualized reports;

- viii. Conducting occupational health needs assessment and making appropriate recommendations;
- ix. Managing a health service delivery section/unit;
- x. Ensuring effective utilization and safety of assigned medical supplies and equipment;
- xi. Conducting desk reviews on health reports and implementing recommendations related to nursing;
- xii. Caring for patients at the health service delivery unit using the nursing process;
- xiii. Monitoring healthcare outcomes at the service delivery unit and preparing reports; and
- xiv. Analyzing data for research and compiling reports.

SENIOR REGISTERED NURSE (81 POSITIONS) - VACANCY No. 03/PROM/2023/49

Basic Salary Scale: Kshs. **42,970 – 59,120** p.m.

Job Group 'L'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment:

- i. Served in the grade of Registered Nurse I for a minimum period of three (3) years;
- ii. 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;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from the Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health;

- iii. Providing health education and counselling to patients/clients and community on identified health needs;
- iv. Referring patients and clients appropriately;
- v. Facilitating patients' admission and initiating discharge plans;
- vi. Maintaining records on patients/clients' health condition and care;
- vii. Ensuring tidy and safe clinical environment;
- viii. Conducting home visits;
- ix. Conducting nursing teaching and assessment of nursing staff and students;
- x. Evaluating healthcare outcomes on patients/clients and preparing individualized report;
- xi. Conducting assessment of school health needs;
- xii. Planning, implementing interventions and preparing periodic reports;
- xiii. Conducting occupational health needs assessment and making appropriate recommendations;
- xiv. Managing a health service delivery unit;
- xv. Ensuring effective utilisation and safety of assigned medical supplies and equipment; and
- xvi. Implementing recommendations of research findings for improvement of nursing care.

SENIOR ENROLLED NURSE I (73 POSITIONS) - VACANCY No. 03/PROM/2023/50

Basic Salary Scale: Kshs. **42,970 – 59,120** p.m.

Job Group 'L'

Allowances as per the SRC circulars attached to the position.

Requirements for appointment

- i. Served in the grade of Senior Enrolled Nurse II for a minimum period of three (3) years;
- ii. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;
- iii. Enrolment Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing nursing care interventions based on patients'/clients' health needs;
- iii. Providing health education and counseling on identified health and socio-economic needs to patients/clients;
- iv. Referring patients and clients appropriately;
- v. Facilitating patients' admission and discharge in a health facility;
- vi. Ensuring a tidy and safe clinical environment;
- vii. Ensuring safe custody of in-patient's belongings;
- viii. Maintaining records on patients/clients personal and health condition/care;
- ix. Conducting assessment of school health needs;
- x. Planning, implementing interventions and preparing periodic reports;
- xi. Conducting occupational health needs assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports;
- xii. Providing appropriate healthcare services including immunization, reproductive health;
- xiii. Guiding and orienting staff, students and health personnel; and
- xiv. Carrying out health outreach activities.

REGISTERED NURSE I (80 POSITIONS) - VACANCY No. 03/PROM/2023/51

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

Job Group 'K'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment:

- i. Served in the grade of Registered Nurse II for a minimum period of three (3) years;
- ii. 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;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from the Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution; and

- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Diagnosing common health conditions;
- iii. Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health;
- iv. Providing health education and counseling to patients/clients and community on identified health needs;
- v. Referring patients and clients appropriately;
- vi. Facilitating patients' admission and initiating discharge plans;
- vii. Maintaining records on patients/clients health condition and care;
- viii. Ensuring a tidy and safe clinical environment;
- ix. Collecting and collating data for research;
- x. Evaluating healthcare outcomes on patients/clients and preparing individualized reports;
- xi. Conducting assessment of schools health needs;
- xii. Planning, implementing interventions and preparing periodic reports; and
- xiii. Identifying occupational health needs and making appropriate recommendations.

SENIOR ENROLLED NURSE II (23 POSITIONS) - VACANCY No. 03/PROM/2023/52

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

Job Group 'K'

Allowances as per the SRC circulars attached to the position.

Requirements of Appointment

- i. Served in the grade of Enrolled Nurse I for a minimum period of three (3) years;
- ii. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;
- iii. Enrolment Certificate issued by the Nursing Council of Kenya;

- iv. Valid practicing license from Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing nursing care interventions based on patients'/clients' health needs;
- iii. providing health education and counselling on identified health and socio-economic needs to patients/clients;
- iv. Referring patients and clients appropriately;
- v. Facilitating patients' admission and discharge in a health facility;
- vi. Making appropriate discharge plan for patients;
- vii. Ensuring a tidy and safe clinical environment;
- viii. Ensuring safe custody of in-patient's belongings;
- ix. maintaining records on patients/clients personal and health condition/care;
- x. Conducting assessment of school health needs;
- xi. Planning, implementing interventions and preparing periodic reports;
- xii. Conducting occupational health needs assessment;
- xiii. Providing appropriate healthcare services including immunization, reproductive health;
- xiv. Guiding and orienting staff and students; and
- xv. Carrying out health outreach activities.

ENROLLED NURSE I (54 POSITIONS) - VACANCY No. 03/PROM/2023/53

Basic Salary Scale: Kshs. **31,270 – 41,260** p.m.

Job Group 'J'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Enrolled Nurse II for a minimum period of three (3) years;
- ii. Certificate in any of the following disciplines: Kenya Enrolled Nurse Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;
- iii. Enrolment Certificate issued by the Nursing Council of Kenya;

- iv. Valid practicing license from Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing nursing care interventions based on patients'/clients' health needs;
- iii. Providing appropriate healthcare service, including immunization, Prevention of Mother to Child Transmission of HIV (PMTCT), ante-natal care and delivery, providing health education and counselling on identified health and socio-economic needs to patients'/clients';
- iv. Referring patients and clients appropriately;
- v. Facilitating patients' admission and discharge in a health facility;
- vi. Ensuring a tidy and safe clinical environment;
- vii. Ensuring safe custody of in-patient's belongings;
- viii. Maintaining records on patients/clients personal and health condition/care;
- ix. Evaluating healthcare outcomes on patients/clients and preparing individualized reports;
- x. Conducting assessment of school health needs;
- xi. Planning, implementing interventions and preparing periodic reports; and
- xii. Guiding and orienting students.

12. MORTUARY ATTENDANTS

DEPUTY CHIEF MORTICIAN/SENIOR FAREWELL SUPERITENDENT (1 POSITION) - VACANCY No. 03/PROM/2023/54

Basic Salary Scale: Kshs. **42,970 – 59,120** p.m.

Job Group 'L'

Allowances as per the SRC circulars attached to the position.

Requirement for Appointment

- i. Served for at least three (3) years in the grade of Senior Mortician;
- ii. Demonstrate competence, administrative capabilities and initiative in organizing work and managing funeral services;

- iii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities.

- i. Efficient organization, control, co-ordination and management of embalming and funeral services;
- ii. Responsible for procurement and distribution of chemicals and equipment used in funeral establishment;
- iii. Administer day to day operations;
- iv. Coordinate and supervise funeral workers including embalmers, drivers, receptionists or clerical assistants; and
- v. Responsible for administration and personnel matters affecting funeral home or mortuary personnel.

MORTICIAN II /FAREWELL HOME SUPERINTEDENT (1 POSITION) - VACANCY No. 03/PROM/2023/55

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

Job Group ‘K’

Allowances as per the SRC circulars attached to the position.

Requirement for Appointment

- i. Served for at least three (3) years in the grade of Mortician I;
- ii. Must be in possession of a recognized Diploma or Degree in Funeral Services Education or Mortuary Science from a recognized institution;
- iii. Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognized institution;
- iv. Proficiency in computer application skills from a recognized institution;
- v. Demonstrate outstanding ability in handling mortuary and funeral services; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Planning, supervision and coordination of embalming and funeral services and heading mortuary unit;

- ii. Ensure availability of supplies and equipment; and
- iii. Participate in the supervision and counselling of staff and students attached to the mortuary.

13. NUTRITION SERVICES

SENIOR ASSISTANT DIRECTOR, NUTRITION AND DIETETICS (1 POSITION) - VACANCY No. 03/PROM/2023/56

Basic Salary Scale: Kshs. **99,900 – 133,870** p.m.

Job Group ‘Q’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment:

- i. Served in the grade of Assistant Director, Nutrition & Dietetics for a minimum period of three (3) years;
- ii. Bachelor’s Degree in Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science, Food Science and Nutrition or Home Economics from a recognized institution;
- iii. Master of Science in any of the following disciplines; Nutrition & Dietetics, Clinical Nutrition & Dietetics, Public Health Nutrition, Food/Nutrition & dietetics Human Nutrition, Applied Human Nutrition, Food Science & Nutrition, Public Health & Epidemiology from a recognized institution;
- iv. Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- v. Registration by Council of the Institute of Nutritionist and Dieticians (CIND);
- vi. Must have a valid practicing license from the Kenya Nutritionist and Dieticians Institute (KNDI);
- vii. Certificate in Computer Application from a recognized institution;
- viii. Demonstrated a high degree of professional competence and administrative capability; and
- ix. Shown merit and ability as demonstrated in work performance and results.

Duties and Responsibilities

- i. Formulating, implementing and reviewing of Nutrition & Dietetics Policies, guidelines and strategies.
- ii. Monitoring and reviewing nutrition programmes and projects.

- iii. Coordinating, Planning for all nutrition activities, projects and programs;
- iv. Providing nutrition consultancy support to government hospitals;
- v. Coordinating nutrition research and validating new research findings for adoption in National programs
- vi. Overseeing development of nutrition information, education, promotion and communication materials
- vii. Ensuring proper development and provision of specialized diets for special needs.
- viii. Developing and reviewing nutrition guidelines
- ix. Supporting relevant research institutions to conduct nutrition research;
- x. Advising on procurement and distribution of nutrition equipment and commodities; and
- xi. Capacity building.

ASSISTANT DIRECTOR, NUTRITION AND DIETETICS (1 POSITION) - VACANCY No. 03/PROM/2023/57

Basic Salary Scale: Kshs. **87,360 – 121,430** p.m.

Job Group 'P'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment:

- i. Served in the grade of Principal Nutrition & Dietetics Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science, Food Science and Nutrition or Home Economics, from a recognized institution;
- iii. Master of Science in any of the following disciplines; Nutrition & Dietetics, Clinical Nutrition & Dietetics, Public Health Nutrition, Food/ Nutrition and Dietetics, Human Nutrition, Applied human Nutrition, Food Science & Nutrition, Home Economics or Public Health & Epidemiology from a recognized institution;
- iv. Registration by Council of the Institute of Nutritionist and Dieticians (CIND);
- v. Must have a valid practicing license from the Kenya Nutritionist and Dieticians Institute (KNDI);
- vi. Certificate in Senior Management course lasting not less than four (4) weeks from a recognized institution;

- vii. Certificate in Computer Application from a recognized institution;
- viii. Demonstrated a high degree of professional competence and administrative capability; and
- ix. Shown merit and ability as demonstrated in work performance and results.

Duties and Responsibilities

- i. Developing and implementing nutrition policies and programs;
- ii. Coordinating, provision of nutrition activities;
- iii. Providing nutrition consultancy support to Government hospitals;
- iv. Providing guidelines on supplemental and therapeutic diets for existing and emerging diseases for hospital use and other institutions;
- v. Coordinating the development of nutrition information, education, promotion and communication materials;
- vi. Coordinating the development and provision of specialized diets for special needs;
- vii. Overseeing management of inpatients and outpatients in Health Care facilities;
- viii. Coordinating preparation of hospital menus and diets;
- ix. Monitoring and reviewing nutrition programmes and projects;
- x. Developing and reviewing nutrition guidelines;
- xi. Identifying areas of research, validating new findings for adoption and disseminating the findings to key stakeholders;
- xii. Supporting relevant research institutions to conduct nutrition research;
- xiii. Advising on procurement and distribution of nutrition equipment and commodities; and
- xiv. Coaching and mentoring of staff.

PRINCIPAL NUTRITION AND DIETETICS OFFICER (1 POSITION) - VACANCY No. 03/PROM/2023/58

Basic Salary Scale: Kshs. **56,370 – 87,360** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Chief Nutrition and Dietetics Officer for a minimum period of three (3) years;

- ii. Bachelor's Degree in the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science, Food Science and Nutrition or Home Economics from a recognized Institution;
- iii. Certificate in Senior Management course lasting not less than four (4) weeks from a recognized institution;
- iv. Registration by Council of the Institute of Nutritionist and Dieticians (CIND);
- v. Must have a valid practicing license from the Kenya Nutritionist and Dieticians Institute (KNDI);
- vi. Certificate in Computer application skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Initiating and reviewing nutrition programs;
- ii. Providing guidelines on supplemental and therapeutic for existing and emerging diseases for Hospital use and other Institutions;
- iii. Developing nutrition information, education, promotion and communication materials;
- iv. Providing nutrition consultancy support;
- v. Developing specialized diets for special needs;
- vi. Providing nutrition services in specialized clinics;
- vii. Supporting inpatient and out-patient management;
- viii. Planning and preparing hospitals menus;
- ix. Facilitating training in various training institutions;
- x. Conducting, monitoring and evaluating infant and young child feeding programs;
- xi. Conducting research on nutrition on dietetics and preparing reports;
- xii. Developing nutrition guidelines;
- xiii. Conducting data audits in the community and hospitals; and
- xiv. Guiding on procurement and distribution of nutrition equipment and commodities.

CHIEF NUTRITION AND DIETETICS TECHNOLOGIST (4 POSITIONS) - VACANCY No. 03/PROM/2023/59

Basic Salary Scale: Kshs. **49,000 – 65,120** p.m.

Job Group 'M'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Senior Nutrition and Dietetics Technologist for a minimum period of three (3) years;
- ii. Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- iii. Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognized institution.
- iv. Certificate in Computer Application skills from a recognized institution;
- v. Must have a valid practicing license from the Kenya Nutritionist and Dieticians Institute (KNDI); and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Providing nutrition services in health care facilities;
- ii. Providing therapeutic nutrition support in disease management in hospital wards and kitchens;
- iii. Managing inpatient feeding programmes;
- iv. Initiating nutrition projects;
- v. Providing nutrition services in tuberculosis, diabetes and renal clinics;
- vi. Providing specialized nutrition support for inpatients;
- vii. Conducting nutrition data audits in the facility;
- viii. Carrying out nutrition research and preparing reports for the station or facility
- ix. Planning and formulating therapeutic diets for outpatient and inpatients;
- x. Providing specifications for the procurement of nutrition equipment;
- xi. Facilitating nutrition health and inter- sectoral teams; and
- xii. Assessing, implementing and reviewing nutrition health programmes in health care facilities.

NUTRITION AND DIETETICS TECHNOLOGIST I (3 POSITIONS) - VACANCY No. 03/PROM/2023/60

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

Job Group ‘K’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Nutrition and Dietetics Technologist II for a minimum period of three (3) years;
- ii. Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution.
- iii. Certificate in Computer Application skills from recognized institutions;
- iv. Registration by Council of the Institute of Nutritionist and Dieticians (CIND);
- v. Must have a valid practicing license from the Kenya Nutritionist and Dieticians Institute (KNDI); and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Providing nutrition services in health care facilities;
- ii. Conducting nutrition assessment
- iii. Undertaking ward rounds and supervising administration of inpatient feeding;
- iv. Collating and analyzing nutrition data;
- v. Counseling patients with specific nutritional needs;
- vi. Implementing and monitoring out-patient and in-patient supplementary and therapeutic nutrition programs;
- vii. Promoting maternal, infant and young child nutrition feeding programmes
- viii. Conducting nutrition health education and demonstrations;
- ix. Disseminating nutrition and dietetics information, education and communication materials;
- x. Facilitating district health and nutrition steering groups;
- xi. Supervising and implementing baby friendly hospital initiatives;
- xii. Assessing and reviewing nutrition of referral cases;
- xiii. Overseeing the nutrition management of patients in healthcare facilities; and
- xiv. Preparing monthly nutrition reports in healthcare facilities.

14. ORTHOPEDIC TRAUMA TECHNOLOGISTS

SENIOR ORTHOPEDIC TRAUMA TECHNOLOGIST (2 POSITIONS) - VACANCY No. 03/PROM/2023/61

Basic Salary Scale: Kshs. **42,970 - 59,120** p.m.

Job Group 'L'

Allowances as per the SRC circulars attached to the position

Requirements for Appointment

- i. Served in the grade of Orthopaedic Trauma Technologist I for at least three (3) years;
- ii. Diploma in Orthopaedic Plaster Technology from a recognized institution;
- iii. Certificate in computer applications skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Interpreting radiological images of orthopedic and trauma cases;
- ii. Manipulating and reducing fractures and dislocations;
- iii. Fixing and removing casts, bandages and tractions to and from patients;
- iv. Counseling of patients/clients on issues regarding orthopedic trauma;
- v. Correcting congenital Talipes Equino -Varus (C.T.E.V);
- vi. Documenting orthopedic and trauma cases;
- vii. Assessing and referring patients with musculo-skeletal conditions;
- viii. Participating in the management of minor orthopedic and trauma cases in emergencies and accidents;
- ix. Carrying out minor orthopedic operative techniques involving insertion and removal of Steinman's pins and skull calipers;
- x. Removing external fixators;
- xi. Preparing Orthopedic trauma case summaries;
- xii. Carrying out research on orthopedic and trauma techniques and trends;
- xiii. Carrying out community outreach to identify orthopedic and trauma deformities in liaison with other health workers and stakeholders;
- xiv. Sensitizing and creating awareness on orthopedic trauma conditions to the communities;
- xv. Providing orthopedic and trauma assistance during orthopedic surgical operations;
- xvi. Cleaning and treating simple wounds resulting from orthopedic trauma;
- xvii. Preparing orthopedic and trauma case summaries; and
- xviii. Making follow up of orthopedic and trauma cases in the wards and out-patient clinics.

SENIOR ORTHOPEDIC TRAUMA TECHNICIAN (2 POSITIONS) - VACANCY No. 03/PROM/2023/62

Basic Salary Scale: Kshs. **38,270-51,170** p.m.

Job Group `K`

Allowances as per the SRC circulars attached to the position

Requirements for Appointment

- i) Served in the grade of Orthopaedic Trauma Technician I for a minimum of three (3) years;
- ii) Certificate in either Orthopaedic Plaster and Traction Technology or Orthopedic Plaster Technology from a recognized institution;
- iii) Certificate in Non-Operative Management of Fractures and Congenial Equino-Varus (CTEV) course lasting not less than two (2) weeks from a recognized institution;
- iv) Certificate in Supervisory Skills course lasting not less than two (2) weeks from recognized institution;
- v) Certificate in computer applications; and
- vi) Shown merit and ability as reflected in work performance and result.

Duties and responsibilities

- i. Interpreting radiological images of orthopedic and trauma cases;
- ii. Coaching mentoring and providing on job training to staff working under them;
- iii. Carrying minor orthopedic techniques involving insertion and removal of Steinman's pins and skull calipers;
- iv. Removing external fixators;
- v. Manipulating and reducing fractures and dislocations;
- vi. Fixing and removing casts, bandages and tractions to and from patients;
- vii. Correcting congenital Talipes Equino-varus (C.T.E.V);
- viii. Participating in the management of minor orthopedic and trauma cases in emergencies and accidents;
- ix. Sensitizing and creating awareness on orthopedic trauma conditions to the communities;
- x. Counseling patients/clients on issues regarding orthopedic trauma;

- xi. Participating in curriculum development for orthopedic trauma personnel in liaison with other stakeholders; and
- xii. Supervising work and staff under the officer in the area of deployment.

ORTHOPEDIC TRAUMA TECHNICIAN I (1 POSITION) - VACANCY No. 03/PROM/2023/63

Basic Salary Scale: Kshs. **31,270 - 41,260** p.m.

Job Group 'J'

Allowances as per the SRC circulars attached to the position

Requirements for Appointment:

- i) Served in the grade of Orthopedic Trauma Technician II for a minimum period of three (3) years.
- ii) Certificate in either Orthopaedic Plaster and Traction Technology or Orthopaedic Plaster Technology from a recognized institution;
- iii) Certificate in computer applications skills from a recognized institution; and
- iv) Shown merit and ability as reflected in work performance and result.

Duties and responsibilities

- i. Interpreting radiological images of orthopedic and trauma cases;
- ii. Coaching mentoring and providing on job training to staff working under him/her;
- iii. Carrying out minor orthopedic operatives techniques involving insertion and removal of Steinman's pins and skull calipers;
- iv. Removing external fixators;
- v. Manipulating and reducing fractures and dislocations;
- vi. Fixing and removing casts, bandages and tractions to and from patients
- vii. Correcting congenital Talipes Equino- Varus (C.T.E.V);
- viii. Participating in the management of minor orthopedic and trauma cases in emergencies and accidents;
- ix. Sensitizing and creating awareness on orthopedic trauma conditions to the communities; and
- x. Counseling patients/ clients with orthopedic trauma needs.

15. RADIOGRAPHY SERVICES

PRINCIPAL RADIOGRAPHER (4 POSITIONS) - VACANCY No. 03/PROM/2023/64

Basic Salary Scale: Kshs. **56,370 – 87,360** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Chief Radiographer or in a comparable position in the public service for a minimum period of three (3) years;
- ii. Certificate in Senior Management Course lasting not less than four (4) weeks from Kenya Institute of Administration or any recognized institution;
- iii. Demonstrate considerable technical competence and administrative ability in organizing and providing radiographic service; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i) Provision of Medical imaging at a county level-5 or a busy sub-county Hospital;
- ii) Coordinating and supervising the implementation of policies and regulations on Medical Imaging Services;
- iii) Ensuring safety and maintenance of all medical imaging equipment in the station;
- iv) Implementing quality assurance programmes;
- v) Establishing and maintaining radiation safety standards in the hospitals;
- vi) Initiating procurement and safe storage of medical Imaging Supplies; and
- vii) Organizing training programmes for staff and/or students on attachment in the department.

CHIEF RADIOGRAPHER (4 POSITIONS) - VACANCY No. 03/PROM/2023/65

Basic Salary Scale: Kshs. **49,000 – 65,120** p.m.

Job Group 'M'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Senior Radiographer or in a comparable and relevant position in the public service for a minimum period of three (3) years;

- ii. Certificate in Senior Management Course lasting not less than four (4) weeks from Kenya Institute of Administration or any recognized institution;
- iii. Demonstrate considerable technical competence and administrative ability in organizing radiographic services; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i) Implementing policies and regulations on Medical Imaging Services in the Hospital;
- ii) Ensuring safety of radiography equipment in the department;
- iii) Establishing and coordinating procurement;
- iv) Ensuring safe custody of radiographic and photographic supplies in the department; and
- v) Supervising junior staff/or students on attachment in the department.

SENIOR RADIOGRAPHER (1 POSITION) - VACANCY No. 03/PROM/2023/66

Basic Salary Scale: Kshs. **42,970-59,120** p.m.

Job Group 'L'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of a Radiographer I or in a comparable and relevant position in the public service for at least three (3) years;
- ii. Demonstrated considerable technical competence and administrative capabilities in organizing radiographic services; and
- iii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing policies and regulations on medical imaging services in the hospital;
- ii. Undertaking basic maintenance and ensuring safety of radiography equipment's in the department;
- iii. Establishing and coordinating procurement and ensuring safe custody of radiographic and Photographic supplies in the department;

- iv. Organizing and supervising staff and /or students on attachment in the department.

16. MEDICAL LABORATORY SERVICES

SENIOR ASSISTANT DIRECTOR, MEDICAL LABORATORY SERVICES

(1 POSITION) - VACANCY No. 03/PROM/2023/67

Basic Salary Scale: Kshs. **99,900 – 33,870** p.m.

Job Group ‘Q’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Assistant Director Medical Laboratory Services for a minimum period of three (3) years;
- ii. Bachelor's degree in Medical Laboratory Science or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technicians and Technologists Board;
- iii. Master Degree in any of the following: - Medical Parasitology, Medical Parasitology and Entomology, Medical Entomology, Clinical Chemistry, Medical Biochemistry, Hematology, Blood Transfusion Science, Medical Microbiology, Virology, Medical Bacteriology, Mycology, Clinical Cytology, Histopathology, Immunology, Epidemiology, Public Health (Epidemiology), Infectious Disease Diagnosis, Laboratory Management, Molecular Science or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technicians and Technologists Board;
- iv. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists board;
- v. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists board;
- vi. Certificate in Strategic leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in Computer Application skills from recognized institutions;
- viii. Demonstrated capability and efficiency in organizing work and discharging medical laboratory functions; and
- ix. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Formulating, interpreting and implementing laboratory policies, guidelines, strategies and programmes;
- ii. Undertaking monitoring and evaluation of laboratory services programmes;
- iii. Planning, supervising, directing, and coordinating the preparation of work plans and technical reports;
- iv. Initiating medical laboratory collaborative research;
- v. Providing advice on cost benefit analysis for new technologies to be adopted;
- vi. Planning, budgeting and carrying out operational laboratory research on vector borne diseases, communicable and non-communicable diseases;
- vii. coordinating medical laboratory teams involved in the investigation of disease outbreaks in liaison with other health care providers;
- viii. monitoring and evaluation of vector resistance to applied insecticides and molluscides; and
- ix. Evaluating insecticides and rodenticides before registration for public health use.

ASSISTANT DIRECTOR, MEDICAL LABORATORY SERVICES (1 POSITION) - VACANCY No. 03/PROM/2023/68

Basic Salary Scale: Kshs. **87,360 –121,430** p.m.

Job Group 'P'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment:

- i. Served in the grade of Principal Medical Laboratory Officer for a minimum period of three (3) years;
- ii. Bachelor's degree in Medical Laboratory Science or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technicians and Technologists Board;
- iii. Master Degree in any of the following: - Medical Parasitology, Medical Parasitology and Entomology, Medical Entomology, Clinical Chemistry, Medical Biochemistry, Hematology, Blood Transfusion Science, Medical Microbiology, Virology, Medical Bacteriology, Mycology, Clinical Cytology, Histopathology, Immunology, Epidemiology, Public Health (Epidemiology), Infectious Disease Diagnosis, Laboratory Management, Molecular Science or any other equivalent

- qualification from an institution recognized by Kenya Medical Laboratory Technicians and Technologists Board;
- iv. Registration Certificate issued by the Kenya Medical Technicians and Technologists Board;
- v. Valid practicing license from Kenya Medical Technicians and Technologists Board;
- vi. Certificate in Senior Management Course lasting not than four (4) weeks from a recognized institution;
- vii. Certificate in computer application skills from recognized institutions; and
- viii. Demonstrated a high degree of professional competence and administrative capability; and
- ix. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing laboratory policies, guidelines, strategies and programmes;
- ii. Supervising the preparation of reagents, tins and examination specimens,
- iii. Verifying and approving laboratory findings and results;
- iv. providing specifications for the procurement of medical laboratory reagents, apparatus and equipment;
- v. overseeing the maintenance of equipment for clinical testing, vector and insecticide application monitoring and evaluation;
- vi. investigating disease outbreaks in liaison with other health care providers;
- vii. supervising the archiving of specimen of medical importance for reference;
- viii. liaising with stakeholders in mapping and surveying of vector borne diseases, communicable and non-communicable disease;
- ix. undertaking medical Laboratory collaborative research; and
- x. preparing periodical reports.

PRINCIPAL MEDICAL LABORATORY TECHNOLOGIST II (5 POSITIONS) - VACANCY No. 03/PROM/2023/69

Basic Salary Scale: Kshs. **56,370 – 87,360** p.m.

Job Group ‘N’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Chief Medical Laboratory Technologist for a minimum period of three (3) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technicians and Technologists Board;
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board;
- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board;
- v. Certificate in Senior Management Course lasting not than four (4) weeks from a recognized institution;
- vi. Certificate in Computer Application skills from recognized institution;
- vii. Demonstrated capability and efficiency in organizing work and discharging medical laboratory functions; and
- viii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing laboratory policies, guidelines, strategies and programmes;
- ii. recruiting, preparing, and bleeding of blood donors for transfusion services;
- iii. performing blood grouping;
- iv. screening for blood transfusion transmissible infections;
- v. issuing blood and blood products to health facilities as per requests; coordinating the preparations of reagents, stains and examining specimens;
- vi. carrying out operational laboratory research;
- vii. preparing procurement plans for laboratory requirements;
- viii. providing technical specifications for the procurement of medical laboratory reagents, apparatus and equipment;
- ix. maintaining equipment and reagents for vector and insecticide application, monitoring and evaluation;
- x. investigating disease outbreaks with liaison with other health care providers;
- xi. archiving specimens of medical importance for reference;
- xii. processing the specimen according to specific standard operating procedures (SOP);

- xiii. Validating and calibrating laboratory equipment; and
- xiv. preparing laboratory periodical reports.

CHIEF MEDICAL LABORATORY TECHNOLOGIST (19 POSITIONS) - VACANCY No. 03/PROM/2023/70

Basic Salary Scale: Kshs. **49,000 – 65,120** p.m.

Job Group ‘M’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Senior Medical Laboratory Technologist for a minimum period of three (3) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technicians and Technologists Board;
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board;
- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board;
- v. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- vi. Certificate in Computer Application skills from recognized institutions; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing laboratory policies, guidelines, strategies and programmes;
- ii. Preparing media for culture and sensitivity testing;
- iii. Requisitioning of laboratory consumables and apparatus;
- iv. Investigating disease outbreaks in liaison with other healthcare providers;
- v. Archiving specimens of medical importance for reference;
- vi. Mentoring and coaching trainees on practical attachment;
- vii. coordinating the preparations of reagents, stains and examining specimens;
- viii. Verifying and approving results;
- ix. Screening for blood transfusion transmissible infections;
- x. Preparing blood products;

- xi. Preparing operational research proposals;
- xii. Supervising the disinfection, washing and sterilization of apparatus;
- xiii. Maintaining equipment and reagents for vector and insecticide application;
- xiv. Monitoring and evaluation;
- xv. preparing laboratory periodical reports; and
- xvi. Validating and calibrating equipment.

**SENIOR MEDICAL LABORATORY TECHNOLOGIST (14 POSITIONS) - VACANCY
No. 03/PROM/2023/71**

Basic Salary Scale: Kshs. **42, 970 – 59, 120** p.m.

Job Group ‘L’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Medical Laboratory Technologist I for a minimum period of three (3) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technicians and Technologists Board;
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board;
- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board;
- v. Certificate in Computer Application skills from recognized institutions; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Receiving and scrutinizing laboratory requisition form and specimen;
- ii. Preparing clients for collection of specimens;
- iii. Receiving, collecting and labelling registering specimens;
- iv. Disaggregating specimens for processing and analysis;
- v. Preparing reagents;
- vi. Supervising the disinfection, washing and sterilization of apparatus;
- vii. Maintaining equipment and reagents for vector and insecticide application;
- viii. Monitoring and evaluation;
- ix. Preparing media for culture and sensitivity testing;

- x. Examining specimens for quality;
- xi. Writing and recording of laboratory findings and results;
- xii. Dispatching laboratory results for use in clinical management;
- xiii. Preparing stains;
- xiv. Preparing blood products;
- xv. Collecting and analysing data;
- xvi. Processing the specimen according to the Specific Standard Operating Procedures (SOP);
- xvii. Mentoring and coaching trainees on practical attachment; and
- xviii. Preparing periodic reports.

SENIOR MEDICAL LABORATORY TECHNICIAN I (2 POSITIONS) - VACANCY No. 03/PROM/2023/72

Basic Salary Scale: Kshs.**42, 970 – 59,120** p.m.

Job Group ‘L’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Senior Medical Laboratory Technician II for a minimum period of three (3) years;
- ii. Certificate in Medical Laboratory Science or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technician and Technologist Board;
- iii. Certificate of Good Clinical Laboratory Practice (GCLP) and specialized techniques from a recognized institution;
- iv. Registration certificate issued by Kenya Medical Laboratory Technician and Technologist Board;
- v. Valid practicing license issued by Kenya Medical Laboratory Technician and Technologist Board;
- vi. Certificate in computer skills application skills application from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Processing and analyzing specimens for special techniques such as viral load and CD4 count;
- ii. Undertaking quality control measures on working reagents to ensure conformity with set standards;
- iii. Writing and recording of results;
- iv. Verification of results;
- v. Sensitizing the community on importance blood donation with other health care providers recruiting, preparing and bleeding of blood donors;
- vi. Rearing and maintaining of laboratory animals for research; and
- vii. Mentoring and coaching of trainees on practical attachment.

MEDICAL LABORATORY TECHNOLOGIST I (15 POSITIONS) - VACANCY No. 03/PROM/2023/73

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

Job Group 'K'

Allowances as per the SRC circulars attached to the position

Requirements for Appointment

- i. Served in the grade of Medical Laboratory Technologist II for a minimum period of three (3) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technicians and Technologists Board;
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board;
- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board;
- v. Certificate in Computer Application skills from recognized institutions; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Recruiting, preparing and bleeding of blood donors for transfusion services;
- ii. Performing blood grouping;
- iii. Storing blood products according to their requirements;

- iv. Screening for blood transfusion infections;
- v. Issuing blood and blood products to peripheral health facilities;
- vi. Preparing blood products;
- vii. Collecting and analysing laboratory findings and resultant data; processing the specimen according to specific standard operating procedures (sop);
- viii. Supervising the disinfection, washing, and sterilization of apparatus;
- ix. Mentoring and coaching trainees on practical attachment;
- x. Receiving, collecting and labelling registering specimens;
- xi. Preparing clients for collection of specimens;
- xii. Disaggregating specimens for processing and analysis;
- xiii. Preparing reagents;
- xiv. Examining specimens for quality;
- xv. Writing and recording of laboratory findings and results;
- xvi. Dispatching laboratory results for use in clinical management; and
- xvii. Preparing stains and reagents.

17. MEDICAL SPECIALISTS

SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALIST I (13 POSITIONS) -- VACANCY No. 03/PROM/2023/74

Basic Salary Scale: Kshs. **99,900 - 133,870** p.m.

Job Group 'Q'

Allowances as per the SRC circulars attached to the position

Requirements for Appointment

- i. Served as an Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years;
- ii. Bachelors of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by Medical Practitioners and Dentist Board;
- iii. Master's degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic surgery; Dermatology, Ear, Nose and Throat, otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, obstetrics and Gynecology, Occupational Medicine, Ophthalmology, orthopedic surgery, Pediatrics and child health, Palliative Medicine, Pathology, Plastic and reconstructive surgery, Psychiatry, Public health, Radiology, Health Systems Management, Health Economics,

Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board;

- iv. Certificate of registration by the Medical Practitioners and Dentist Board;
- v. Valid practicing license from Medical Practitioners and Dentists Board;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in Computer Application Skills from a recognized institution;
- viii. Demonstrated professional competence and managerial capability; and
- ix. Shown merit and ability as demonstrated in work performance and results.

Duties and Responsibilities

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care;
- iii. Providing psycho-social interventions;
- iv. Providing clinical services to patients;
- v. Training, consulting and performing surgeries in various health facilities;
- vi. Carrying out forensic and medico-legal services;
- vii. Coordinating disease surveillance, prevention, and control; coordinating health education and or promotion;
- viii. Implementing health projects and programmes;
- ix. Maintaining up-to-date health information systems;
- x. Monitoring provision of health treatment care;
- xi. Undertaking health research; and
- xii. Analyzing medical reports.

ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALIST II (23 POSITIONS) - VACANCY No. 03/PROM/2023/75

Basic Salary Scale: Kshs. **87,360-121,430** p.m.

Job Group 'P'

Allowances as per the SRC circulars attached to the position

Requirements for Appointment

- i. Served as Senior Medical Officer for a minimum period of three (3) years;

- ii. Bachelors of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by Medical Practitioners and Dentist Board;
- iii. Registration Certificate by the Medical Practitioners and Dentist Board;
- iv. Valid practicing license from Medical Practitioners and Dentist Board;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in Computer Application Skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Reviewing patients and instructing in writing all the recommendations;
- ii. Undertaking “First-on-call” duties including clerking, investigating and managing patients;
- iii. Conducting weekly clinic and theatre days;
- iv. Managing health facilities at various tiers in the communities;
- v. Responding to intern calls;
- vi. Training, supervising and mentoring Medical officer (Intern) and other students;
- vii. Performing Emergency surgeries;
- viii. Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems;
- ix. Undertaking medical examinations and preparing Medical board proceedings;
- x. Carrying out community diagnosis, care and treatment;
- xi. Ensuring data and information is collected, transmitted and utilized to benefit the customer and the service provider; and
- xii. Conducting disease surveillance, prevention, and control;
- xiii. Carrying out health education and promotion;
- xiv. And preparing medical reports.

18. PUBLIC HEALTH

SENIOR ASSISTANT DIRECTOR, PUBLIC HEALTH (1 POSITION) -- VACANCY No. 03/PROM/2023/76

Basic Salary Scale: Kshs. **99,900 - 133,870** p.m.

Job Group ‘Q’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Assistant Director, Public Health for a minimum period of three (3) years;
- ii. Post-Graduate Diploma in any of the following disciplines: Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognized institution;

OR

Bachelor's degree in either Environmental Health or Public Health or equivalent qualification from a recognized Institution;

- iii. Master's Degree in any of the following: Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Valid practicing license from the Public Health Officers and Technicians Council;
- vi. Certificate in Computer application skills from a recognized institution;
- vii. Demonstrated professional competence and ability; and
- viii. Shown merit as reflected in work performance and results.

Duties and Responsibilities

- i. Monitoring and evaluating the implementation of statutory provisions and other relevant legislations on public health;
- ii. Implementing public health policies, guidelines, standards and procedures and programmes;
- iii. Monitoring the implementation of public health projects and programmes;
- iv. Overseeing enforcement of international health regulations and rules;
- v. Preparing research proposals on public health needs;
- vi. Preparing proposals for resource mobilization;
- vii. Identifying relevant partners and agencies in support of public health programmes and projects;
- viii. Planning and budgeting for the department resources;

- ix. Coordinating the development of modern information communication technology in the department;
- x. Overseeing the development of strategic/workplans, performance targets and contracts in the department; and
- xi. Coaching and mentoring of staff.

ASSISTANT DIRECTOR, PUBLIC HEALTH (1 POSITION) - VACANCY No. 03/PROM/2023/77

Basic Salary Scale: Kshs **87,360 - 121,430** p.m.

Job Group 'P'

Allowances as per the SRC circulars attached to the position

Requirements for Appointment

- i. Served in the grade of Principal Public Health Officer or Principal Assistant Public Health Officer for a minimum period of three (3) years.
- ii. Post-Graduate Diploma in any of the following discipline; Food science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent from a recognized institution;

OR

- Bachelor's degree in either Environmental Health or Public Health or equivalent qualification from a recognized Institution;
- iii. Masters' degree in any of the following; Environmental Health, Public Health, Epidemiology, Food safety and Quality, Food Science and Technology, Community Health, Occupational health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution;
 - iv. Valid practicing license from the Public Health Officers and Technicians Council;
 - v. Certificate in Senior Management Course lasting not less four (4) weeks from a recognized institution;
 - vi. Certificate in computer application skills from a recognized institution; and
 - vii. Demonstrated professional competence and ability; and
 - viii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Monitoring, enforcing and implementing statutory provisions and other relevant legislations on public health;
- ii. Setting standards and guidelines in the provision of public health services;
- iii. Monitoring the implementation of public health projects and programs;
- iv. Enforcing international health regulations and rules;
- v. Carrying out research on public health needs;
- vi. Monitoring the development and management of public and private mortuaries, cemeteries and crematoria;
- vii. Preparing proposals for resource mobilization;
- viii. Organizing forums with relevant partners and agencies in support of public health programmes and projects;
- ix. Planning and budgeting for the departmental resources;
- x. Integrating modern information communication technology in the department;
- xi. Developing strategic/work plans, performance targets and contracts in the department;
- xii. Coaching and mentoring of staff.

PRINCIPAL PUBLIC HEALTH OFFICER (11 POSITIONS) - VACANCY No. 03/PROM/2023/78

Basic Salary Scale: Kshs. **56,370 - 87,360** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position

Requirements for Appointment

- i. Served in the grade of Chief Public Health Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in Environmental Health or Public Health from a recognized Institution;
- iii. Certificate of competence from the association of Public Health Officer;
- iv. Valid practicing license from the Public Health Officers and Technicians Council.
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in Computer Application Skills from a recognized institution;

- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Monitoring and evaluating environmental health risks;
- ii. Implementing promotive and preventive health programmes;
- iii. Monitoring and evaluating compliance to urban and rural sanitation standards in dwellings, commercial premises and work places;
- iv. Monitoring and evaluating the management of solid/liquid and other hazardous wastes;
- v. Promoting hygiene education including school health programmes;
- vi. Implementing international health regulations and rules at ports, airports, frontiers and border posts;
- vii. Educating the public on health and safety at work place;
- viii. Coordinating community-based health care programmes;
- ix. Carrying out surveillance on, environmental health pollutants and advising on prevention and control of disease incidences and outbreaks;
- x. Liaising with other stakeholders in carrying out disaster preparedness and response;
- xi. Compiling research reports on Public Health;
- xii. Compiling and analyzing Public Health data and reports; and
- xiii. Promoting modern information and communication technology in the provision of Public Health Services.

PRINCIPAL ASSISTANT PUBLIC HEALTH OFFICER (4 POSITIONS) - VACANCY No. 03/PROM/2023/79

Basic Salary Scale: Kshs. **56,370– 87,360** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Chief Assistant Public Health Officer for a minimum period of three (3) years;
- ii. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- iii. Valid practicing license from the Public Health Officers and Technicians Council.

- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in Computer Application Skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Monitoring and evaluating the management of solid/liquid and other hazardous wastes;
- ii. Ensuring safety and quality of food and water for both domestic and industrial use;
- iii. Ensuring abatement of sanitary nuisances;
- iv. Carrying out surveillance on environmental health pollutants;
- v. Promoting hygiene education including school health programmes;
- vi. Implementing international health regulations and rules at ports, airports, frontiers and border posts;
- vii. Vetting and approving building plans;
- viii. Inspecting and issuing occupancy certificates of new buildings;
- ix. Inspecting of commercial and trading premises for maintenance of set standards; overseeing exhumation process and authorizing disposal of unclaimed bodies; and
- x. Carrying out surveillance and advising on prevention and control of disease incidences.

CHIEF ASSISTANT PUBLIC HEALTH OFFICER (30 POSITIONS) - VACANCY No. 03/PROM/2023/80

Basic Salary Scale: Kshs. **49,000 – 65,120** p.m.

Job Group 'M'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Senior Assistant Public Health Officer for a minimum period of three (3) years;
- ii. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;

- iii. Valid practicing license from the Public Health Officers and Technicians Council;
- iv. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- v. Certificate in Computer Application Skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Coordinate environmental health activities
- ii. implementing promotive and preventive health programmes;
- iii. Ensuring safety and quality of food and water for both domestic and industrial use;
- iv. Abating sanitary nuisances;
- v. Promoting hygiene education including school health programmes;
- vi. Implementing international health regulations and rules at 'ports, airports, frontiers and border posts;
- vii. Undertaking inspection for preventive maintenance of health facilities;
- viii. Vetting and approving building plans;
- ix. inspecting and issuing occupancy certificates of new buildings;
- x. Inspecting commercial and trading premises for maintenance of set standards;
- xi. Overseeing exhumation process and authorizing disposal of unclaimed bodies;
- xii. Educating the public on health and safety at work place; and implementing community-based health care programmes.

CHIEF PUBLIC HEALTH OFFICER (10 POSITIONS) - VACANCY No. 03/PROM/2023/81

Basic Salary Scale: Kshs. **49,000 – 65,120** p.m.

Job Group 'M'

Allowances as per the SRC circulars attached to the position

Requirements for Appointment

- i. Served in the grade of Senior Public Health Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in Environmental Health or Public Health from a recognized Institution;
- iii. Certificate of competence from the Association of Public Health Officers;

- iv. Valid practicing license from the Public Health Officers and Technicians Council.
- v. Certificate in Computer Application Skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Coordinate environmental health activities in the area of deployment;
- ii. implementing promotive and preventive health programmes;
- iii. Monitoring compliance to urban and rural sanitation standards in dwellings, commercial premises and work places;
- iv. Monitoring the management of solid/liquid and other hazardous wastes; ensuring safety and quality of food and water for both domestic and industrial use;
- v. Carrying out surveillance on environmental health pollutants;
- vi. Promoting hygiene education including school health programmes; implementing international health regulations and rules at ports, airports, frontiers and border posts;
- vii. Carrying out surveillance and advising on prevention and control of disease incidences and outbreaks;
- viii. Liaising with other stakeholders in carrying out disaster preparedness and response;
- ix. Compiling research reports on public health;
- x. Compiling and analyzing of public health data and reports; and
- xi. Promoting modern information and communication technology in the provision of public health services.

SENIOR ASSISTANT PUBLIC HEALTH OFFICER (6 POSITIONS) - VACANCY No. 03/PROM/2023/82

Basic Salary Scale: Kshs. **42,970 – 59,120** p.m.

Job Group ‘L’

Allowances as per the SRC circulars attached to the position

Requirements for Appointment

- i. Served in the grade of Assistant Public Health Officer 1 for a minimum period of three (3) years;

- ii. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- iii. Valid practicing license from the Public Health Officers and Technicians Council.
- iv. Certificate in Computer Application Skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Provide Environmental Health Extension services;
- ii. Identifying environmental health issues at community level; maintaining up to date records of services rendered;
- iii. Implementing vector, vermin and, rodent control measures;
- iv. Implementing integrated mosquito control strategies;
- v. Issuing of intimation and statutory notices;
- vi. Inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water;
- vii. Undertaking inspection for preventive maintenance of health care facilities; overseeing construction of sanitary facilities in schools, trading centers and commercial premises;
- viii. Collecting water and food samples for bacteriological and chemical analysis; carrying out immunizations; initiating and implementing community-based health care programmes;
- ix. Implementing integrated mosquito control and other public health strategies; and
- x. Following up on proper collection and disposal of solid waste.

ASSISTANT PUBLIC HEALTH OFFICER I (14 POSITIONS) - VACANCY No. 03/PROM/2023/83

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

Job Group 'K'

Allowances as per the SRC circulars attached to the position

Requirements for Appointment

- i. Served in the grade of Assistant Public Health Officer II for a minimum period of three (3) years;

- ii. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- iii. Valid practicing license from the Public Health Officers and Technicians Council;
- iv. Certificate in Computer Application Skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Providing Environmental Health Extension services;
- ii. Mobilizing, sensitizing and advising communities on matters related to environmental health;
- iii. Carrying out immunization;
- iv. Defaulter tracing and reporting of tuberculosis and other immunizable diseases;
- v. Identifying environmental health issues at community level;
- vi. Implementing, vector and vermin and rodent control measures;
- vii. Implementing integrated mosquito control strategies;
- viii. Sitting of homesteads, pit latrines, grain stores, trading centers, emergency camps and giving advice on vermin and rodent control;
- ix. Implementing sanitation and hygiene standards in the community;
- x. Undertaking inspection for preventive maintenance at the health facility, hospital sanitation and health care waste management;
- xi. Issuing of intimation and statutory notices; and
- xii. Inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water.

19. COMMUNITY HEALTH SERVICES

SENIOR COMMUNITY HEALTH OFFICER (3 POSITIONS) - VACANCY No. 03/PROM/2023/84

Basic Salary Scale: Kshs. **42,970 – 59,120** p.m.

Job Group 'L'

Allowances as per the SRC circulars attached to the position

Requirements for Appointment

- i. Served in the grade of Community Health Officer I for a minimum period of three (3) years;

- ii. Bachelor's degree in any of the following disciplines: Community Health, Public Health, Environmental Health, Epidemiology, Sociology, Psychology, Anthropology, Counseling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion or Population and Health from a recognized institution;
- iii. Certificate in Computer Application Skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Sensitizing committees on available health services and emerging issues;
- ii. Analyzing and interpreting health data from community units;
- iii. Issuing and maintaining inventory of community health workers kits;
- iv. Recommending appropriate action for identified defaulters of health interventions and providing necessary support;
- v. Maintaining a health intervention defaulter register for follow-up;
- vi. Monitoring and documenting completion of health referral cases;
- vii. Compiling community health reports; and
- viii. Monitoring and evaluating community health activities.

ASSISTANT COMMUNITY HEALTH OFFICER I (10 POSITIONS) - VACANCY No. 03/PROM/2023/85

Basic Salary Scale: Kshs. **38,270 – 51,170** p.m.

Job Group 'K'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Assistant Community Health Officer II for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counseling, Social Work, Community development or Health Promotion and Education from a recognized institution;
- iii. Certificate in Computer Application Skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results;

Duties and Responsibilities

- i. Providing Community Health Services;
- ii. Coordinating community health activities;
- iii. Collating health data from households for analysis;
- iv. Sensitizing community members on health issues;
- v. Recommending appropriate action for identified defaulters of health interventions;
- vi. Planning and coordinating community health meetings in liaison with other stakeholders in the health sector;
- vii. Identifying and taking action for common ailments and minor injuries;
- viii. Collecting data during community diagnosis;
- ix. Conducting community psychosocial counseling; and
- x. Training community health. Workers and community health committees on community health issues.

COMMUNITY HEALTH ASSISTANT I (4 POSITIONS) - VACANCY No. 03/PROM/2023/86

Basic Salary Scale: Kshs. **31,270 – 41,260** p.m.

Job Group 'J'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served in the grade of Community Health Assistant II for a minimum period of three (3) years;
- ii. Certificate in any of the following disciplines: Community Health, Psychology, Counseling, Social Work or Community Development from a recognized institution;
- iii. Certificate in Computer Application Skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and result.

Duties and Responsibilities:

- i. Identifying common ailments and minor injuries at community level;
- ii. Identifying and referring health cases to the appropriate health facilities;
- iii. Coordinating community health activities;
- iv. Collating health data from households for analysis;

- v. Visiting homes to determine health situations and dialogue with household;
- vi. Sensitizing and disseminating health information to the community;
- vii. Identifying defaulters of health interventions and referring them to, health facilities;
- viii. Convening meetings and action Days in collaboration with community health committees and other stakeholders;
- ix. Managing community health resource centers; and
- x. Requisitioning refills for the community health workers kits.

20. DENTAL SPECIALISTS

SENIOR ASSISTANT DIRECTOR OF DENTAL SERVICES/DENTAL SPECIALIST I (1 POSITION) - VACANCY No. 03/PROM/2023/87

Basic Salary Scale: Kshs. **99,900-133,870** p.m

Job Group 'Q'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served as an Assistant Director Dental/ Dental Specialist II for a minimum period of three (3) years;
- ii. Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board
- iii. Masters of Dental Surgery in any of the following disciplines: paediatric dentistry, periodontology, Oral and maxillofacial surgery, prosthodontics, Dental biomaterials ,Oral medicine and Oral pathology, Dental Anesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implant Ology, Orthodontics, Aesthetic Dentistry, Oral And Maxillofacial Dental Radiology And Community Dentistry or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentist Board;
- iv. Certificate of registration by the Medical Practitioners and Dentists Board;
- v. Valid practicing license from Medical Practitioners and Dentists Board;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in Computer Application Skills from a recognized institution;

- viii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution; and
- ix. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Performing specific dental procedures; Including restorative, prosthodontics, pedodontics, orthodontics, minor oral- facial surgeries and periodontology;
- ii. Being on call to review and manage dental health patients;
- iii. Undertaking Medical legal duties which include filling of P3 forms;
- iv. Undertaking dental examinations, age assessment, and writing dental reports;
- v. Conducting outreach community oral health services;
- vi. Referring complex cases;
- vii. Educating and creating awareness of preventing of dental diseases and dental health;
- viii. Maintaining up-to-date dental health patients records and bio data;
- ix. Supervising, training and coaching dental interns and students;
- x. Ensuring that dental health reports are prepared and submitted promptly;
- xi. Coordinating preparation of annual work plans and ensuring they are adhered to; and
- xii. Coordinating capacity building and deployment of dental personnel.

ASSISTANT DIRECTOR OF DENTAL SERVICES/DENTAL SPECIALIST II (3 POSITIONS) - VACANCY No. 03/PROM/2023/88

Basic Salary Scale: Kshs. **87,360 - 121,430** p.m.

Job Group 'P'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served as Senior Dental Officer for a minimum period of three (3) years;
- ii. Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentist Board;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Be a Registered member of the relevant Regulatory Board;

- v. Certificate of registration by the Medical Practitioners and Dentist Board
- vi. Certificate of current Annual Retention;
- vii. Certificate in Computer Application Skills from a recognized institution; and
- viii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Managing dental conditions in a dental unit or health facility including diagnosis, investigating, treating and documentation;
- ii. Performing specific dental care procedures;
- iii. Restorative, prosthodontics, paedodontics, orthodontics, minor oral- facial surgeries and periodontology and health education
- iv. Periodontology and health education;
- v. Providing formal and informal training, and supervising other health workers;
- vi. Maintaining up-to-date dental health information systems;
- vii. Organizing community sensitization and outreach programs on dental health care;
- viii. Disseminating information for health planning.

21. DENTAL TECHNOLOGISTS

CHIEF DENTAL TECHNOLOGIST (1 POSITION) - VACANCY No. 03/PROM/2023/89

Basic Salary Scale: Kshs. **56,370 – 87,360** p.m.

Job Group 'N'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Have completed at least three years in the grade of deputy chief technologist;
- ii. Have demonstrated outstanding administrative capabilities, wide experienced and technical competence in the organization and management of dentistry supportive services at a national or provincial hospital or in training as Head of the department of Dental Technology in a college of Health Professionals; and
- iii. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Management of dentistry supportive services at the national and provincial hospital.
- ii. In addition, duties and responsibilities will involve;
- iii. Participation in planning and organizing dentistry supportive services. Alternatively, an officer at this level may be Head of department of dental technology in the college of Health professionals where he will be responsible for planning, curriculum development, implementation and evaluation of training programmes.

DEPUTY CHIEF DENTAL TECHNOLOGIST (2 POSITIONS) - VACANCY No. 03/PROM/2023/90

Basic Salary Scale: Kshs. **49,000 – 65,120** p.m.

Job Group ‘M’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Have completed at least three (3) years of service at the level of Senior Dental Technologist; and
- ii. Have considerable experience and technical competence in organizing dentistry services at the level of Senior Dental Technologist; and
- iii. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Participating in planning, supervision and coordination of dentistry supportive services.
- ii. Alternatively, an officer at this level may be the Head of department of Dental Technology where he will be responsible for planning, curriculum development and implementation and evaluation of training Programmes.

SENIOR DENTAL TECHNOLOGIST (1 POSITION) - VACANCY No. 03/PROM/2023/91

Basic Salary Scale: Kshs. **42,970 – 59,120** p.m.

Job Group ‘L’

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Have completed a period of at least three (3) years in the grade of Dental Technologist I;
- ii. Demonstrated capability and efficiency in organizing work and discharging responsibilities at the level of Dental Technologist I; and
- iii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Specific duties include participation in planning, supervising and coordinating dentistry supportive services.
- ii. In addition, the officer will be expected to ensure availability of supplies and equipment's for dental units and participate in supervision and counseling of staff working in the units.
- iii. Alternatively, the officer may be deployed in a training institution where he will be expected to train, counsel and guide students;
- iv. Participate in curriculum development, implementation and evaluation of training programmes as well as recruitment of candidates for training.

22. PHARMACEUTICAL SERVICES

SENIOR ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES/ PHARMACEUTICAL SPECIALIST I (4 POSITIONS) - VACANCY No. 03/PROM/2023/92

Basic Salary Scale: Kshs. **99,900 - 133,870** p.m.

Job Group 'Q'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served as Assistant Director Pharmaceutical Services/ Pharmaceutical Specialist II for a minimum period of three (3) years;
- ii. Bachelor of Pharmacy (B Pharm) degree from a recognized institution by the Pharmacy and Poisons Board;
- iii. Master's degree in Pharmaceuticals policy analysis and Formulation, pharmacognosy and Complementary Medicine, Toxicology, clinical pharmacy, Pharmacovigilance and pharmaco-epideiology, Medicines supplies management, Medicines Regulation, Narcotic and psychotropic substance

control, pharmaceutical analysis, pharmacology and Therapeutics, Tropical and infectious disease Medical and pharmaceutical Chemistry, Industrial Pharmacy, Health Systems Management, Pharmaceutical care, Health informatics, Health economics, Epidemiology, Biostatistics, Medical statistics, Drug design and Development, Clinical trials, Assurance, Radiopharmacy, Public Health, Microbiology or molecular pharmacology from an institution recognized by Pharmacy and Poisons board.

- iv. Certificate of registration as a Pharmacist by the Pharmacy and Poisons Board;
- v. Valid practicing License from Pharmacy and Poisons Board;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in Computer Application Skills from a recognized institution;
- viii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution; and
- ix. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Coordinating pharmaceutical services in a health facility;
- ii. Coordinating medicine and therapeutics committee activities in a health facility;
- iii. Developing and reviewing standard operating procedures for all pharmaceutical services in the facility;
- iv. Conducting research on medicine utilization;
- v. Providing continuous professional development education to pharmacists;
- vi. Evaluating appropriateness of donated medical supplies;
- vii. Maintaining pharmaceutical inventories;
- viii. Participating in facility management committees;
- ix. Providing medicinal in preparation in preparation of patient drug management therapies;
- x. Coordinating preparation of annual work plans and ensuring they are adhered to; and
- xi. Coordinating capacity building and deployment of dental personnel.

**ASSISTANT DIRECTOR OF PHARMACEAUTICAL SERVICES/
PHARMACEAUTICAL SPECIALIST II (9 POSITIONS) - VACANCY No.
03/PROM/2023/93**

Basic Salary Scale: Kshs. **87,360-121,430** p.m.

Job Group 'P'

Allowances as per the SRC circulars attached to the position.

Requirements for Appointment

- i. Served as a Senior Pharmacist for a minimum period of two (2) years;
- ii. Bachelor of Pharmacy (B Pharm) degree from a recognized institution by the Pharmacy and Poisons Board;
- iii. Certificate of registration as a Pharmacist by the Pharmacy and Poisons Board;
- iv. Valid practicing License from Pharmacy and Poisons Board;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in Computer Application Skills from a recognized institution;
- vii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution; and
- viii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Selecting, Quantifying, procuring and warehousing of medical supplies;
- ii. Monitoring effective storage of specialized medical supplies requiring cold storage
- iii. Making entries into the relevant inventory management records and registers;
- iv. Participating in ward rounds to monitor medicine use, interactions and adverse drug reactions;
- v. Carrying out continuing medical education for health medical workers in general;
- vi. Conducting health education on appropriate use of medicine to patients.
- vii. Participating in multidisciplinary clinical team activities of patient care;
- viii. Reporting adverse drug reactions and poor-quality medicines;
- ix. Timely preparation of monthly reports and submission to relevant offices;
- x. Training and mentoring of interns and students attached to the facility;

- xi. Keeping safe custody and maintenance of up-to-date narcotic and psychotropic substance records;
- xii. Running of poison information centers;
- xiii. Disseminating and providing new drug information to health workers and the general public; and
- xiv. Supervising pharmaceutical services at lower-level health facilities.

HOW TO APPLY

Qualified candidates are required to make an application by downloading and completing a **Promotion Application Form** (PSB FORM -2 (Revised 2023) from County Government of Nakuru website www.nakuru.go.ke

Duly filled application form should be sent to the Board through the **Post Office** or **Courier Services** in a sealed envelope to the address below **On or Before 28th March, 2023**, clearly indicating the vacancy number and position applied for on the envelope *(Hand delivered applications will not be accepted)*

The Secretary
Nakuru County Public Service Board
Public Works Building- Prisons Road
P.O Box 2870-20100
NAKURU

