



MINISTRY OF HEALTH

Telegraphic Address: "MINHEALTH" NAIROBI
Telephone: Nairobi 254 -20 -2717077
Fax: 254 -20 - 2713234
When replying please quote

AFYA HOUSE
CATHEDRAL ROAD
P.O Box 30016 -00100
NAIROBI

ALL CONTRACTUAL STAFF APPOINTED UNDER THE UNIVERSAL HEALTH CARE (UHC) PROGRAMME IN COUNTY GOVERNMENTS

LIST OF DOCUMENTS TO BE SUBMITTED FOR PROCESSING OF APPOINTMENT

1. ID Card copy
2. Pin Certificate copy
3. Birth Certificate copy
4. Certified copies of certificates includes primary, secondary, post-secondary and professional
5. 2 Recent passport size photographs (colored), id No and signed at the back.
6. Personal particulars form
7. G.P. 7 (indicate Bank and Branch Clearly) attach copy of banker's card.
8. Next of Kin (G.P 25)
9. Declaration (Secrets Act)
10. Medical Certificate G.P 69 } Signed by a qualified Government Medical Officer and stamped
11. Arrival letter
12. Letter of acceptance
13. Copy of letter of offer from the respective County Public Service Board
14. PSC2 form – revised 2016 (dully filled and signed) - *to be downloaded from PSC website*
15. Bio-data of the selected candidates to be send in excel format (*see template attached*) to contractstaffuhc2020@gmail.com and copied to uhcsecretariat@gmail.com
16. You **MUST** also submit the duly certified copies of the above itemized documents **personally** to room 119, Afya House.

Download from following link

<http://tinyurl.com/qdd5wel>

Note: Ensure that the **names** and **date of birth** on **Identity card** and **birth certificate** tally. You will be required to scan and forward a Sworn Affidavit where they do not tally.

For more information, contact (0703045202/0703045121)

NB: No documents will be received by this office unless it's confirmed that an officer has scanned and forwarded all the required documents. Please comply.

W. K. Cheptoo

FOR PRINCIPAL SECRETARY