



COUNTY GOVERNMENT OF KERICHO
KERICHO COUNTY PUBLIC SERVICE BOARD
INTERNAL ADVERTISEMENT

29th July, 2022

The Kericho County Public Service Board wishes to make an internal advertisement for the following positions in the Department of Health Services, pursuant to Article 176 of the Constitution of Kenya and County Government's Act No.17 of 2012.

DENTISTS

1. KCPSB/2022/07: CHIEF DENTAL TECHNOLOGIST, JOB GROUP 'N' (1POST)

b) Duties and Responsibilities

This is the highest level in the grading structure of Dental Technologists cadre. Work at this level involves;

- i. Management of dentistry supportive services at a Sub County or County hospital.
- ii. Participation in planning and organizing dentistry supportive services.
- iii. Officer at this level may be head of the Department of Dental Technology in the College of Health Professions where he will be responsible for planning curriculum development, Implementation and evaluation of training programmes.

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c) Requirements for Appointments;

For Appointment to the grade of Chief Dental Technologist an officer must;

- i. Have completed at least three (3) years in the grade of Deputy Chief Technologist; and
- ii. Have demonstrated outstanding administrative capabilities, wide experience 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 Professions.

PHARMACY

2. KCPSB/2022/08: CHIEF PHARMACEUTICAL TECHNOLOGIST 'M' (1 POST)

(a) Duties and responsibilities

Duties and responsibilities at this level will entail:-

- 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/medicine use;
- v. Developing and evaluating training programmes and preparing reports;
- vi. Supervising and assessing students/interns;
- vii. Maintaining books/register of drugs/medicine in a health facility;
- viii. Stock taking of drugs/medicine, 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.

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(b) Requirements for appointment

For appointment to this grade an officer must have: -

- 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 poisons board from a recognized institution;
- iii. Certificate of enrollment as a pharmaceutical technologist awarded by the pharmacy and poisons board (PPB);
- 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.

3. KCPSB/2022/09: SENIOR PHARMACEUTICAL TECHNOLOGIST, JOB GROUP 'L' (2 POSTS)

a) 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. Promoting rational drug/medicine use;
- vi. Sampling and reporting findings for submitted specimens for quality control purposes;
- vii. Receiving complaints and reporting adverse drug reaction;
- viii. Receiving and reporting poor quality medicine;
- ix. Guiding and counselling staff working under the officer.

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b) Requirements for Appointment

For appointment to this grade, an Officer must have:-

- 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 Poisons board from a recognized institution;
- iii. Certificate of Enrolment as Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- iv. Certificate in computer application skills from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results.

4. KCPSB/2022/10: PHARMACEUTICAL TECHNOLOGIST I, JOB GROUP 'K' (9 POSTS)

a) Duties and Responsibilities

- i. Receiving, interpreting and processing of prescriptions;
- ii. Pre-packing, repacking and writing instructions on labels;
- iii. Quantifying, ordering, receiving and maintaining drugs/medicines;
- iv. Accounting for consumption of drugs/medicines;
- v. Maintaining drug/medicine distribution records;
- vi. Providing drug information to medical personnel to promote rational drug usage;
- vii. Determining the actual drugs/medicines required to treat most common ailments;
- viii. Maintaining accurate and up to date drugs/medicine movement records/registers;
- ix. Supervising interns and students on attachment; and
- x. Recording all receipts and issues of drugs/medicine daily.

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b) Requirements for Appointment

For appointment to this grade, an Officer must have: -

- 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 poisons board from a recognized institution;
- iii. Certificate of Enrolment as Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- iv. Certificate in computer application skills from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results.

REGISTERED CLINICAL OFFICERS

5. KCPSB/2022/11: SENIOR ASSISTANT DIRECTOR, CLINICAL SERVICES, JOB GROUP 'Q' (1 POST)

(a) Duties and responsibilities

- i. Monitoring and reviewing implementation of clinical services policies, procedures and guidelines;
- ii. Ensuring maintenance of standards, ethics and quality assurance systems in provision of clinical services
- iii. Coordinating provision of clinical and family health care services in health institutions and communities;
- iv. Reviving medico- legal standards and guidelines;
- v. Coordinating research and critical health issues and emerging trends;
- vi. Reviewing referral strategies and guidelines in liaison with other stake holders;
- vii. Identifying skills mix and training needs for provision of quality services in relevant specialized service areas including Ear, Nose and Throat/Audiology, ophthalmology and Cataract Surgery, Child health and pediatrics, anesthesia, orthopedics and trauma, epidemiology, lung and skin, reproductive health , medical education, dermatology and

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venereology, coroner and forensic medicine, health economics and policy, health systems management, psychology, family and community health services,, capacity building for disaster preparedness and emergency response, and developing strategic/work plans.

(b) Requirements for appointment

For appointment to this grade, an officer must have: -

- (i) Served in the grade of assistant director, clinical services for a minimum period of three years (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 disaster management from a recognized institution;
- (iv) Certificate of registration from clinical officers council;
- (v) Certificate in strategic leadership development programme 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 in the general organization and management of clinical services function.

6. KCPSB/2022/12: SENIOR REGISTERD CLINICAL OFFICER, JG 'L' (5 POSTS)

a) Duties and Responsibilities

- i. Implementing Community Health Care activities in liaison with other health workers.
- ii. History taking, examining, diagnosing, treating and managing disease and conditions in an outpatient or inpatient health facility.
- iii. Sensitizing patients and clients on preventive and promotive health.
- iv. Providing Clinical outreach and school health school health activities.

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- v. Coaching and mentoring students on attachment
- vi. Carrying out surgical procedures as per training skill.
- vii. Guiding and Counseling Patients, Clients and staff on Health issues
- viii. Assessing, Preparing and presenting medico-reports
- ix. Organizing health management teams and convening health management committee meetings
- x. Conducting ward rounds, reviewing and making appropriate referrals
- xi. Carrying out surgical procedures as per training and skill
- xii. Offering specialized Clinical Services including Ear, Nose and Throat/Audiology, Orthopedic and trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, lungs and skin, Dermatology and Venereology
- xiii. Collecting and compiling data.

b) Requirements for Appointment

For appointment to this grade, an Officer must have:

- 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 Clinical Officers Council
- iv. Certificate in Computer Application skills from a recognized institution.
- v. Shown merit and ability as reflected in work performance

7. KCPSB/2022/13: REGISTERD CLINICAL OFFICER 1, JG 'K' (6 POSTS)

a) Duties and Responsibilities

- i. History taking, examining, diagnosing, treating and managing disease and conditions in an outpatient or inpatient health facility
- ii. Guiding and Counseling Patients, Clients and staff on Health issues
- iii. Referring patients and clients to appropriate health facilities
- iv. Assessing, preparing and presenting medico-reports
- v. Organizing health management teams and convening health management committee meetings

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- vi. Implementing Community health care activities in liaison with other health workers
- vii. Sensitizing patients and clients on preventive and promotive health.
- viii. Carrying out minor surgical procedures as per training and skill
- ix. Collecting and compiling Clinical data.

b) Requirements for Appointment

For appointment to this grade, an Officer must have:

- i. Served in the grade of Registered Clinical Officer 11 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 Clinical Officers Council
- iv. Certificate in Computer Application skills from a recognized institution.

REHABILITATIVE STAFF

8. KCPSB/2022/14: PRINCIPAL ASSISTANT PHYSIOTHERAPIST, JOB GROUP 'N' (2 POSTS)

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- i. Treating and rehabilitating patients/clients using Physiotherapy interventions i.e. electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical areas and the community.
- ii. Planning and organizing group Physiotherapy treatments/ sessions for patients and clients.
- iii. Evaluating treatment outcomes for review, placement, referral or discharge.
- iv. Carrying out physical disability assessments for categorization, registration and other support.
- v. Providing health promotions and education to patients/clients on neuro musculoskeletal disorders and health living to prevent non-communicable diseases.
- vi. Maintaining information and records relating to patients.

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- vii. Inducting students on practical training on Physiotherapy therapy 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 hospitals.
- ix. Maintaining equipment and inventory.
- x. Analyzing data and preparing reports.
- xi. Coaching and mentoring of staff.

b) Requirements for Appointment

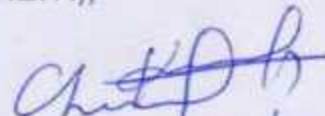
For appointment to this grade, an officer must have;

- 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 Minimum 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.

9. KCPSB/2022/15: ORTHOPAEDIC TRAUMA TECHNOLOGIST I, JOB GROUP 'K' (1 POST)

(a) Duties and responsibilities

- i. Interpreting radiological images of orthopaedic and trauma cases;
- ii. Manipulating and reducing fractures and dislocations;
- iii. Fixing and removing casts, bandages and tractions to and from patients;
- iv. Counseling patients/clients on issues regarding orthopaedic trauma;
- v. Correcting congenital Talipes Equino-Varus (C.T.E.V.);
- vi. Documenting orthopaedic and trauma cases;


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- vii. Assessing and referring patients with musculo-skeletal conditions;
- viii. Carrying out minor orthopaedic operative techniques involving insertion and removal of Steinman's pins and skull calipers;
- ix. Removing external fixators;
- x. Cleaning and treating simple wounds resulting from orthopaedic trauma;
- xi. Making follow-ups of orthopaedic and trauma cases in the wards and out-patient clinics;
- xii. Participating in the management of minor orthopaedic and trauma cases in emergencies and accidents;
- xiii. Sensitizing and creating awareness on orthopaedic trauma conditions to the communities; and
- xiv. Providing orthopaedic and trauma assistance during orthopaedic surgical operations.

(b) Requirements for appointment

For appointment to this grade, an officer must have: -

- i. Served in the grade of Orthopaedic Technologist II for a minimum period of three (3) years;
- ii. Diploma in Orthopaedic Plaster 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.

ORTHOPAEDIC SERVICE

**10. KCPSB/2022/16: DEPUTY CHIEF ORTHOPAEDIC TECHNOLOGIST
JOB GROUP 'M' (1 POST)**

a) Duties and Responsibilities;

- i. Overall management of supportive services in Orthopaedics in a National Hospital.

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- ii. Participation in planning, supervision and co-ordination of Orthopaedic supportive services.
- iii. The Officer will be expected to ensure availability of supplies and equipment.
- iv. Participate in the supervision and counselling of staff working in the hospital.
- v. The Officer may be deployed in a medical training institution where he will be responsible for planning curriculum development, implementation and evaluation of training programmes.
- vi. The Officer may be the Head of the Department of Orthopaedic Technology in a medical training institution.

b) Requirements for Appointment;

For Appointment to the grade of Deputy Chief Orthopaedic Technologist, an Officer must;

- i. Have completed at least three (3) years' service in the grade of senior Orthopaedic Technologist; and
- ii. Have considerable experience and in addition have demonstrated ability, technical competence and efficiency in organizing work and discharging responsibilities at the level of Senior Orthopaedic Technologist.

11. KCPSB/2022/17: SENIOR ORTHOPAEDIC TECHNOLOGIST JOB GROUP 'L' (1 POST)

a) Duties and Responsibilities;

Duties and Responsibilities at this level largely involve;

- i. Management of supportive services in orthopaedics and taking charge of a number of units in a national or provincial hospital.
- ii. Participation in planning, supervising and co-ordinating orthopaedic supportive services.
- iii. The Officer will be expected to ensure availability of supplies and equipment and participate in supervision and counselling of staff working in the units.

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- iv. Alternatively the Officer may be deployed in a medical training institution where he/she will be expected to train, counsel and guide students.
- v. Participate in curriculum development, implementation and evaluation as well as recruiting candidates for training.

b) Requirements for Appointment;

For appointment to the grade of Senior Orthopaedic Technologist, an Officer must;

- i. Have completed at least three (3) years' service in the grade of Orthopaedic Technologist I; and
- ii. Have shown capabilities and efficiency in organizing work and discharging responsibilities at the level of Orthopaedic Technologist I.

COUNSELLING SERVICES

12. KCPSB/2022/18: COUNSELLOR I, JOB GROUP 'K' (1 POST)

(a) Duties and Responsibilities

- i. Conducting client intake, individual and group sessions;
- ii. Keeping appropriate records;
- iii. Performing any other related duties as may be assigned.

(b) Requirements for appointment

For promotion to this grade, an officer must have: -

- i. Served in the grade of Counsellor II for at least three (3) years;
- ii. Psychological Debriefing Course lasting not less than one week;
- iii. Registration with Kenya Counselling Association (KCA);
- iv. Proficiency in Computer Applications;
- v. Shown merit and ability in work performance and results.

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MEDICAL LABORATORY SERVICES

13. KCPSB/2022/19: PRINCIPAL MEDICAL LABORATORY TECHNOLOGIST II, JG 'N' (2 POSTS)

a) Duties and responsibilities

- i. Implementing laboratory policies, guidelines, strategies and programs;
- 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 request;
- vi. Coordinating the preparation of reagents, stains and examining specimens;
- vii. Carrying out operational laboratory research;
- viii. Preparing procurement plan for laboratory requirements;
- ix. Providing technical specifications for the procurement of medical laboratory reagents, stains, apparatus and equipment;
- x. Maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation;
- xi. Investigating disease outbreaks in liaison with other health care providers;
- xii. Archiving specimens of medical laboratory importance for reference;
- xiii. Processing the specimen according to Specific Standard Operating Procedures (SOP);
- xiv. Validating and calibrating laboratory equipment; and
- xv. Preparing periodical laboratory reports.

b) Requirements for appointment

For appointment to this grade, an Officer must have: -

- 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 the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).

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- iii. Registration certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologist 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 capability and efficiency in organizing work and discharging medical laboratory functions.

14. KCPSB/2022/20: CHIEF MEDICAL LABORATORY TECHNOLOGIST, JG 'M' (8 POSTS)

a) Duties and Responsibilities

- i. Implementing laboratory policies, guidelines, strategies and programs;
- ii. Preparing media for culture and sensitivity testing;
- iii. Requisitioning of laboratory consumables and apparatus;
- iv. Investigating disease outbreaks in liaison with other health care providers;
- v. Archiving specimens of medical importance for reference;
- vi. Mentoring and coaching trainees on practical attachment;
- vii. Coordinating the preparation of reagents, stains, and examining specimens;
- viii. Verifying and approving and 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 insecticides application, monitoring and evaluation;
- xiv. Preparing laboratory periodical reports

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b) Requirements for appointment

For appointment of this grade, an officer must have: -

- 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 the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- iii. Registration certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologist 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 a recognized institution;
- vii. Shown merit and ability as reflected in work performance and results.

15. KCPSB/2022/21: SENIOR MEDICAL LABORATORY TECHNOLOGIST, JG 'L' (2 POSTS)**a) Duties and Responsibilities**

- i. Receiving and scrutinizing laboratory requisition forms and specimens;
- ii. Preparing clients for collection of specimens;
- iii. Receiving, collecting, labelling and 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 insecticides application, monitoring and evaluation.
- viii. Preparing media for culture and sensitivity testing;
- ix. Examining specimens for quality;
- x. Writing and recording of laboratory findings and results;
- xi. Preparing stains;
- xii. Preparing blood products;
- xiii. Collecting and analyzing laboratory data;

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- xiv. Processing the specimen according to Specific Standard Operating Procedures (SOP);
- xv. Mentoring and coaching trainees on practical attachment; and
- xvi. Preparing periodical reports.

b) Requirements for appointment

For appointment of this grade, an officer must have: -

- i. Served in the grade of Medical Laboratory Technologist I 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 the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- iii. Registration certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologist Board;
- v. Certificate in computer application skills from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

**16. KCPSB/2022/22: MEDICAL LABORATORY TECHNOLOGIST I, JG 'K'
(12 POSTS)**

(a) 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 transmissible infections;
- v. Issuing blood and blood products to peripheral health facilities;
- vi. Preparing blood products;
- vii. Collecting and analyzing laboratory findings and resultant data;
- viii. Processing the specimen according to Specific Standard Operating Procedures (SOP);
- ix. Supervising the disinfection, washing and sterilization of apparatus;
- x. Mentoring and coaching trainees on practical attachment;

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- xi. Receiving and scrutinizing laboratory requisition forms and specimens;
- xii. Preparing clients for collection of specimens for correctness;
- xiii. Receiving, collecting, labelling and registering specimens;
- xiv. Disaggregating specimens for processing and analysis;
- xv. Preparing reagents;
- xvi. Examining specimens for quality;
- xvii. Writing and recording of laboratory findings and results;
- xviii. Dispatching of laboratory results for use in clinical management;
- xix. Preparing stains and reagents.

b) Requirements for appointment

For appointment of this grade, an officer must have: -

- 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 the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- iii. Registration certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologist Board;
- v. Certificate in computer application skills from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

LABORATORY TECHNICIANS

17. KCPSB/2022/23: MEDICAL LABORATORY TECHNICIAN I, JOB GROUP 'J' (5 POSTS)

(a) Duties and responsibilities

- i. Examining specimens;
- ii. Writing and recording of results;
- iii. Dispatching results for clinical management;
- iv. Mentoring and coaching trainees on practical attachment;
- v. Receiving and scrutinizing laboratory requisition forms/specimens;
- vi. Preparing clients for collection of specimens;

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- vii. Receiving, collecting, labelling and registering specimens;
- viii. Disaggregating specimens for processing and analysis;
- ix. Performing routine diagnostic tests and analysis;
- x. Preparing reagents;
- xi. Applying quality control on working reagents to ensure conformity with the set standards;
- xii. Preparing analytical reports.

(b) Requirements for appointment

For appointment to this grade, an officer must have: -

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

PUBLIC HEALTH OFFICERS

18. KCPSB/2022/24: PRINCIPAL PUBLIC HEALTH OFFICER, JOB GROUP "N" (1 POST)

a) 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;

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- 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;
- xiii. Promoting modern information and communication technology in the provision of public health services.

b) Requirements for Appointment

For appointment of this grade, an officer must have: -

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

ASSISTANT PUBLIC HEALTH OFFICERS

19. KCPSB/2022/25: CHIEF ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP, 'M' (6 POSTS)

a) Duties and Responsibilities

An Officer at this level will coordinate environmental health activities in the area of deployment.

Specific duties and responsibilities will include: -

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- i. Implementing promotive and preventive health programmes;
- ii. Ensuring safety and quality of food and water for both domestic and industrial use;
- iii. Abating of sanitary nuisances;
- iv. Promoting hygiene education including school health programmes;
- v. Implementing international health regulations and rules at ports, airports, frontiers and border posts;
- vi. Undertaking inspection for preventive maintenance of health facilities;
- 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;
- x. Overseeing exhumation process and authorizing disposal of unclaimed bodies;
- xi. Educating the public on health and safety at work place;
- xii. Implementing community-based health care programmes.

b) Requirements for Appointment

For appointment to this grade, an Officer must have: -

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

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**20. KCPSB/2022/26: SENIOR ASSISTANT PUBLIC HEALTH OFFICER,
JOB GROUP 'L' (3 POSTS)**

a) Duties and Responsibilities

An officer at this level will provide Environmental Health extension services in the area of deployment, where specific duties and responsibilities will include;

- i. Identifying Environmental Health issues at community level;
- ii. 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;
- viii. Overseeing construction of sanitary facilities in schools, trading centres and commercial premises;
- ix. Collecting water and food samples for bacteriological and chemical analysis;
- x. Carrying out immunizations;
- xi. Initiating and implementing community-based health care programmes;
- xii. Implementing integrated mosquito control and other public health strategies;
- xiii. Following up on proper collection and disposal of solid waste.

b) Requirements for Appointment

For appointment to this grade, an Officer must have: -

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

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

21. KCPSB/2022/27: ASSISTANT PUBLIC HEALTH OFFICER I, JOB GROUP 'K' (17 POSTS)

a) Duties and Responsibilities

An Officer at this level will provide Environmental Health extension services in the area of deployment, where specific duties and responsibilities will include: -

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

b) Requirements for Appointment

For appointment to this grade, an Officer must have: -

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

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- ii. Diploma in either Environmental Health Science or Public Health Inspection 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. Shown merit and ability as reflected in work performance and results.

TECHNICIANS

22. KCPSB/2022/28: SENIOR PUBLIC HEALTH ASSISTANT, JOB GROUP 'K' (5 POSTS)

(a) Duties and responsibilities

- i. Provide environmental health extension services in the area of deployment;
- ii. Mobilizing, sensitizing and advising communities in matters related to environmental health;
- iii. Carrying out immunizations;
- iv. Defaulter tracing and reporting of tuberculosis and other immunizable diseases;
- v. Referring health cases to relevant health facilities;
- vi. Identifying environmental health issues at household level;
- vii. Organizing community health days to advise communities on common public health issues;
- viii. Maintaining and updating records of public health data;
- ix. Assessing health needs of the community;
- x. Sensitizing communities on food and water safety measures;
- xi. Inspecting homesteads, markets, commercial premises, trading centres to ensure that general cleanliness and sanitary requirements are maintained;
- xii. Issuing of intimation and statutory notices.

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(b) Requirements for appointment

For appointment to this grade, an officer must have: -

- i. Served in the grade of public health assistant I for a minimum period of three (3) years;
- ii. Certificate in environmental health science or public health technology from a recognized institution;
- iii. Certificate in computer application skills from a recognized institution;
- iv. Shown merit and ability as reflected in work performance and results.

23. KCPSB/2022/29: PUBLIC HEALTH ASSISTANT I, JOB GROUP 'J' (12 POSTS)

(a) Duties and responsibilities

- i. Provide environmental health extension services in the area of deployment;
- ii. Mobilizing, sensitizing and advising communities on matters related to environmental health;
- iii. Referring health cases to relevant health facilities;
- iv. Carrying out immunization;
- v. Identifying environmental health issues at household level;
- vi. Organizing community health days to advise communities on common public health issues;
- vii. Collecting and maintaining up to date records of services rendered;
- viii. Assessing health needs of the community;
- ix. Sensitizing communities on food and water safety measures.

(b) Requirements for appointment

For appointment to this grade, an officer must have: -

- i. Served in the grade of public health assistant II for a minimum period of three (3) years;
- ii. Certificate in environmental health science or public health technology from a recognized institution;
- iii. Certificate in computer application skills from a recognized institution;
- iv. Shown merit and ability as reflected in work performance and results.

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24. KCPSB/2022/30: ASSISTANT SENIOR HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JG 'L' (2 POSTS)

a) 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 review;
- v. Capturing data from service points;
- vi. Disseminating Health information;
- vii. Preparing medical reports;
- viii. Maintaining record safety and confidentiality;
- ix. Balancing daily bed returns;
- x. Maintaining Patient Master Index;
- xi. Coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine;
- xii. Indexing diseases and surgical procedures.

b) Requirements for Appointment

For appointment to this grade, an Officer must have; -

- i. Served in the grade of Assistant 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 Computer application skills from a recognized institution;
- iv. Shown merit and ability as reflected in work performance and results.

25. KCPSB/2022/31: ASSISTANT SENIOR HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JG 'K' (2 POSTS)

a) Duties and Responsibilities

- i. Editing patient cases;
- ii. Analyzing medical records data;
- iii. Updating bed bureau

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- iv. Capturing data from service points;
- v. Maintaining record safety and confidentiality;
- vi. Balancing daily bed returns;
- vii. Maintaining Patient Master Index;
- viii. Scheduling of patients to the consultants and specialty clinics;
- ix. Assigning codes to diseases and surgical procedures;
- x. Indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine;
- xi. Compiling medical reports;
- xii. Sharing of health information with other stakeholders;
- xiii. Analyzing data;
- xiv. Compiling patients bio data;
- xv. Preparing medical records and reports.

b) Requirements for Appointment

For appointment to this grade, an Officer must have; -

- i. Served in the grade of Assistant Health Records and Information Management Officer II 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;
- iv. Shown merit and ability as reflected in work performance and results.

MEDICAL ENGINEERING

26. KCPSB/2022/32: MEDICAL ENGINEERING TECHNOLOGIST I, JOB GROUP 'K' (2 POSTS)

a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- Specific duties and responsibilities will entail: implementing medical engineering programmes and projects: providing user support; undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments; installing medical equipment and furniture of medium technology; providing specifications for spare parts and consumables;

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maintaining inventory of medical/hospital equipment, furniture and plants; processing information for research; updating and maintaining information on medical engineering services for input into the integrated Health information management system; and sensitizing users on use and maintenance of medical equipment.

b) 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.

27. KCPSB/2022/33: MEDICAL ENGINEERING TECHNICIAN I, JOB GROUP 'J' (4 POSTS)

(a) Duties and responsibilities

- i. Undertaking preventive maintenance and repairs of medical/hospital equipment, plant, furniture and instruments,
- 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;
- vii. Implementing medical Engineering programmes and projects.

(b) Requirements for appointment

For appointment to this grade, an officer must have: -

- i. Served in the grade of medical engineering technician II for a minimum period of three (3) years;
- ii. Certificate in medical engineering or any other equivalent qualification from a recognized institution;

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- iii. Certificate in computer application skills from a recognized institution;
- iv. Shown merit and ability as reflected in work performance and results.

HEALTH ADMINISTRATION OFFICERS

27. KCPSB/2022/34: DEPUTY CHIEF HEALTH AND ADMINISTRATIVE OFFICER, JOB GROUP 'N' (1 POST)

(a) Duties and responsibilities

- i. An officer at this level will be in-charge of health administrative services in a County Medical Office of a busy County General Hospital, which may have referral status or teaching subsidiary;
- ii. Ensuring efficient and effective management of health support services;
- iii. Promoting the welfare of patients and staff and ensuring their security;
- iv. Liaising with other professional and technical departmental heads in order to improve the overall management and delivery of health care services;
- v. Promoting discipline and professionalism among the health administrative personnel.

(b) Requirements for appointment

For appointment to this grade, an officer must have: -

- i. Served in the grade of assistant health administrative officer or in a comparable position for a minimum period of three (3) years;
- ii. Undertaken a senior management course lasting for not less than four (4) weeks;
- iii. Demonstrated professional competence and administrative ability in the management of health services in a county general hospital.

COMMUNITY HEALTH ASSISTANTS

28. KCPSB/2022/35: COMMUNITY HEALTH ASSISTANT I, JOB GROUP 'J' (12 POSTS)

a) Duties and Responsibilities

An Officer at this level will provide Community Health Services where specific duties and responsibilities will include:

- i. Identifying common ailments and minor injuries at community level.

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- 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 households.
- 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 centres; and
- x. Requisitioning refills for the community health workers kits.

b) Requirements for Appointment

For appointment to this grade, an officer must have;

- 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 results.

COMMUNITY ORAL HEALTH

29. KCPSB/2022/36: COMMUNITY ORAL HEALTH OFFICER I, JOB GROUP 'K' (1 POST)

(a) Duties and Responsibilities

- i. Managing oral health clinics by organizing and scheduling clinic days, patient flows and referrals;
- ii. Teaching and supervising students/interns on practicals;
- iii. Supervising community oral health officers at health centres, sub county and county hospitals;

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- iv. Ordering dental materials, equipments and instruments for use in the hospital/clinics.

(b) Requirements for appointment

For appointment to this grade, an officer must have: -

- i. Served in the grade of community oral health officer II for a minimum period of three (3) years;
- ii. Shown merit and ability as reflected in work performance and results.

NURSING SERVICES

30. KCPSB/2022/37: PRINCIPAL NURSING OFFICER, JOB GROUP 'N'- 3 POSTS

a) 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

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- 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 periodic reports;
- xvii. Implementing nursing programmes;
- xviii. Mobilizing resources for implementation of nursing activities and projects;
- xix. Conducting ward rounds and reviewing patient's conditions;
- xx. Coaching and mentoring nursing staff

b) Requirements for Appointment

Served in the grade of Chief Nursing Officer for a minimum period of three (3) years;

- i. Bachelor's Degree in Nursing or Midwifery from a recognized institution;
- ii. Registration Certificate issued by the Nursing Council of Kenya
- iii. Valid practicing License from Nursing Council of Kenya;
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from recognized institution;
- v. Certificate in computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

31. KCPSB/2022/38: CHIEF NURSING OFFICER, JOB GROUP 'M' - 3 POSTS

a) 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;

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- 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 community health risk assessment and providing outcome based interventions;
- viii. Conducting nursing teaching and assessment of nursing staff and students;
- ix. Reoffering 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;
- xvii. Coaching and mentoring nursing staff

b) 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 Nursing or Midwifery from a recognised institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya
- iv. Valid practising License from Nursing Council of Kenya;
- v. Certificate in computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

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32. KCPSB/2022/39: SENIOR NURSING OFFICER, JOB GROUP 'L' - 2 POSTS

a) 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. Creating and maintaining a safe nursing care environment for client/patient;
- v. Carrying out clinical audits to improve client/patient care;
- vi. Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families;
- vii. Documenting interventions and nursing outcomes;
- viii. Conducting community health risk assessment and providing outcome-based interventions;
- ix. Participating in quality improvement and quality assurance procedures;
- x. Referring patients and clients appropriately;
- xi. Facilitating patients' admission and initiating discharge plans;
- xii. Maintaining nursing records on patients/clients personal and health condition/care;
- xiii. Following up convalescing patients referred from; higher facilities for continuity of care;
- xiv. Conducting assessment of school health needs, plan, implement interventions and preparing and periodic reports;
- xv. Conducting occupational health needs assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports;
- xvi. Conducting community diagnosis and providing feedback;

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- xvii. Conducting desk reviews, collecting data and implementing recommendations of the findings for improvement of nursing care.

b) Requirements for Appointment

- i. Served in the grade of Nursing Officer for a minimum period of two (2) years;
- ii. Bachelor's Degree in Nursing or Midwifery from a recognised institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practising License from Nursing Council of Kenya;
- v. Certificate in computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

KCPSB/2022/40: SENIOR PRINCIPAL REGISTERED NURSE, JOB GROUP 'P' (3 POSTS)

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: initiating development of nursing policies, standards and guidelines in the provision of nursing services in area of specialization; implementing projects and programmes in area of specialization; ensuring application of nursing process at the service delivery point/area, 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; formulating interventions to address identified health needs; managing nursing services at a health facility; monitoring and evaluating health care in a health facility; coordinating preparation of training plans/programmes for nurses at the service delivery department; providing specifications for procurement of nursing commodities and supplies; conducting research and preparing reports; coordinating health care activities in an area of specialization in collaboration with other stakeholders; advising the Health/Hospital Management Team (HMT) on matters relating to nursing; implementing continuing professional development programmes for nurses; and initiating preparation of annual work plans.

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(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- 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 Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric 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

- iv. 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;
- v. Registration Certificate issued by the Nursing Council of Kenya;
- vi. Valid practising license from the Nursing Council of Kenya;
- vii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- viii. Certificate in computer application skills from a recognized institution; and
- ix. 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.

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**33. KCPSB/2022/41: PRINCIPAL REGISTERED NURSE, JOB GROUP 'N'
(4 POSTS)**

a) Duties and Responsibilities

- i. Implementing application of nursing process at the health service delivery point;
- ii. Coordinating the provision of appropriate health care 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. Keep up to date records of nursing staff;
- x. Facilitate 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;
- xv. Analyzing data for research and compiling reports.

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b) 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 practising License from Nursing Council of Kenya;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from recognized institution;
- vi. Certificate in computer applications from a recognized institution;
- vii. 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; merit and ability as reflected in work.

34. KCPSB/2022/42: CHIEF REGISTERED NURSE, JOB GROUP 'M' (7 POSTS)

a) 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;

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- 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 health service delivery unit using the nursing process;
- xiii. Monitoring healthcare outcomes at the service delivery unit and preparing reports;
- xiv. Analyzing data for research and compiling reports.

b) Requirements for Appointment

For appointment to this grade, an Officer must have: -

- 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 practising License from the Nursing Council of Kenya;
- v. Certificate in computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

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35. KCPSB/2022/43: SENIOR REGISTERED NURSE, JOB GROUP 'L' (6 POSTS)

a) 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 reports;
- 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 utilization and safety of assigned medical supplies and equipment;
- xvi. Implementing recommendations of research findings for improvement of nursing care.

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b) Requirements for Appointment

For appointment to this grade, an Officer must have: -

- 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 applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

36. KCPSB/2022/44: REGISTERED NURSE I, JOB GROUP 'K'-132 POSTS

a) 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 counselling 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 tidy and safe clinical environment;
- ix. Collecting and collating data for research;
- x. Evaluating healthcare outcomes on patients/clients and preparing individualized reports;

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- xi. Conducting assessment of school health needs;
- xii. Planning, implementing interventions and preparing periodic reports;
- xiii. Identifying occupational health needs and making appropriate recommendations;

b) Requirements for Appointment

For appointment to this grade, an Officer must have: -

- 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 applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

37. KCPSB/2022/45: SENIOR ENROLLED NURSE I, JOB GROUP 'L' (8 POSTS)

a) Duties and responsibilities

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing nursing care interventions based on patient's/client's health needs;
- iii. Providing health education and counselling on identified health and socio-economic needs to patients and 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- patients belongings;
- viii. Maintaining records on patients/clients personal and health condition/care;

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- 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;
- xiv. Carrying out health outreach activities.

b) Requirements for appointment

For appointment to the grade, an officer must have; -

- 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. Enrollment certificate issued by the Nursing Council of Kenya;
- iv. Valid practising 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.

38. KCPSB/2022/46: SENIOR ENROLLED NURSE II, JOB GROUP 'K' (14 POSTS)

a) 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 and clients;
- iv. Referring patients and clients appropriately;
- v. Facilitating patients and discharge in a health facility;

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- vi. Making appropriate discharge plan for patients;
- vii. Ensuring tidy and safe clinical environment;
- viii. Ensuring safe custody of in-patients 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;
- xv. Carrying out health outreach activities.

b) Requirements for Appointment

For appointment to this grade, an Officer must have: -

- 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 practising License from Nursing Council of Kenya;
- v. Certificate in computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance.

39. KCPSB/2022/47: ENROLLED NURSE I, JOB GROUP 'J' (36 POSTS)

a) 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 health care service, including immunization, prevention of Mother to Child Transmission of HIV (PMTCT), ante-natal care and delivery;

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- iv. Providing health education and counselling on identified health and socio-economic needs to patients/clients;
- v. Referring patients and clients appropriately;
- vi. Facilitating patients admission and discharge in a health facility;
- vii. Ensuring tidy and safe clinical environment;
- viii. Ensuring safe custody of in-patients belongings;
- ix. Maintaining records on patients/clients personal and health condition/care;
- x. Evaluating healthcare outcomes on patients/clients and preparing individualized reports;
- xi. Conducting assessment of school health needs;
- xii. Planning, implementing interventions and preparing periodic reports;
- xiii. Conducting occupational health needs assessment;
- xiv. Providing appropriate healthcare services including immunization, reproductive health;
- xv. Guiding and orienting staff and students;

b) Requirements for Appointment

For appointment to this grade, an Officer must have: -

- 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 applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance.

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**40. KCPSB/2022/48: SENIOR NUTRITION AND DIETETICS
TECHNOLOGIST, JOB GROUP 'L' (2 POSTS)**

a) Duties and Responsibilities

Duties and Responsibilities at this level will include;

- i. Providing outpatient and inpatient nutrition care.
- ii. Providing therapeutic nutrition support in disease management in health care facilities.
- iii. Providing nutrition care for pre-term babies.
- iv. Supervising implementation of baby friendly hospital initiatives.
- v. Supervising provision of therapeutic feeds.
- vi. Conducting nutrition assessments.
- vii. Undertaking ward rounds and supervising administration of inpatient feedings.
- viii. Counseling patients with specific nutritional needs.
- ix. Conducting nutrition health education and demonstrations.
- x. Assessing and reviewing nutrition of referral cases.
- xi. Preparing hospital menus and patient feeding protocol.
- xii. Implementing nutrition projects.
- xiii. Analyzing nutrition data.
- xiv. Preparing monthly reports for the station or facility.
- xv. Formulating therapeutic diets for outpatients and in-patients; and
- xvi. Facilitating nutrition in health and inter-sectoral teams.

b) Requirements for Appointment

For appointment to this grade, an Officer must have:

- i. Served in the grade of 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 Computer Application Skills from a recognized institution;
- iv. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND); and
- v. Shown merit and ability as reflected in work performance and results.

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**41. KCPSB/2022/49: NUTRITION AND DIETETICS TECHNOLOGIST I,
JOB GROUP 'K'(6 POSTS)**

a) Duties and Responsibilities

Duties and Responsibilities at this level will include:

- i. Providing nutrition services in health care facilities.
- ii. Conducting nutrition assessments.
- iii. Undertaking ward rounds and supervising administration of inpatient feeding.
- iv. Collating and analyzing nutrition data.
- v. Counselling patients with specific nutritional needs.
- vi. Implementing and monitoring outpatient and inpatient supplementary and therapeutic feeding programmes.
- vii. Promoting maternal infants and young children feeding programmes.
- viii. Conducting nutritional health education and demonstrations.
- ix. Disseminating nutrition and dietetic 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 patient in health care facilities,
;and
- xiv. Preparing monthly nutrition reports in health care facilities.

b) Requirements for Appointment

For appointment to this grade, an officer must have;

- 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 a recognized institution;
- iv. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND); and

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

42. KCPSB/2022/50: NUTRITION & DIETETICS TECHNICIAN II, JOB GROUP "J" (3 POSTS)

a) Duties and Responsibilities

- i. Implementing, monitoring and evaluating nutrition programs;
- ii. Providing clinical nutrition and dietetic services;
- iii. Assessing nutrition status and making nutritional diagnosis;
- iv. Advocating for the improvement of maternal and infant nutrition;
- v. Educating and creating public awareness on prevention, management and control of diet related non communicable disease;
- vi. Supporting and managing people living with HIV/AIDS;
- vii. Providing nutrition supplements and therapeutic feeds;
- viii. Monitoring nutrition commodities at facility and community level;
- ix. Calculating patient dietary requirements;
- x. Monitoring nutrition trends in infants and young children in maternal child health;
- xi. Providing in-patient nutrition services in hospital;
- xii. Assessing nutrition status and preparing reports for review;
- xiii. Training community health extension workers and community health providers on nutrition deficiency prevention and control strategies;
- xiv. And following up on nutrition related disease conditions.

b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in the grade of Nutrition and Dietetics Technician III for a minimum period of three (3) years;
- ii. Certificate in Community Nutrition from a recognized training institution;
- iii. Certificate in Computer Application Skills from a recognized institution;
- iv. Registration by the Council of the Institute of Nutritionist and Dieticians (CIND);and
- v. Shown merit and ability as reflected in work performance and results.

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DRIVERS

43. KCPSB/2022/51: PRINCIPAL DRIVER, JOB GROUP 'J' (1 POST).

a) Duties and responsibilities

- i. Driving a motor vehicle as authorized.
- ii. Carrying out routine checks on the vehicle cooling, oil, electrical and brake system, tyre pressure, etc.
- iii. Detecting and reporting malfunctioning of vehicle systems.
- iv. Maintenance of work ticket for vehicle assigned.
- v. Ensuring security and safety for the vehicle on and off the road.
- vi. Safety of the passengers and/or goods therein.
- vii. Maintaining cleanliness of the vehicle.

b) Requirements for appointment

- i. Kenya Certificate of Secondary Education mean grade 'D' Plain or equivalent qualifications from recognized institutions;
- ii. A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- iii. Passed Suitability Test for drivers Grade II;
- iv. Passed occupational test for drivers grade I;
- v. A valid certificate of Good Conduct from the Kenya Police;
- vi. Must have attended a defensive driving and drivers refresher driving course;
- vii. Must have attended a First Aid Certificate courses lasting not less than one (1) week at St. John Ambulance or any other recognized institution;
- viii. Must have served as Chief driver for minimum period of not less than three (3) years;
- ix. Shown merit and ability as reflected in work performance and results.

44. KCPSB/2022/52: SENIOR DRIVER, JOB GROUP 'G' (1 POST).

a) Duties and responsibilities

- i. Driving a motor vehicle as authorized.
- ii. Carrying out routine checks on the vehicle cooling, oil, electrical and brake system, tyre pressure, etc

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- iii. Detecting and reporting malfunctioning of vehicle systems.
- iv. Maintenance of work ticket for vehicle assigned.
- v. Ensuring security and safety for the vehicle on and off the road.
- vi. Safety of the passengers and/or goods therein.
- vii. Maintaining cleanliness of the vehicle.

b) Requirements for appointment

- i. Kenya Certificate of Secondary Education mean grade 'D' Plain or equivalent qualifications from recognized institutions;
- ii. A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- iii. Passed Suitability Test for drivers Grade II;
- iv. Passed occupational test for drivers grade I;
- v. A valid certificate of Good Conduct from the Kenya Police;
- vi. Must have attended a defensive driving and drivers refresher driving course;
- vii. Must have attended a First Aid Certificate courses lasting not less than one (1) week at St. John Ambulance or any other recognized institution;
- viii. Must have served as driver I for minimum period of not less than three (3) years;
- ix. Shown merit and ability as reflected in work performance and results.

45. KCPSB/2022/53: DRIVER I, JOB GROUP 'F' (5 POSTS).

a) Duties and responsibilities

- i. Driving a motor vehicle as authorized.
- ii. Carrying out routine checks on the vehicle cooling, oil, electrical and brake system, tyre pressure, etc.
- iii. Detecting and reporting malfunctioning of vehicle systems.
- iv. Maintenance of work ticket for vehicle assigned.
- v. Ensuring security and safety for the vehicle on and off the road.
- vi. Safety of the passengers and/or goods therein.
- vii. Maintaining cleanliness of the vehicle.

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b) Requirements for appointment

- i. Kenya Certificate of Secondary Education mean grade 'D' Plain or equivalent qualifications from recognized institutions;
- ii. A valid driving license free from any current endorsement(s) for class (es) of vehicle (s) an officer is required to drive;
- iii. Passed Suitability Test for drivers Grade II;
- iv. Passed occupational test for drivers grade II;
- v. A valid certificate of Good Conduct from the Kenya Police;
- vi. Must have attended a defensive driving and driver's refresher driving course;
- vii. Must have attended a First Aid Certificate courses lasting not less than one (1) week at St. John Ambulance or any other recognized institution;
- viii. Must have served as driver I for minimum period of not less than three (3) years;
- ix. Shown merit and ability as reflected in work performance and results.

OFFICE ADMINISTRATIVE ASSISTANTS

46. KCPSB/2022/54: OFFICE ADMINISTRATIVE ASSISTANT I, JOB GROUP 'J' (1 POST)

a) Duties and responsibilities

Duties and responsibilities at this level will entail; -

- i. Taking oral dictation;
- ii. Word and data processing;
- iii. Operating office equipment;
- iv. Ensuring security of office equipment, documents and records;
- v. Attending to visitors/clients;
- vi. Handling telephone calls and appointments;
- vii. Maintaining an up to date filing system in the office;
- viii. Supervision of office cleanliness;
- ix. Managing petty cash; and
- x. Undertaking any other Office administrative services duties that may be assigned.

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b) Requirements for appointment

For appointment to this grade, an officer must have: -

- i. Served in the grade of office administrative assistant II for a minimum period of three (3) years;
- ii. Business Education Single and Group Certificates (BES & GC) from the Kenya national examinations council in the following subjects: -
- iii. Typewriting III (50 w.p.m.) computerized document processing III;
- iv. Business English III/Communications II;
- v. Commerce II;
- vi. Office practice II;
- vii. Office management III/Office administration and management III;
- viii. Secretarial duties II;

OR

- i. Craft certificate in secretarial studies from the Kenya National Examinations Council;
- ii. Certificate in secretarial management course lasting not less than four (4) weeks from the Kenya school of government or any other Government training institution;
- iii. Certificate in public relations and customer care course lasting not less than two (2) weeks from the Kenya school of government or any other recognized government training institution;
- iv. Certificate in supervisory skills course lasting not less than two (2) weeks from a recognized institution;
- v. Certificate in computer applications from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

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TELEPHONE OPERATORS

47. KCPSB/2022/55: TELEPHONE SUPERVISOR II, JOB GROUP 'J' (1 POST)

a) Duties and responsibilities

Work at this level will include telephone operation duties: -

- i. Routine testing of exchange lines and switchboard facilities; and
- ii. Telephone exchange clerical work.

An officer at this level will be in charge of a telephone exchange of three to four (3-4) switch board positions with a maximum capacity of forty (40) exchange lines and four hundred (400) exchange lines. Specifically, the officer will be responsible for: -

- i. Supervision of work at the switch board;
- ii. Telephone exchange routine work;
- iii. Preparation of duty/annual leave roster for telephone personnel;
- iv. Liaising with engineers/technicians on maintenance of telephone exchange, equipment/facilities, with accounts section on payment of telephone bills and with supplies section on procurement of telephone facilities/spare parts and stationery.

b) Requirements for appointment

For promotion to this grade, an officer must: -

- i. Have served in the grade of senior telephone operator or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- ii. Have attended and passed a certificate course for government telephone supervisors lasting not less than four (4) months from a government training institute or any other recognized institution;
- iii. Be proficient in computer applications;
- iv. Possess good oral and written communication skills in both English and Kiswahili; and
- v. Have shown merit and ability as reflected in work performance and

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CLERICAL OFFICERS

48. KCPSB/2022/56: CHIEF CLERICAL OFFICER, JOB GROUP 'J' (1 POST)

a) Duties and Responsibilities

This is the highest grade in the cadre. An officer at this level will handle complex clerical tasks of diverse nature, and may be deployed to be in charge of Clerical Officers within a section or deployed as a Caretaker. Specific duties and responsibilities will involve: -

- i. Coordination of clerical work in a section; maintenance of general cleanliness and security of buildings and equipment;
- ii. Planning of office accommodation and layout;
- iii. Processing of documents for issue of licenses or certificate under relevant Acts.
- iv. In addition, the officer will induct new Clerical Officers, and supervise and guide staff working under him/her.

b) Requirements for Appointment

For appointment to this grade, an officer must:

- i. Have served in the grade of Senior Clerical Officer for at least three (3) years;
- ii. Have passed the Proficiency Examination for Clerical Officers;
- iii. Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- iv. Be in possession of an ICT certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and
- v. Have shown merit and ability as reflected in work performance and results.

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49. KCPSB/2022/57: SENIOR CLERICAL OFFICER, JOB GROUP 'H' (2 POSTS)

a) Duties and Responsibilities

An officer at this level will supervise and provide guidance to officers working under him/her. Specific duties and responsibilities will include: -

- i. Verifying compiled statistical records for accuracy; processing of human resource statistics;
- ii. Maintenance of stores, records and equipment inventory;
- iii. Preparation of estimates of expenditure for general office services;
- iv. Assisting in planning office accommodation and layout;
- v. Preparation of estimates of expenditure on general office services;
- vi. Safe custody of invoices, receipts and other records;
- vii. Processing of documents for issue of licenses or certificates under relevant Acts;
- viii. Preparation and maintenance of records and ensuring proper maintenance of filing system.

b) Requirements for Appointment

For appointment to this grade, an officer must: -

- i. Have served in the grade of Clerical Officer I for a minimum period of three (3) years;
- ii. Have passed the Proficiency Examination for Clerical Officers;
- iii. Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- iv. Be in possession of an Information Communication Technology (ICT) certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and
- vi. Have shown merit and ability as reflected in work performance and results.

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50. KCPSB/2022/58: CLERICAL OFFICER I, JOB GROUP 'G' (5 POSTS)

a) Duties and Responsibilities

- i. Verifying compiled statistical records for accuracy; processing of human resource statistics;
- ii. Maintenance of stores, records and equipment inventory;
- iii. Preparation of estimates of expenditure for general office services;
- iv. Assisting in planning office accommodation and layout;
- v. Preparation of estimates of expenditure on general office services;
- vi. Safe custody of invoices, receipts and other records;
- vii. Processing of documents for issue of licenses or certificates under relevant Acts;
- viii. Preparation and maintenance of records and ensuring proper maintenance of filing system.

b) Requirements for Appointment

For appointment to this grade, an officer must: -

- i. Have served in the grade of Clerical Officer II for a minimum period of three (3) years;
- ii. Have passed the Proficiency Examination for Clerical Officers;
- iii. Possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
- iv. Be in possession of an Information Communication Technology (ICT) certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and
- vi. Have shown merit and ability as reflected in work performance and results.

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CLEANING SUPERVISORS

51. KCPSB/2022/59: CLEANING SUPERVISOR I, JOB GROUP 'G' (5 POSTS)

a) Duties and responsibilities

Duties and responsibilities at this level will entail; -

- i. Undertaking cleaning duties in the area of deployment;
- ii. Performing messengerial duties;
- iii. Preparing tea and washing utensils;
- iv. Undertaking any other related duties.

b) Requirements for appointment

- i. Kenya certificate of secondary education certificate;
- ii. Must have served as Cleaning supervisor II for a minimum period of three (3) years;
- iii. Have shown merit and ability as reflected in work performance and results.

52. KCPSB/2022/60: CLEANING SUPERVISOR II A, JOB GROUP 'F' (5 POSTS)

a) Duties and responsibilities

Duties and responsibilities at this level will entail; -

- i. Undertaking cleaning duties in the area of deployment;
- ii. Performing messengerial duties;
- iii. Preparing tea and washing utensils;
- iv. Undertaking any other related duties.

b) Requirements for appointment

- i. Kenya certificate of secondary education certificate;
- ii. Must have served as Support Staff supervisor II for a minimum period of three (3) years;
- iii. Have shown merit and ability as reflected in work performance and results.

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SUPPORT STAFF

53. KCPSB/2022/61: SUPPORT STAFF SUPERVISOR, JOB GROUP 'E' (17 POSTS)

a) Duties and responsibilities

Duties and responsibilities at this level will entail; -

- i. Undertaking cleaning duties in the area of deployment;
- ii. Performing messengerial duties;
- iii. Preparing tea and washing utensils;
- iv. Undertaking any other related duties.

b) Requirements for appointment

- i. Kenya certificate of secondary education certificate;
- ii. Must have served as Senior Support Staff for a minimum period of three (3) years;
- iii. Must have undertaken short courses cumulatively lasting not less than one (1) month at the Kenya school of government or any other recognized training institution;
- iv. Have shown merit and ability as reflected in work performance and results.

54. KCPSB/2022/62: SENIOR SUPPORT STAFF, JOB GROUP 'D' (1 POST)

a) Duties and responsibilities

Duties and responsibilities at this level will entail; -

- i. Undertaking cleaning duties in the area of deployment;
- ii. Performing messengerial duties;
- iii. Preparing tea and washing utensils;
- iv. Undertaking any other related duties.

b) Requirements for appointment

- i. Kenya certificate of secondary education certificate;
- ii. Must have served as Support Staff for a minimum period of three (3) years;
- iii. Have shown merit and ability as reflected in work performance and results.

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How to apply:

- Applications should be made **online** through www.psbkericho.co.ke
- Applicants **MUST** attach letter of last promotion
- Applicants **MUST** attach **original** scanned: National Identity cards/passport, promotion letters, curriculum vitae, testimonials, academic and professional certificates other testimonials **on or before Friday 12th August 2022.**

Important:

- Details of the qualifications and requirements can be obtained from the County website
- Any application/s sent through **post or hand delivered** will **NOT** be accepted/ considered.
- Only shortlisted applicants will be contacted

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