



COUNTY GOVERNMENT OF KERICHO
COUNTY PUBLIC SERVICE BOARD

VACANCIES

Kericho County Public Service Board wishes to recruit competent, self-driven and qualified staff to fill the following positions in the Department of Health Services Pursuant to Article 176 of the Constitution of Kenya and County Governments Act No.17 of 2012.

1. KCPSB/2023/176: NURSING OFFICER, JOB GROUP 'K' (4 POSTS)

a) Duties and responsibilities

- i. Provide 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 safe nursing care environment for client/patient;
- v. Carrying out 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. Carrying out therapeutic communication with the patient/ client;
- viii. Conducting community health risk assessment and providing outcome based interventions;
- ix. Documenting interventions and nursing outcomes;
- x. Participating in quality improvement and quality assurance procedures; and
- xi. Diagnosing common health conditions and recommending necessary interventions.

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06/07/2023

b) Requirement for Appointment

- i. Bachelor of Science Degree in either Nursing or Midwifery from a recognized institution;
- ii. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid practicing license from the Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

2. KCPSB/2023/177: KENYA REGISTERED COMMUNITY HEALTH NURSE, JOB GROUP 'H' (38 POSTS)**a) Duties and responsibilities**

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate healthcare service including Intergraded Management of Childhood Illnesses(IMCI), Immunization, PMTCT, ante-natal care and delivery, delivery, providing health education and counseling to patients/clients and community on identified health needs;
- iii. Referring patients and clients appropriately;
- iv. Facilitating patients' admission and initiating discharge plans;
- v. Maintaining records on patients/clients health condition and care;
- vi. Ensuring a tidy and safe clinical environment; and collecting and compiling data.

b) Requirements for Appointment

- i. Diploma in any of the following discipline: 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;
- ii. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid practicing license from Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

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06/07/2023

3. KCPSB/2023/178: MEDICAL LABORATORY TECHNOLOGIST, JOB GROUP 'H' (18 POSTS)

a) Duties and Responsibilities

- i. Decontaminating working benches
- ii. Receiving and scrutinizing laboratory requisition forms and specimens
- iii. Preparing clients for collection of specimens
- iv. Receiving, collecting, labelling and registering of specimens
- v. Disaggregating specimens for processing and analysis
- vi. Preparing reagents
- vii. Examining specimens
- viii. Writing and recording of results
- ix. Dispatching the results for use in clinical management
- x. Preparing stains
- xi. Performing blood grouping
- xii. Issue blood and blood products to peripheral health facilities
- xiii. Storing blood products according to their requirements.

b) Requirements for appointment

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

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

Terms of Service: Three (3) Year Contract.

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06/07/2023

4. KCPSB/2023/179: ASSISTANT PUBLIC HEALTH OFFICERS, JOB GROUP 'H' (6 POSTS)

a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will provide environmental Extension services in the area of deployment. Specific duties and responsibilities will include:

- i. Mobilizing, sensitizing and advising communities on matters related to environmental health;
- ii. Referring health cases to relevant health facilities;
- iii. Carrying out immunization;
- iv. Identifying environmental health issues at community level;
- v. Organizing community health days to advise communities on common public health issues;
- vi. Collecting and maintaining up to date records of services rendered;
- vii. Assessing health needs of the community;
- viii. Implementing vector, vermin and rodent control measures;
- ix. Implementing integrated mosquito control strategies.

b) Requirements for appointment

Candidate must have;

- i. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution; and
- ii. Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

5. KCPSB/2023/180: REGISTERED CLINICAL OFFICERS, JOB GROUP 'H' (9 POSTS)

a) Duties and Responsibilities

- i. Taking history, examining ,diagnosis and treating patients' common ailments at an outpatient or inpatient health facility;

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06/07/2023

- ii. Guiding and counseling patients, clients and staff on health issues;
- iii. Assessing, preparing and presenting medico-legal reports;
- iv. Coaching and mentoring students on attachment
- v. Carrying out surgical procedures as per training and skill, organizing health management teams and convening health management committee meetings;
- vi. Collecting and compiling data for research on clinical services issues;
- vii. Referring patients and clients to appropriate Health facilities.

b) Requirements for appointment

- i. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- ii. Certificate of Registration from the Clinical Officer's Council ;
- iii. Certificate in computer applications skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

6. KCPSB/2023/181: ASSISTANT HEALTH RECORDS AND INFORMATION OFFICERS, JOB GROUP 'H' (6 POSTS)

a) Duties and Responsibilities

- i. Receiving and documenting patients at hospital reception;
- ii. Registering and booking appointment for patients to clinics and consultants;
- iii. Storing and retrieving medical records documents;
- iv. Preparing clinics;
- v. Updating bed *bureau*;
- vi. Editing of patient case records;
- vii. Gathering data from different sources;
- viii. Capturing data from service points;
- ix. Maintaining record safety and confidentiality;
- x. Storing and retrieving medical records;
- xi. Balancing daily bed returns;
- xii. Creating and maintaining master index;

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06/07/2023

- xiii. Updating patient master index;
- xiv. Directing patients to relevant clinics;
- xv. Scheduling of patients to the consultants and specialty clinics;
- xvi. Assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine;
- xvii. Preparing health records and reports.

b) Requirements for Appointment

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

Terms of Service: Three (3) Year Contract.

7. KCPSB/2023/182: PHARMACEUTICAL TECHNOLOGIST, JOB GROUP 'H' (5 POSTS)

a) Duties and responsibilities

- i. Manufacturing and compounding medicine;
- ii. Receiving, processing and recording prescriptions in a unit pharmacy;
- iii. Counseling patients on drug usage, ordering and recording drug consumption;
- iv. Maintaining relevant records pertaining to drugs.

b) Requirements for Appointment

- i. Diploma in pharmacy from a recognized institution (PBB);
- ii. Registered with Pharmacy and Poisons Board;
- iii. Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

8. KCPSB/2023/183: RADIOGRAPHER (IMAGING), JOB GROUP 'H' (4 POSTS)

a) Duties and responsibilities

- i. Providing radiographic services to the patients;

Ch...
06/07/2023

- ii. Processing, verifying and maintaining information relating to patients;
- iii. Ordering and maintaining records of radiographic and photographic supplies.

b) Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education (KCSE) Mean grade C plain with C plain in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics and
- ii. Diploma in any of the following; Diagnostic Radiography/ Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution.

Terms of Service: Three (3) Year Contract.

9. KCPSB/2023/184: NUTRITION & DIETETICS TECHNOLOGIST III, JOB GROUP 'H' (5 POSTS)

a) Duties and responsibilities

- i. Providing nutrition services in health care facilities
- ii. Conducting nutrition assessments
- iii. Collecting and compiling nutrition data
- iv. Providing nutrition health education and demonstrations
- v. Counseling of patients with specific nutritional needs
- vi. Monitoring preparation of therapeutic feeds
- vii. Implementing outpatient and inpatients supplementary and therapeutic feeding programmes.
- viii. Promoting maternal, infant and young children feeding programmes
- ix. Providing micronutrient supplementation.

b) Requirements for appointment

- i. Diploma in Community Nutrition, Clinical Nutrition or Nutrition and dietetics from a recognized institution;

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06/07/2023

- ii. Certificate in Computer Application Skills from a recognized institution and
- iii. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND).

Terms of Service: Three (3) Year Contract.

10. KCPSB/2023/185: PHYSIOTHERAPIST, JOB GROUP 'H' (2 POSTS)

a) Duties and Responsibilities

- i. Examine and assess patients/clients requiring physiotherapy treatment.
- ii. Determine indications and contra-indications for treatment.
- iii. Determine appropriate physiotherapy treatment/rehabilitation plan/protocol.
- iv. Carry out individual or group physiotherapy treatment/rehabilitation plan.
- v. Evaluate patients/clients on treatment in view of changing treatment modalities, placement, referral for further consultation with the doctor, or for discharge of a home program.
- vi. Maintain patient/clients file for filing patients admission notes. Review and document patients' treatment progress notes.
- vii. Daily Physiotherapy report sheet for patients/clients treated/rehabilitated and submit to immediate supervisor for verification and countersigning.
- viii. To handle an average of 10 (long cases) in Physiotherapy outpatient unit per day.
- ix. Maintain a patients/clients outpatient or inpatient register and document on daily basis patient's attendance & treatment and other necessary details.
- x. Maintain an equipment inventory indicating the functionality of the machines.

b) Requirements for appointment

- i. Diploma Physiotherapy or its equivalent from a recognized institution;
- ii. Valid registration and Certificate of practice from the Kenya Society of Physiotherapists (KSP);

Ch...
06/07/2023

- iii. Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

11. KCPSB/2023/186: OCCUPATIONAL THERAPIST, JOB GROUP 'H' (2 POSTS)

a) Duties and Responsibilities

- i. Assessing and formulating patient's treatment plan
- ii. Maintaining records and data relating to patients;
- iii. Collecting data for operational research;
- iv. Sensitizing the community on occupational therapy issues;
- v. Preparing periodic reports;
- vi. Performing any other duties that may be assigned by the supervisor.

b) Requirements for Appointment

- i. Diploma in Occupational Therapy from a recognized institution in Kenya;
- ii. Certificate in Computer Applications Skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

12. KCPSB/2023/187: ORTHOPAEDIC TRAUMA TECHNOLOGIST III, JOB GROUP 'H' (4 POSTS)

a) Duties and Responsibilities

- iii. Manipulating and reducing fractures and dislocations
- iv. Fixing and removal of casts, bandages and traction from patient
- v. Counseling client/patient on issue of orthopedic trauma
- vi. Documenting orthopedic and trauma cases
- vii. Assessing and referral of muskelo skeletons condition.
- viii. Participating in management of minor orthopedic trauma case in emergencies
- ix. Cleaning and treating simple wound resulting from orthopedic trauma
- x. Making follow up of patient with orthopedic trauma in wards and outpatient clinic.
- xi. Interpreting radiological image of orthopedic trauma case.

Ch...
06/07/2023

- xii. Correcting congenital talipes Equino-varus (C.T.E.V)
- xiii. Any other duties as may be assigned from time to time.

b) Requirements for Appointment

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

- i. Diploma in Orthopedic Plaster Technology from a recognized institution; and
- ii. Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

13. KCPSB/2023/188: REGISTERED CLINICAL OFFICER (ANAESTHETIST), JOB GROUP 'K' (1 POST)

a) Duties and Responsibilities

- i. Taking history, examining, diagnosis and treating patients' common ailments at an outpatient or inpatient health facility;
- ii. Guiding and counseling patients, clients and staff on health issues;
- iii. Assessing, preparing and presenting medico-legal reports;
- iv. Coaching and mentoring students on attachment;
- v. Carrying out surgical procedures as per training and skill;
- vi. Organizing health management teams and convening health management committee meetings;
- vii. Collecting and compiling data for research on clinical services issues;
- viii. Referring patients and clients to appropriate Health facilities.

b) Requirements for appointment

- i. Higher Diploma in Clinical Medicine and Surgery in Anesthesia from a recognized institution.
- ii. Must have served in as a Clinical Officer for at least 3 years.
- iii. Certificate of Registration from the Clinical Officer's Council.
- iv. Certificate in computer applications skills from a recognized institution.

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06/07/2023

Terms of Service: Three (3) Year Contract.

**14. KCPSB/2023/189: REGISTERED CLINICAL OFFICER (OPHTHALMOLOGIST),
JOB GROUP 'K' (1 POST)**

a) Duties and Responsibilities

- i. Taking history, examining, diagnosing and treating patients;
- ii. Assessing, preparing and presenting medico-legal reports on patients;
- iii. Guiding and counseling patients;
- iv. Preparing and management of patients for ophthalmological procedures;
- v. Organizing medical teams and convening health management committee;
- vi. Management of the ophthalmology unit.

b) Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Served in the grade of Registered Clinical Officer II, for a minimum period of three (3) years;
- ii. A Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iii. A Diploma Certificate in Ophthalmology;
- iv. A Certificate of Registration from the Clinical Officers' Council;
- v. A Certificate in Computer Application Skills from a recognized institution.

Terms of Service: Three (3) Year Contract.

HOW TO APPLY:

- Kericho County residents should indicate their respective wards and locations.
- Applications should be made online through <https://psbkericho.co.ke/vacancies>.

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06/07/2023

- Applicants MUST attach **original scanned**: National Identity cards/passport, curriculum vitae, academic and professional certificates and other testimonials on or before **Friday 28th July 2023**.
- Applicants must meet the requirements of Chapter (6) six of the Constitution of Kenya, specifically applicants must provide;
 - (a) A valid tax Compliance Certificate from the Kenya Revenue Authority (KRA);
 - (b) A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI);
 - (c) A valid Clearance Certificate from the Higher Education Loans Board (HELB); and
 - (d) A valid Clearance Certificate from an approved Credit Reference Bureau (CRB).

IMPORTANT:

- Details of the qualifications and requirements can be obtained from <https://psbkericho.co.ke/download>.
- Any application/s sent through **post or hand delivered** will **NOT** be accepted/ considered.
- Only shortlisted applicants will be contacted
- Be aware of fraudsters. Applicants are advised not to send or give money for any purpose whatsoever including administrative or shortlisting fee. Anyone asking for money or soliciting for bribes should be reported to the nearest police station.

N/B:

County Government of Kericho is an equal opportunity employer. Persons with disability and marginalized groups are encouraged to apply.

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06/07/2023