



COUNTY GOVERNMENT OF TAITA TAVETA

COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT

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

1. VACANCIES IN THE COUNTY DEPARTMENT OF HEALTH SERVICES

CPSB/TTC/066/2018

POSITION: GENERAL SURGEON Job Group 'Q'

Number of Posts: One (1)

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT

- Must be a Kenyan Citizen
- MBCHB,MMED medicine- general surgery
- Served for a Minimum of three (3) years' at Job Group 'P' or an equivalent similar position
- Sub specialty will be an added advantage
- Minimum one (1) year post specialization experience
- Registered with medical practitioners and Dentist Board
- Valid Practicing licence
- Satisfy the requirements of chapter six of the constitution of Kenya

DUTIES AND RESPONSIBILITIES

- Teaching and supervision of interns and other health workers
- Outreach clinics and surgeries in sub-county hospitals
- Policy formulation at county level
- undertaking general diagnosis, care treatment, specialized clinical care, consulting and performing surgeries among others
- Management of patients/ clients as required in the specialty;
- Give professional guidance to junior medical staff;
- Participate in health strategic planning for the county health sector;
- Participate in other activities directed towards improvement of service delivery;

CPSB/TTC/067/2018

POSITION: OBSTETRICIAN/GYNAECOLOGIST Job Group 'Q'

Number of Posts: Two (2)

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT:

- Must be a Kenyan Citizen
- MBCHB,MMED- Obstetrics/ gynaecology
- Registered with medical practitioner and dentist board
- Served for a Minimum of three (3) years' at Job Group 'P' or an equivalent similar position
- Satisfy the requirements of chapter six of the constitution of Kenya

DUTIES AND RESPONSIBILITIES:

- Clinical duties in sub-county hospital
- Teaching and supervision of health workers
- Outreach clinics and surgeries in the county hospital
- Assisting policy formulation
- Provide guidance in their departments as consultants in their respective areas
- Take administrative roles in the Department and in the Hospital management team
- Care for and treat women during prenatal, natal and postnatal periods
- Perform caesarean sections or other surgical procedures as needed to preserve patients health and deliver babies safely
- Analyze records, reports, test results, or examination information to diagnose medical condition of patients
- Explain procedures and discuss test results or prescribed treatments with patients
- Monitor patients conditions and progress and reevaluate treatments as necessary
- Advise patients and community members concerning diet, activity, hygiene and disease prevention
- Refer patients to medical specialist or other practitioner when necessary

CPSB/TTC/068/2018

POSITION: PHYSICIAN Job Group 'Q'

Number of Posts: Two (2)

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT:

- Must be a Kenyan Citizen
- MBCHB, MMED medicine
- Sub specialty will be an added advantage
- Served for a Minimum of three (3) years' at Job Group 'P' or an equivalent similar position
- Registered with medical practitioners and Dentist Board
- Satisfy the requirements of chapter six of the constitution of Kenya

DUTIES AND RESPONSIBILITIES

- Teaching and supervision of interns and other health workers
- Evaluate symptoms, run tests to diagnose a patient's condition and then prescribe
- Medication or treatment to remedy the illness or injury
- Outreach clinics and surgeries in Sub-County Hospitals
- Policy formulation at county level
- Provide treatment for wide variety of common problems
- Counseling of patients and/or members of the community on how to prevent illness.
- Attend to emergency calls

CPSB/TTC/069/2018

POSITION: MEDICAL OFFICER Job Group 'M'

Number of Posts: Eight (8)

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a candidate must have:-

- Must be a Kenyan citizen
- Bachelor of medicine and bachelor of surgery (M.B;CH.B.) from a recognised institution, recognised by KMPDU
- Successfully completed one-year internship from a recognised institution
- Registered with Medical Practitioners and Dentists Board
- Certificate in computer application skills from a recognised institution
- Satisfy the requirements of chapter six of the constitution of Kenya

DUTIES AND RESPONSIBILITIES

- Clinical duties in Sub County Hospital
- Teaching and Supervision of health workers
- Performing medical and Surgical procedures
- Preparing and responding to emergencies and disasters
- Outreach clinics and surgeries in the county hospitals
- Assist in the policy formulization

CPSB/TTC/070/2018

POSITION: PHARMACIST Job Group M

Number of Posts: One (1)

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT

- Must be a Kenyan Citizen
- Bachelor of pharmacy degree from a recognised institution, recognised by Pharmacy And Poisons Board of Kenya
- Successfully completed one-year internship from a recognised institution
- Registered with pharmacy and poisons board
- Certificate in computer application skills from recognised institution.
- Satisfy the requirements of chapter six of the constitution of Kenya

DUTIES & RESPONSIBILITIES

- Screening prescriptions for legal validity,
- drug contraindications,
- drug interactions,
- appropriateness of dose;
- identifying medical gaps and challenges;
- maintaining a daily activity log book for recording all activities;
- recommending otc medicines to patients/clients with simple medical conditions and making necessary referrals;
- Outreach clinics in the county hospitals;
- Assist in the policy formulization

CPSB/TTC/071/2018

POSITION: DENTAL OFFICER Job Group 'M'

Number of Posts: One (1)

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a candidate must have:-

- Must be a Kenyan Citizen
- Bachelor of medicine and bachelor in dental surgery (M.B;CH.B.) from a recognised institution, recognised by KMPDU
- Successfully completed one year internship from a recognised institution
- Registered with medical practitioners and Dentists Board
- Certificate in computer applications skills from a recognised institution.

DUTIES & RESPONSIBILITIES

- Providing dental care;
- Diagnosing common oral conditions,
- Treating, prescribing and referring;
- Carrying out oral and minor maxillofacial surgery;
- Collecting information on dental health information system;
- Outreach clinics and dental surgeries in the county hospitals;
- Assist in the policy formulation
- Satisfy the requirements of chapter six of the constitution of Kenya

CPSB/TTC/072/2018

POSITION: REGISTERED CLINICAL OFFICERS- ANAESTHETICS Job Group 'L'

Number of Posts: Four (4)

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan citizen
- Diploma/Bachelors in clinical medicine and surgery, clinical medicine community health from a recognised institution
- In addition, higher diploma in anaesthesia
- Certificate of registration from the clinical officers council
- Satisfy the requirements of chapter six of the constitution of Kenya

DUTIES AND RESPONSIBILITIES

- Preventive, curative and promotive activities at all levels of the health facilities that include counselling, history taking , examination, diagnosing and treatment of patients /clients
- Conducting anaesthetic duties and attending to emergencies
- Implementation of community health care activities in liaison with other health workers
- Collecting and compiling clinical data and referrals of patients/clients

CPSB/TTC/073/2018

POSITION: REGISTERED NURSE- PERI- OPERATIVE NURSE Job Group 'L'

Number of Posts: Six (6)

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT

- Must be a Kenyan citizen
- Have a Diploma In Kenyan Registered Community Health Nursing, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognised institution
- Be in possession of a Higher Diploma In The Peri-operative nursing
- Have a registration certificate issued by The Nursing Council of Kenya
- Have a valid practising license from nursing council of Kenya
- Have certificate in computer application skills from a recognised institution
- Satisfy the requirements of chapter six of the constitution of Kenya
- Should be of good physical and mental health

DUTIES AND RESPONSIBILITIES

- Receiving patients from the ward for surgery, checking the charts to make sure all needed documents are present including consent form and allergy form
- Assisting the anaesthetist during the induction procedure
- Assisting the surgeon during operation
- Ensuring patient safety, pre-, intra and post- surgery
- Promoting high infection control policies and protocols so as to protect the patients and the employees from infections
- Managing the use of controlled substances and drugs
- Ensure thorough and complete documentation of all the activities and drugs used on the patient before and after surgery including the vital signs
- Promoting patients confidence and allaying anxiety before and after the surgery
- Ensuring and contributing to team efforts for efficiency
- Supervise and assist in cleaning theatre after every procedure in preparedness and readiness for the next procedure or any surgical emergency that may arise
- Making orders for all materials and drugs needed for the management of patients, ensuring quality and adequate quantity at all times

CPSB/TTC/074/2018

POSITION: SONOGRAPHER Job Group 'L'

Number of Posts: Five (5)

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT

- Must be a Kenyan citizen
- Diploma in diagnostic radiology from a recognized institution
- Additional trainings in medical imaging sciences, ultrasound computerised tomography will be an added advantage
- Registered with professional body
- Satisfy the requirements of chapter six of the constitution of Kenya

DUTIES AND RESPONSIBILITIES:

- Carrying out radiological examinations
- Providing medical imaging services at a Level 4 or County Hospital;
- Processing, verifying and maintaining information related to patients;
- Providing care and counseling patients and their relatives before, during and after examination;
- Safeguarding and providing basic maintenance and safety of medical imaging equipment in the hospital;
- Establishing and maintaining quality assurance programs in the department; and
- Coordinating procurement and safe storage of departmental supplies of radiographic materials and preparing reports on radiography activities

CPSB/TTC/075/2018

POSITION RADIOGRAPHERS Job Group 'K'

Number of Posts: Five (5)

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT

For appointment in this position a candidate must have:

1. Must be a Kenyan citizen
2. Diploma in diagnostic radiology from a recognized institution
3. Additional trainings in medical imaging sciences, ultrasound computerised tomography will be an added advantage
4. Registered with professional body
5. Satisfy the requirements of chapter six of the new constitution of Kenya

DUTIES AND RESPONSIBILITIES:

- Carrying out radiological examinations
- Ensure Radiation Protection Rules, policies, standards and procedures are adhered to.
- Undertake Radiographic and Imaging examinations as required.
- Participate in continuous medical education activities in the hospital on health facilitation.
- Perform routine daily inspection of equipment and quality assurance procedures and report any deficiencies or malfunctions.
- Keep up-to-date with current techniques and developments in Radiographic and Imaging procedures and endeavour to achieve high standard of image quality.
- To supervise and train assistant staff and student radiographers.
- Ensure effective and economic use of resources and report all occurrences of defects which may affect health and safety.

CPSB/TTC/076/2018

POSITION: PUBLIC HEALTH OFFICER Job Group 'K'

Number of Posts: Three (3)

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT

- Must be a Kenyan Citizen
- Bachelor's Degree in Environmental Health or Public Health from a recognised institution
- Certificate of Competence from the Association of Public Health Officers; and
- Certificate in computer application skills from a recognised institution
- Satisfy the requirements of chapter six of the constitution of Kenya

DUTIES AND RESPONSIBILITIES

An officer at this level will provide environmental health extension service in the area of deployment, where specific duties and responsibilities will include:

- Identifying environmental health issues at community level; compiling and maintaining up to date records of services rendered; assessing health need of the community;
- Implementing sanitation and hygiene standards in the community;
- Compiling and maintaining up to date records of service rendered;
- Assessing health needs of the community;
- Implementing sanitation and hygiene standards in the community;
- Sensitizing communities on food and water safety measures; and compiling data on disease trends

POSITION: KENYA REGISTERED NURSES III Job Group H

Number of Posts: Sixteen (16)

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT

- Must be a Kenyan Citizen
- Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognised institution
- Registered with the Nursing Counsel of Kenya
- Valid practicing license from nursing council of Kenya
- Must have one-year experience or completely one-year internship from a recognised institution
- Satisfy the requirements of chapter six of the constitution of Kenya

DUTIES AND RESPONSIBILITIES INCLUDE:

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

CPSB/TTC/078/2018

POSITION: PHARMACEUTICAL TECHNOLOGIST III Job Group H

Number of Posts: Nine (9)

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT

- Must be a Kenyan Citizen
- Diploma in either pharmacy or pharmaceutical technology or equivalent qualification approved by the pharmacy and poisons board from a recognised institution
- Certificate of enrolment as pharmaceutical technologist awarded by the pharmacy and poison board
- Certificate in computer application skills from a recognised institution
- Satisfy the requirements of chapter six of the constitution of Kenya

DUTIES AND RESPOSIBILITIES

- Manage pharmaceutical technology operations
- Provide good dispensing practices
- Ensure quality standards
- Ensure effective management of inventory
- Carry out training

CPSB/TTC/079/2018

POSITION: LABORATORY TECHNOLOGIST III Job Group H

Number of Posts: Fourteen (14)

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT

- Must be a Kenya Citizen
- Diploma in medical laboratory sciences or any other equivalent qualification from institution recognised by the Kenyan Medical Laboratory Technician and Technologists Board;
- Registration certificate issued by the Kenya Medical Laboratory Technician and Technologists Board (KMLTTB);
- Valid practising license from Kenya Medical Laboratory Technician and Technologists Board; and
- Certificate in computer application skills from a recognised institution
- Satisfy the requirements of chapter six of the constitution of Kenya

DUTIES AND RESPONSIBILITIES

- Discharge of laboratory investigative services to patients/clients ie
- Preparing cultures of tissue samples
- Establishing and monitoring programs that ensure data accuracy
- Microscopically examining slides of bodily fluids
- Cross-matching blood for transfusions
- Chemically analyzing blood or urine for toxic components
- Analyzing lab reports for accuracy
- Operating and calibrating equipment
- Planning and budgeting for laboratory commodities
- Compiling and submitting laboratory reports
- Delivering test results to physicians, researchers or patients
- Collecting and studying blood samples to determine morphology

CPSB/TTC/080/2018

POSITION: REGISTERED CLINICAL OFFICER III (GENERAL) Job Group 'H'

Number of Posts: Three (3)

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT

- Must be a Kenyan citizen
- Diploma in clinical medicine and surgery, clinical medicine and community health from a recognised institution.
- Certificate in registration from the clinical officers council
- Satisfy the requirements of chapter six of the constitution of Kenya

DUTIES AND RESPONSIBILITIES

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

CPSB/TTC/081/2018

POSITION: NUTRITION AND DIETETICS TECHNOLOGIST Job Group 'H'

Number of Posts: One (1)

Terms of Service: Permanent & Pensionable

REQUIREMENTS FOR APPOINTMENT

For appointment in this position a candidate must have a:

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

DUTIES AND RESPONSIBILITIES

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

CPSB/TTC/082/2018

POSITION: HEALTH ADMINISTRATIVE OFFICER Job Group 'K'

Number of Posts: Three (3)

Terms of Service: Four (4) Years Contract

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

- Bachelor's degree in any of the following: Health Systems Management, Hospital Administration, Business Administration, or its equivalent qualifications from a recognised institution.
- Working knowledge of computer applications i.e. Ms Word, Ms Excel, Ms Access and Ms Power point.
- Minimum of one (1) year working experience.
- Satisfy the requirements of chapter six of the constitution of Kenya

DUTIES AND RESPONSIBILITIES

This will be the entry and training grade for this cadre. An officer at this level may be deployed at the sub-county hospital, rural health-training centre, department or unit within a large hospital or to a specific health program.

The Duties include

- Participation in the procurement Process,
- Provision and maintenance of the facilities and
- General Administrative upkeep of the hospital.
- Daily supervision and coordination of administrative supporting curative and preventive health programs
- Development of maintenance of health facilities
- Maintenance of health administrative standards in health institution
- Staff/patient welfare security.
- Planning and budgeting of health services

CPSB/TTC/083/2018

POSITION: HUMAN RESOURCE MANAGEMENT OFFICER II JOB GROUP 'J'

Number of Posts: One (1)

Terms of Service: Four (4) Years Contract

REQUIRMENTS FOR APPOINTMENT

- Served in the position of Human Resource Officer III Job Group H For a minimum period of three years OR a Bachelor's degree in Human Resource Management /Personnel Management or any other relevant qualification from a recognised university/institution.
- Must be a member of the Institute of Human Resource Management
- Certificate of Computer application
- Satisfy the requirements of chapter six of the constitution of Kenya

DUTIES AND RESPONSIBILITIES

- Coordination and supervision of clerical work done in the section.
- Staff development within the frame work of the existing Human Resource policies and regulations.
- Verification of information relating to recruitment, appointments, transfers, HRM records and compliment control
- Processing cases for Departmental Human Resource Management Advisory Committee; and assist in implementation for the decisions there off; and supervising and guiding junior staff in the division or section.
- Assisting the departments in the assessment of training needs for all cadres of staff;

- Preparations of training projections
- Identifying and designing appropriate courses, seminars, workshops and other relevant staff development programmes;
- Developing training materials and manuals; Servicing Departmental training committee
- Co-coordinating and evaluating training programmes.

CPSB/TTC/084/2018

POSITION: CLERICAL OFFICER II JG ' Job Group 'F' (TO BE FILLED INTERNALLY)

Number of Posts: Ten (10)

Terms of Service: Four (4) Years Contract

(A) DUTIES AND RESPONSIBILITIES

This is the entry and training grade for the clerical cadre. Work at this level will be carried out under close supervision and guidance of a more senior officer and will be subject to regular checks and verification. Officers at this level will be deployed in the HRM Unit, general registry, supplies, accounts office or general office services. Specific duties will include compiling statistical records; sorting, filing and dispatching letters; maintaining an efficient filing system; processing appointments, promotions, discipline, transfers and other related duties in Human Resource Management; computation of financial or statistical records based on routine or special sources of information; preparing payments vouchers; compiling data and drafting simple letters

(B) REQUIREMENTS FOR APPOINTMENT

For appointment to this grade a candidate must be in profession of:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C plain or its approved equivalent;

OR

Minimum of 2 Years' experience in a similar position

OR

Certificate in Business administration/business management or its equivalent

- ii. Proficiency in computer applications
- iii. Satisfy the requirements of chapter six of the constitution of Kenya

NB: The above position of Clerical Officer is to be filled internally. It targets serving officers at Job Groups 'E' and below or Officers Serving as casuals within the County Government

2. VACANCIES IN THE COUNTY DEPARTMENT OF EDUCATION & LIBRARIES

CPSB/TTC/085/2018

POSITION: PRINCIPAL GRADUATE ECDE TEACHER II Job Group 'N'

Number of Posts: One (1)

Terms of Service: 4 Years Contract

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan Citizen.
- Be a holder of a degree in Early Childhood Development and Education.
- Previous experience in similar work is an added advantage.
- Evidence of computer literacy.
- Registered by the Teacher Service Commission.
- Shown merit and ability as reflected in work performance and results.
- Any other relevant course will be an added advantage.
- Satisfy the requirements of chapter six of the constitution of Kenya

DUTIES AND RESPONSIBILITIES

- Administering and managing early children programmes.
- Developing relevant and facilitating play/learning activities that will enable children enjoy living and learning through play in ECDE centres.
- Developing relevant play/learning materials for both regular and children with special needs.
- Participate in the training of ECDE trainers at the centres.
- Play supervisory role over ECDE teachers in the County.
- Induction of new ECDE teachers.
- Participate in the development and implementation of the strategic plan of the County.
- Participate in the planning of ECDE Programmes.
- Conduct research on ECDE.
- Network with stakeholders in the ECDE sector.
- Mobilize and sensitize communities on the need for ECDE.
- Interpretation and implementation of the ECDE policy.
- Conducting training courses for early childhood teachers and other stakeholders.

CPSB/TTC/086/2018

POSITION: GRADUATE ECDE TEACHER II JOB GROUP L

Number of Posts: Four (4)

Terms of Service: 4 Years Contract

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan Citizen.
- Be a holder of a degree in Early Childhood Development and Education.
- Satisfy the requirements of Chapter six of the constitution.
- Previous experience in similar work is an added advantage.
- Evidence of computer literacy.
- Registered by the Teacher Service Commission.
- Shown merit and ability as reflected in work performance and results.
- Any other relevant course will be an added advantage

DUTIES AND RESPONSIBILITIES

- Administering and managing early children programmes at the Sub County.
- Developing relevant and facilitating play/learning activities that will enable children enjoy living and learning through play in ECDE centres.
- Developing relevant play/learning materials for both regular and children with special needs.
- Participate in the training of ECDE trainers at the centres.
- Play supervisory role over ECDE teachers in the Sub-County.
- Induction of new ECDE teachers.
- Participate in the development and implementation of the strategic plan of the County.
- Participate in the planning of ECDE Programmes.
- Network with stakeholders in the ECDE sector.
- Mobilize and sensitize communities on the need for ECDE.
- Interpretation and implementation of the ECDE policy.
- Conducting training courses for early childhood teachers and other stakeholders.

HOW TO APPLY

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

**The Secretary/CEO
County Public Service Board
Private Bag
Voi**

OR

Hand delivered at the Board offices Ground floor Maghamba Plaza, Opposite Kenya Power offices, Voi.

Important information

- 1) Candidates must attach a clear copy of their national identity card or valid passport.
- 2) Candidates **MUST** satisfy the requirements of chapter 6 by obtaining Clearance from HELB, DCI, KRA, CRB and EACC.
- 3) The applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before **Friday 16th November 2018**.
- 4) Only shortlisted candidates will be contacted.
- 5) Youth, women and persons with special needs are encouraged to apply.
- 6) Candidates found canvassing will automatically be disqualified.

**SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD
Dated Thursday 25th October 2018**