



# THE COUNTY GOVERNMENT OF WEST POKOT

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Our Ref: WPC/CPSB/HLTH/ADVRT/24

P.O. BOX 577 - 30600  
KAPENGURIA.

## COUNTY PUBLIC SERVICE BOARD

7<sup>th</sup> NOVEMBER, 2024.

### DECLARATION OF VACANCIES

### DEPARTMENT OF HEALTH AND SANITATION.

Pursuant to the provision of County Government Act , No. 17 of 2012 section 45, 59 (1) (b) the West Pokot County Public Service Board wishes to consider applications from highly qualified results-oriented and self-motivated Kenyan citizens for appointments to the following positions:-

#### Terms of Service:

- *3 years Contract renewable subject to performance.*

#### **1. MEDICAL SPECIALIST (ANESTHESIOLOGY) JG “Q” (1 POST)**

#### **Requirements for the appointment**

For appointment to this grade, the officer must:

- Have Served at the grade of Assistant Director of Medical Services for at least 3 years
- Have a Bachelor degree of medicine and bachelor of surgery (MB:Ch.B) or its equivalent from a recognized university
- Have a Master’s degree in Anesthesia from an institution recognized by the Medical Practitioners and Dentists Board
- Be registered by the Medical Practitioners and Dentists Board
- Be registered as a consultant by the Medical Practitioners and Dentists Board
- Have obtained relevant and approved specialization/qualification in his/her field from recognized university
- Have demonstrated administrative capabilities and an acceptable degree of professional competence
- Have a comprehensive understanding of the clinical and /or surgical procedures, patient care procedures, medical protocols and testing procedures

- Have knowledge of the use of the modern technology in the area of specialization
- Exhibit high level of integrity, honesty, leadership transparency and accountability in the performance of duties.
- Must fulfil the provisions of chapter six( 6) of the Constitution of Kenya.

### **Duties and Responsibilities:**

- Responsible for the overall health care service delivery in the field of Anesthesia and Intensive Care Unit of the County Referral Hospital
- Administer anesthetic or sedation during medical procedure using local, intravenous, spinal or caudal method
- Confirm with other medical professional to determine the type and method of Anesthetic or sedation to render patient insensible to pain
- Coordinate administration of Anesthetics with surgeons during operations
- Decide when patients have recovered or stabilized enough to be sent to another room/ward or home
- Examine patients, obtain medical history and use diagnostic tests to determine risks during surgical, obstetrical and other medical procedures

## **2. MEDICAL OFFICER JG “M” (10 POSTS)**

### **Requirements for the appointment**

- Bachelor of Medicine and Bachelor of Surgery (MB.Ch.B) Degree from a recognized by medical Practitioners and Dentist Board.
- Successfully completed one (1) year internship from a recognized institution.
- Registration license from the Medical Practitioners and Dentist Board.
- Certificate in computer application skills from a recognized institution.

### **Duties and Responsibilities**

- Formulation, implementation and review of health policies, regulations, standards, guidelines and protocols
- Diagnosis, caring and treating diseases, performing medical and surgical procedures.
- Provision of clinical care, general community diagnosis and treatment and rehabilitation of patients
- Undertake medical examinations and write reports
- Conduct disease prevention, surveillance and control
- Provision of emergency response and clinical care services
- Facilitation of training interns and other health personnel
- Establishment and management of health information system

### **3. PHARMACIST JG “M” ( 4 POSTS )**

#### **Requirements for the appointment**

- Bachelor of Pharmacy from a recognized institution
- Completed one (1) year internship in Pharmacy
- Registered with the Pharmacy & poisons Board
- Valid practice license
- Proficiency in computer applications
- Fulfilled the requirement of Chapter six (6) of the Constitution of Kenya, 2010

#### **Duties and Responsibilities**

- Screening prescriptions for legal validity, drug contraindications, drug interactions, appropriateness of dose, frequency and duration of dosing and patients convenience
- Preparation and dispensing of medicines according to good dispensing practices and educating patients on use of medicines
- Making of extemporaneous preparations, ordering, receiving, storage and issuing of pharmaceuticals
- Making entries into the relevant inventory management records
- Participating in ward rounds to identify and advice on medical use, gaps and challenges
- Filling and safe custody of patients prescription records
- Monitoring, documenting and reporting of medication errors
- Preparing and disseminating drug availability lists to various specialists clinics

### **4. CLINICAL PSYCHOLOGIST JG “K” ( 3 POSTS )**

#### **Requirements for the appointment**

- Bachelor’s degree in either medical psychology, health psychology or any other relevant and equivalent qualification in a health-related field from a recognized institution.
- At least 3 years of professional experience as a psychologist
- Registration with the relevant professional body
- Previous training in Psychological First Aid
- Demonstrated experience in strengthening collaboration and coordination among public and private stakeholders;

#### **Duties and Responsibilities**

- Conducting client intake, analyzing data, developing and reviewing treatment plans,
- Conducting physiological assessments
- Carrying out diagnosis
- Providing occupational education, and other information to individuals
- Offering appropriate physiological interventions to individuals and groups

## **5. CLINICAL OFFICER JG “K” ( 3 POSTS )**

### **Requirements for the appointment**

- Bachelor’s degree in Clinical medicine and surgery from a recognized institution.
- Served in the grade of Registered Clinical Officer II for a minimum period of three (3) years;
- Certificate of Registration from the Clinical Officers Council; and
- Certificate in Computer Application skills from a recognized Institution.

### **Duties and Responsibilities**

- Taking history, examining, diagnosing and treating patients’ common ailments at an outpatient or inpatient health facility;
- Guiding and counseling patients, clients and staff on health issues;
- Referring patients and clients to appropriate health facilities;
- Assessing, preparing and presenting medical legal reports; organizing health management teams and convening health management committee meetings;
- Implementing community healthcare activities with other health workers;
- sensitizing patients and clients on preventive and promotive health;
- providing clinical outreach and school health and services; carrying out minor surgical procedures as per training and skill
- collecting data and compiling clinical data

## **6. REGISTERED CLINICAL OFFICER III JG “H” ( 10 POSTS )**

### **Requirements for the appointment**

- Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution.
- Certificate of Registration from the Clinical Officers’ Council and
- Certificate in Computer Application Skills from a recognized institution.

### **Duties and Responsibilities**

- Seeing and examining patients and diagnosis and treatment of their ailment at an outpatient department in a hospital, health centre or dispensary. In addition,
- Planning and conducting outreach and mobile health service,
- teaching students attached to the hospitals and health centers’,
- Supervising and counseling as small number of staff engaged on routine patients care and offering support and health educations.

## **7. HEALTH RECORDS AND INFORMATION OFFICER I JG “K” ( 4 POSTS )**

### **Requirements for the appointment**

- Degree in Medical Records Information Technology
- At least 2 years’ working experience in a busy health care facility, (experience in working with Hospital Management Information System will be an added advantage).
- Certificate in Computer Application Skills from a recognized institution.
- Should be registered with the Association of Medical Records Officers of Kenya.

### **Duties and Responsibilities**

- Provide quality and timely health information.
- Ensure disclosure, confidentiality, security and exchange of health records and information.
- Collect, compile and store health information data from the facility.
- Process, examine and summarize the data into meaningful weekly, monthly, quarterly and annual reports.
- Conduct on – job training for other staff/mentorships in the facility.
- Identify gaps and suggest ways of improving records and sharing of program data.
- Design and review monitoring and evaluation tools used by the program sectors.
- Convert hardcopy data into the system.
- Interpret and disseminate data to relevant stakeholders.
- Compile bio-data for patients.
- Trouble shoot and maintain health systems.

## **8. HEALTH RECORDS AND INFORMATION TECHNOLOGIST III JG “H” (4 POSTS )**

### **Requirements for the appointment**

For appointment to this grade, a candidate must have:

- Diploma in Health Records and Information Technology from a recognized institution. and
- Certificate in Computer Application Skills from a recognized institution.
- Should be registered with the Association of Medical Records Officers of Kenya.

### **Duties and responsibilities**

- Control of reception, registration and appointment procedures;
- Supervision of staff in the section;
- Maintenance of bed bureau and waiting list procedures for inpatients;
- Supervision of storage and retrieval of medical records;
- Coordinating the collection of medical statistics from the various sections of the department.
- Supervision of coding and indexing of diseases and international classification of procedures in medicine;
- Maintenance of patients’ master index, diagnostic index, surgical operation index and other medical records indices;

- All the other duties relating medical records management, which may be assigned from time to time.

## **9. HEALTH RECORDS AND INFORMATION TECHNICIAN JG “G” (4 POSTS )**

### **Requirements for the appointment**

For appointment to this grade, a candidate must have:

- Certificate in Health Records and Information Technology from a recognized institution. and
- Certificate in Computer Application Skills from a recognized institution.
- Should be registered with the Association of Medical Records Officers of Kenya.

### **Duties and responsibilities**

- Control of reception, registration and appointment procedures;
- Maintenance of bed bureau and waiting list procedures for inpatients;
- Coding and indexing of diseases and international classification of procedures in medicine;
- Maintenance of patients’ master index, diagnostic index, surgical operation index and other medical records indices;
- All the other duties relating medical records management, which may be assigned from time to time.

## **10. MEDICAL LABORATORY OFFICER I JG “K” (5 POSTS )**

### **Requirements for the appointment**

- Degree in medical laboratory sciences or any other equivalent qualification from an institution recognized by KMLTTB
- Served in a grade of Medical Laboratory Technologist II or Medical laboratory technologist II for a minimum of three (3) years
- Registration certificate issued by KMTTB
- Valid practicing license form KMLTTB
- Certificate in computer application skills from a recognized institution and
- Shown merit and ability as reflected in work performance and results.

### **Duties and responsibilities**

- Writing and recording of laboratory findings and results;
- verifying; scrutinizing community on importance of blood donation in liaison with other health care providers;
- recruiting, preparing and bleeding donors for transfusion; services;
- mentoring and coaching trainees on practical attachments; receiving, and scrutinizing laboratory requisition forms/specimens for correctness;
- preparing clients for collection of specimen; to processing and analyses, preparing reagents ;

- applying quality control on working reagents to ensure conformity with set standards examining specimens and preparing sectional reports

## **11. MEDICAL LABORATORY TECHNOLOGIST III JG “H” ( 5 POSTS )**

### **Requirements for appointment**

For appointment to this grade, a candidate must have:

- Diploma in Medical Laboratory Technology from a recognized institution.
- Certificate in Computer application skills from a recognized institution.
- Registration certificate issued by KMTTB
- Valid practicing license form KMLTTB
- Certificate in computer application skills from a recognized institution

### **Duties and Responsibilities**

- Provision of clinical or into more logical field laboratory services in a sub-county to county hospital
- Recruiting, preparing and bleeding donors for transfusion; services;
- Assist students attached to laboratories, order and maintain records of supplies as well as guiding supervising and counseling of junior staff.
- Alternatively, the officer may be deployed at a blood donor service unit.

## **12. PUBLIC HEALTH OFFICER I JG “K” ( 3 POSTS )**

### **Requirements for appointment**

- A Bachelor of Science degree in Public Health or Environmental Health.
- Experience in implementing the Community Health Strategy approach will be an added advantage.
- Strong communication skills: oral, written and presentation skills.
- Have insight into various public health issues
- Should be a team player and culturally sensitive.
- Demonstrated proficiency in computer applications such as word processing, spreadsheets and utilization of the internet.
- Excellent report writing skills.

### **Duties and Responsibilities**

- Implement community health strategy approach and ensure creation of health demand at the community.
- Carry out disease surveillance and response activities at the hospital and community level.
- Conduct public health sanitary and hygiene inspections at the hospital and community and develop reports for timely response.
- Capacity build, mentor and supervise community health workforce.
- Develop, maintain and monitor infection prevention measures and guidelines for the hospital.

- Take a lead role in the event of disease outbreaks and ensure adherence to public health prevention measures.
- Supervise and conduct mass immunization campaigns for vaccine preventable diseases.
- Plan, supervise and conduct community health outreaches and create awareness on emerging public health issues at the community level.
- Represent the society in attending public health coordination meetings, both internal and interagency meetings.
- Conduct any other relevant duties assigned by the supervisor.

### **13. PUBLIC HEALTH TECHNOLOGIST III JG “H” ( 10 POSTS )**

#### **Requirements for appointment**

- Diploma in Public Health or Environmental Health or equivalent from a recognized institution with not less than three (3) years’ experience in comparable position in a busy organization.
- Must be registered with Public Health Officers & Technician Council (PHOTC);
- Must have the current practicing License.

#### **Duties and Responsibilities**

- Conducting health assessments and surveillance to identify and monitor health risks and trends,
- Providing health education and counseling to individuals and groups to encourage healthy behaviors,
- Responding to health emergencies and outbreaks by providing guidance, support, and resources, as well as enforcing health regulations and standards to guarantee compliance and safety
- Conduct any other relevant duties assigned by the supervisor.

### **14. NURSING OFFICER I JG “K” ( 5 POSTS )**

#### **Requirements for appointment**

- Bachelors of Science in Nursing
- Served in the grade of Registered Nurse II for a minimum period of (3) years
- Registration certificate issued by the Nursing Council of Kenya.
- Valid practicing license from Nursing Council of Kenya.
- Certificate in computer application skills from a recognized institution

#### **Duties and Responsibilities**

- Assessing, planning, implementing nursing interventions and evaluating patients outcomes,
- Diagnosing common health conditions,
- Providing appropriate healthcare service including Integrated Management of Childhood diseases(IMCI)
- Immunization and reproductive health



- Providing health education and counselling to patients/clients and community on identified health needs
- Planning, implementing interventions and preparing periodic reports

### **15. KENYA REGISTERED COMMUNITY HEALTH NURSE (KRCHN) III JG “H” (30 POSTS)**

#### **Requirements for Appointment**

- 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.
- Registration certificate issued by the Nursing Council of Kenya.
- Valid practicing license from Nursing Council of Kenya.
- Certificate in computer application skills from a recognized institution

#### **Duties and Responsibilities**

- Provide health care services,
- supervision of dispensaries and health centre, or at in outpatient department or in a ward in a hospital assess and appropriately respond to the needs of patients with regard to nursing services,
- Ante-natal care and delivery
- Facilitating patient admissions and initiating discharge plans
- Refereeing patients and clients appropriately
- keep records of drugs and other supplies,
- Guide, supervise and counsel staff performing routine clinical duties.

### **16. KENYA ENROLLED COMMUNITY HEALTH NURSE (KECHN) JG “G” (10 POSTS)**

#### **Requirements for Appointment**

- Certificate in any of the following disciplines; Kenya Enrolled Community Health Nursing, Kenya Enrolled Nursing, Kenya Registered Midwifery from a recognized institution.
- Registration certificate issued by the Nursing Council of Kenya.
- Valid practicing license from Nursing Council of Kenya.
- Certificate in computer application skills from a recognized institution

#### **Duties and Responsibilities**

- Provide health care services,
- Facilitating patient admissions and initiating discharge plans
- Refereeing patients and clients appropriately
- keep records of drugs and other supplies,
- Guide, supervise and counsel staff performing routine clinical duties.

## **17. NUTRITION OFFICER I JOB GROUP “K”, ( 2 POSTS)**

### **Requirements for appointment:**

- Bachelor's Degree in any of the following disciplines: Foods, Nutrition and dietetics, dietetics / clinical Nutrition, Food Science and Nutrition or Home Economics from a Recognized institution;
- Registered with the Kenya Nutrition and Dietetic Institute (KNDI);
- A valid practicing license from Kenya Nutrition and Dietetic Institute (KNDI);
- Three (3) years relevant work experience;
- Demonstrate a thorough understanding and commitment to values and principles as outlined in Articles 10 and 232 of the Constitution:
- Ability to work in a multi-ethnic environment and sensitivity and respect for diversity;
- Must have good inter-personal and communication skills;
- Proficiency in computer applications; and
- Satisfy the requirement of Chapter Six of the Constitution.

### **Duties and responsibilities**

- Preparing and implementing therapeutic diets for outpatients and inpatients;
- Providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home-based care and other institutions;
- Treating and counselling patients using specialized dietetic nutritionally modified products:
- Implementing the nutrition and dietetic process including screening, assessing, formulating and implementing nutrition interventions and evaluating outcomes;
- Providing nutrition support in patient management in health care facilities:
- Developing and disseminating nutrition behavior change communication, information, education, and communication materials:
- Implementing nutrition health programmes;
- Collecting and compiling nutrition and dietetic data; and
- Any other lawful duties that may be assigned from time to time.

## **18. NUTRITION TECHNOLOGIST III JOB GROUP “H” ( 5 POST )**

### **Requirements for appointment**

- Be a Kenyan citizen;
- Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- Registered with the Kenya Nutrition and Dietetic Institute (KNDI);
- A valid practicing license from Kenya Nutrition and Dietetic Institute (KNDI);
- Demonstrate a thorough understanding and commitment to values and principles as outlined in Articles 10 and 232 of the Constitution:
- Ability to work In a multi-ethnic environment and sensitivity and respect for diversity;
- Must have good inter-personal and communication skills;
- Proficiency in computer applications; and
- Satisfy the requirement of Chapter Six of the Constitution.

### **Duties and responsibilities**

- Implementing nutrition programmes;
- conducting nutrition assessments; collecting and compiling nutrition data;
- providing nutrition services in health care facilities;
- providing nutrition health education and demonstrations;
- Counseling of patients with specific nutritional needs;
- Monitoring preparation of therapeutic feeds;
- Implementing outpatient and inpatient supplementary and therapeutic feeding programmes;
- Promoting maternal, infant and young children feeding programmes;
- Issuing Micronutrient supplementation and
- Any other lawful duties that may be assigned from time to time.

## **19. RADIOLOGY OFFICER I JG “K” ( 3 POSTS )**

### **Requirements for Appointments**

- Bachelor of Science (Bsc) Degree in any of the following fields:- Radiography, Radiography Technology or any other equivalent qualification from a recognized institution.
- Shown merit and ability as reflected in work performance and results.
- Ability to get on well with the diverse workforce
- Good knowledge in the professional field of specialization

### **Duties and Responsibilities**

- Providing medical Imaging Services at the 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;
- Co-coordinating procurement and safe storage of departmental supplies of radiographic materials and preparing reports on radiography activities.

## **20. RADIOGRAPHER TECHNOLOGIST III JOB GROUP “H” ( 10 POSTS)**

### **Requirements for Appointment**

- Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics;
- 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.

## **Duties and Responsibilities**

- Providing radiographic services to the patients;
- Processing, verifying and maintaining information relating to patients;
- Ordering and maintaining records of radiographic and photographic supplies.

## **21. MEDICAL ENGINEERING TECHNOLOGIST III JOB GROUP “H” ( 6 POSTS )**

### **Requirement for appointment:**

- Have a Diploma in Medical Engineering from a recognized institution.
- Be registered by the Association of Medical Engineering of Kenya.

### **Duties and responsibilities**

- Installing, adjusting, maintaining, and/or repairing biomedical equipment to ensure best performance through organized maintenance program.
- Carrying out facility wide inventory management.
- To ensure all plants and equipment are maintained in optimal working condition.
- To provide technical advice to the hospital on specification and technological viability of the equipment to be procured.
- Evaluate the safety, efficiency, and effectiveness of biomedical equipment
- Advise hospital administrators on the planning, acquisition, and use of medical equipment.
- Maintenance of personal professional competency and participation in the continued
- Professional development by self-study, attendance at scientific meetings, and participation in internal training programs.

## **22. DENTAL TECHNOLOGIST JG “H” (8 POSTS)**

### **Requirement for appointment:**

- Diploma in Community Oral Health/Dental technology from a recognized institution;
- Registered with appropriate body;
- Proficiency in computer applications.

### **Duties and Responsibilities:**

- Diagnosis of patient at the dental clinic;
- Carry out simple dental procedures;
- Admission of dental patients to the wards;
- Referral of complicated cases to the dentist or dental specialist;
- Any other related duties as may be assigned from time to time by supervisor.

## **23. MORTICIAN TECHNOLOGIST JOB GROUP “H”, (3 POSTS)**

### **Requirement for Appointment.**

- A minimum KCSE C- (minus).
- Diploma or its equivalent in the relevant area from a recognized institution.
- Experience three (3) years cumulative working experience in a relevant area.
- Advanced Certificate of participation in an advanced relevant course/field will be an added advantage.
- Exemplary performance.

### **Duties and Responsibilities**

- Supervise staff under them
- Ensure preventive maintenance of cooling systems and ventilations in the morgue.
- Work under pathologists and forensic experts from time to time: Assist in the performance of autopsies and postmortems as required by the law.
- Assist in gazettement and Disposal of unclaimed bodies according to the laws of Kenya.
- Advise on business and financial decisions related to mortuary,
- Managing the morgue. vii. Assist students undergoing dissections and gross anatomy from time to time
- Preparation/preservation of specimens/body parts for teaching
- Assist families with end-of-life planning and services like funeral, hearse logistics.
- Ensure security & safety of lab equipment and bodies according to Public Health Act, Anatomy Act requirements and by-laws that will come to effect from time to time.

## **24. MORTICIAN TECHNICIAN JOB GROUP “G” (3 POSTS)**

### **Requirement for Appointment.**

- A minimum KCSE D+ (plus).
- Certificate in the relevant area from a recognized institution
- Good communication skills

### **Duties and Responsibilities**

- Care and preservation of bodies, cadavers care and tissues, a preparation room, a casket selection room, viewing areas, and a chapel, hearses
- Attend to funeral home duties like dressing bodies, placing bodies in caskets and applying cosmetics to visible parts of the body.
- Work under pathologists and forensic experts from time to time
- Participate in autopsies and postmortems as required by the law.
- Perform fixtures and reconstructive surgery of mutilated bodies.
- Assist in preparation/preservation of specimen/body parts for teaching
- Ensure security & safety of anatomy laboratory/autopsy equipment and bodies/body parts according to Public Health Act, Anatomy Act requirements and by-laws that will come to effect from time to time.

## 25. OCCUPATIONAL THERAPIST JOB GROUP “H” (4 POSTS)

### Requirements for appointment:

- Diploma in occupational Therapy from recognized institution
- Certification in computer application skills from a recognized institution.
- Excellent communication skills

### Duties and Responsibilities:

- Assessing formulation and implementation patients’ treatment plan
- Maintaining records and data relating to patients
- Sensitizing the community on occupational therapy issues
- Carrying out home visits and following up on patient’s progress
- Collecting data for operation research
- Preparing periodic reports

## 26. ORTHOPEDIC TECHNOLOGIST III JG H (4 POSTS)

### Requirements for Appointment

- Kenya Certificate of Secondary Education (KCSE) mean grade D+ or its equivalent qualification;
- Diploma in orthopedic technologist or its equivalent qualification from a recognized institution

### Duties and Responsibilities.

- Applies and removes casts (including specialized casts, fracture braces, external fixators) using plaster, fiberglass, or synthetic materials. This involves adjusting, removing, repairing, bivalving, wedging and windowing of casts
- Removes and changes dressings assessing the condition of wounds prior to cast applications. Consults with physician for further orders when problems are identified. Debride wounds as directed
- Measures and fits patients for orthopedic braces, devices and ambulatory aides. Instruct patients regarding care and proper use. Assists in the application, maintenance and adjustment of skeletal traction
- Removes sutures, staples and pins (related to external fixators)
- Fabricates and applies splints and bandages (i.e., finger splints, unnaboos, pressure dressings, humeral splints, knee splints, etc.)
- Instructs patient/family in the care of the cast, splint or brace as well as skin care. Reinforces the teaching of the medical information provided by the physician regarding the specific injury, treatment plan and anticipated results
- orders and maintains equipment and manages orthopedic supplies
- sterilizes and maintains functional condition of clinical instruments for minor surgery and procedures
- Interacts with other departments (medical records and radiology) to obtain the resources needed to assist in patient care
- Performs related duties as assigned

**27. ORTHOPEDIC TRAUMA (PLASTER) TECHNOLOGIST III JOB GOUP “H”  
( 3 POSTS)**

**Requirement for appointment**

- Diploma in Orthopedic Technology or relevant approved qualification from a recognized institution
- A membership certificate from the National Professional Association

**Duties and Responsibilities:**

- Assessing injuries
- Designing orthopedic appliances
- Fabricating orthopedic appliances
- Fitting orthopedic appliances
- Using appliances to manage injuries, deformities, and fractures

**28. ORTHOPEDIC TRAUMA (PLASTER) TECHNOLOGIST II JOB GROUP “G”  
(3 POST)**

**Requirements for Appointment**

- Kenya Certificate of Secondary Education (KCSE) mean grade D+ or its equivalent qualification;
- Diploma in orthopedic trauma technologist or its equivalent qualification from a recognized institution

**Duties and Responsibilities:**

- Assessing injuries
- Designing orthopedic appliances
- Fabricating orthopedic appliances
- Fitting orthopedic appliances
- Using appliances to manage injuries, deformities, and fractures

**29. PERIOPERATIVE THEATRE TECHNOLOGIST III JG “H” ( 5 POSTS)**

**Requirements for Appointment**

- Kenya Certificate of Secondary Education (KCSE) mean grade D+ or its equivalent qualification;
- Diploma in perioperative nurse or its equivalent qualification from a recognized institution

**Duties and Responsibilities.**

- Preparing, sterilizing, and maintaining surgical instruments
- Arranging the operating room tables, dressing tables, and anesthesia tables
- Managing the patients and staff
- Assisting the surgeon, anesthetist, and OT nurse during surgery

- Ensuring the safety of the patients and the theater team
- Providing first aid services and CPR

### **30. PERIOPERATIVE THEATRE TECHNICIAN JG “G” ( 5 POSTS)**

#### **Requirements for Appointment**

- Kenya Certificate of Secondary Education (KCSE) mean grade D- or its equivalent qualification;
- Certificate in Perioperative Technician or its equivalent qualification from a recognized institution

#### **Duties and Responsibilities.**

- Keeping all surgical materials are secured and prepared
- Ensuring the OR is sterile and completely functional
- Conducting an inventory of instruments before and after each procedure
- Preparing the patient's skin for surgery
- Placing and moving the patient during operations
- Assisting with patient monitoring during the length of the procedure

### **31. PHAMACEUTICAL TECHNOLOGISTS III JG “H” 10 (POSTS)**

#### **Requirement for Direct Appointment**

- Diploma in pharmacy/ Pharmaceutical Technology from a recognized institution.
- Registered with Pharmacy and Poisons Board

#### **Duties and Responsibilities**

- Receiving, interpreting and processing of prescription
- Verifying and maintaining information relating to drugs issued to patients
- Promoting rational drug/medicine use
- Ordering and recording of drugs and other supplies.
- Preparing and submitting reports on drugs to the supervisor
- Providing health education on rational use of drugs/medicine
- Pharmacovigilance reporting
- Perform any other duties as may be assigned from time to time

### **32. PHYSIOTHERAPIST TECHNOLOGIST III JOB GROUP “H” ( 4 POSTS )**

#### **Requirements for Appointment**

- Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification;
- Diploma in Physiotherapy or its equivalent qualification from a recognized institution

#### **Duties and responsibilities**

- Helping patients recover from accident, illness or injury
- organizing therapeutic physical exercise sessions



- providing massages
- using specialist techniques such as electrotherapy and ultrasound
- collecting statistics
- writing reports
- liaising with professionals such as doctors and nurses
- providing education and advice about exercise and movement
- keeping up to date with the latest advancements in the profession

### **33. MEDICAL SOCIAL WORKER III, JOB GROUP 'H' ( 5 POSTS)**

#### **Requirements for Appointment**

- Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification;
- Diploma in any of the following disciplines: Social Work, Sociology, Psychology, Mental health or its equivalent qualification from a recognized institution

#### **Duties and responsibilities**

- Screening and evaluating patients and families.
- Performing psychosocial assessments of patients.
- Guiding patients and families in understanding the illnesses, conditions, and treatment options.
- Helping patients and families transition into a hospital stay or a new department of the hospital.
- Educating patients and families on the roles of healthcare team members, levels of health care, rights, and resources.

### **34. COMMUNITY HEALTH ASSISTANT III, JG 'G' (10 POSTS)**

#### **Requirements for Appointment For appointment to this grade,**

A candidate must have: -

- Certificate in any of the following disciplines: Community Health, Psychology, Counseling or Social Work from a recognized institution;
- Certificate in Computer Application Skills from a recognized institution.

#### **Duties and Responsibilities**

- visiting homes to determine health situations and dialogue with household members;
- identifying and sensitizing communities on health interventions;
- identifying common ailments and minor injuries at community level;
- collecting health data at household level for analysis;
- distribution of Information Education Communication materials, mosquito nets and other commodities to households;
- identifying defaulters of health interventions and other health cases and referring them to health facilities;
- Maintaining and updating health data using health registers.

### **35. HEALTH ADMINISTRATIVE OFFICER I JG “K” (POST 2)**

#### **Requirement for appointment**

- Bachelor’s Degree in Health/Hospital Administrative services.
- Certificate in computer Application skills from a recognized institution
- Membership to Kenya Association of Health Administrators.
- Shown merit and ability as reflected in work performance and results

#### **Duties and responsibilities**

- Day-to-day supervision and co-ordination of medical administrative to support curative (hospital/health institution based) and preventive Health programmes activities.
- Specifically, preparation and implementation of budgets.
- Development and maintenance of health facilities.
- Estate management of residential and non- residential buildings;
- Co-ordination of revenue collection,
- Coordination of catering and housekeeping services.
- Overseeing requisition,
- Transport management,
- Utilization and management of stores & equipment, overseeing staff and Patients welfare by ensuring their security.
- Management of the hospital/health institution.
- Providing secretarial and administrative services to various committees
- Maintenance of health administrative service standards in the hospital/health institution.

### **36. HEALTH ADMINISTRATIVE OFFICER III JG “H” (POST 2)**

#### **Requirements for Appointment**

For appointment to this grade, an officer must have

- Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent with at least a C in English/Kiswahili and Mathematics or any other equivalent qualification from a recognized institution;
- Diploma in Hospital/Health institution/Health Administration
- Certificate in computer Application skills from a recognized institution
- Such other qualifications as may be adjudged to be equivalent and relevant by the County Public Service Board

#### **Duties and Responsibilities**

- development and maintenance of health facilities;
- Estate management of residential and non- residential buildings;
- co-ordination of revenue collection, Coordination of catering and housekeeping services;
- overseeing requisition, transport management, utilization and management of stores & equipment, overseeing staff and Patients welfare by ensuring their security;
- management of the hospital/health institution;
- providing secretarial and administrative services to various committees and;
- Maintenance of health administrative service standards in hospital/health institution.

**37. ASSISTANT OFFICE ADMINISTRATIVE OFFICER (SECRETARY) JG “G”  
(6 POSTS)**

**Requirement for appointment**

- Kenya certificate of secondary education mean grade C- with atleast C plain in English or Kiswahili or its equivalent qualification from a recognized institution:
- Certificate in Secretarial Course
- Business Education Single and group Certificates

**Duties and Responsibilities.**

- Taking oral dictation.
- Word and data processing from manuscript
- Operating system equipment
- Ensuring security of office equipment, document and records.
- Attending to visitors/clients
- Handling telephone calls and appointments
- Keep an up-to-date filing system in the office
- Supervision of office cleanliness
- Undertaking any other office administrative service duties that may be assigned

**38. INFORMATION COMMUNICATION AND TECHNOLOGY OFFICER 1 JG  
“K” ( 3 POSTS)**

**Requirements for Appointment**

- A candidate must have a degree in any of the following fields: Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering from a recognized institution.
- Show merit and ability as reflected in work performance and results.

**Duties and Responsibilities**

- Installation and maintenance of computer systems;
- Configuration of Local Area Network and Wide Area Network.
- Developing and updating application systems.
- Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals.
- Drawing up hardware specifications for Information Communication Technology equipment.
- Verification, validation and certification of Information Communication Technology equipment.
- Troubleshooting and providing technical support to employees

### **39. INFORMATION COMMUNICATION AND TECHNOLOGY OFFICER III JG “H” (3 POSTS)**

#### **Requirements for Appointment**

For appointment to this grade a candidates must have

- Kenya Certificate of Secondary Education mean grade C plain with at least a C- in mathematics and English /Kiswahili or its approved equivalent
- Diploma in any of the following fields: IT, Computer Science, Electrical/ Electronic engineering or its equivalent qualification from a recognized institution.

#### **Duties and Responsibilities**

- Writing and testing simple computer programs according to instructions and specifications;
- Assisting in the implementation of the computer systems;
- Providing user support and training of users;
- Repairs and maintenance of ICT equipment and associated peripherals;
- Monitoring the performance of ICT equipment's
- Reporting any faults for further action.

### **40. SYSTEM ADMINISTRATOR JG “K” ( 4 POSTS )**

#### **Requirements for Appointment**

- Bachelor's degree in Computer Science, IT systems or a relevant field.
- Excellent communication skills, both oral and written.
- Good knowledge of IT administration and basic networking.

#### **Roles and Responsibilities**

- Managing Windows, Linux, or Mac systems/servers
- Carrying out systems analysis, design and programme specifications in liaison with users
- Upgrading, installing, and configuring application software and computer hardware
- Overseeing the process of configuration of new Information Communication Technology equipment
- Creating and managing system permissions and user accounts
- Performing regular security tests and security monitoring
- Drawing up hardware specifications for Information Communication Technology equipment.
- Providing guidance and procedures in systems installation, configuration and maintenance of networks; ensuring ICT security (e.g using firewalls);
- Maintaining networks and network file systems
- Security Audits and Monitoring
- User Administration
- Backup and Disaster Recovery

## **41. ACCOUNTANTS 1 JG “K” (6 POSTS)**

### **Requirements for Appointment**

- a candidate must have a Bachelor’s degree in Commerce (Accounting or Finance option) passed
- Certified Public Accountants (CPA) Examination Part III or its approved equivalent qualification.
- Certificate in Computer Applications
- Shown merit and ability as reflected in work performance and results.

### **Duties and Responsibilities**

- Verification of vouchers and committal documents in accordance with laid down rules and regulations;
- Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports e.g. imprest and expenditure return etc.
- He/she will be responsible for the safe custody of Government records and assets under him/her.
- Analysis of the below the line accounts and may be deployed as a cashier where duties will entail receiving duly processed payments and receipt vouchers.
- Writing cheques and posting payments and receipt vouchers in the cash books.
- Balancing and ruling of the cash books on daily basis; arranging for withdrawal of cash for office use and ensuring safety of the same at all times;
- Extracting and providing cash liquidity analysis;
- Ensuring security of cheques and cheques books;
- Preparation of expenditure and Authority to Incur Expenditure (AIE) funding returns on quarterly basis at district treasury level;
- Paying personal and merchant claims guided by cash balances in the cash books and treasury regulations; and receipting of all money due and payable to government.

## **42. HOSPITAL CATERESS JG “G” (POST 4)**

### **Requirements for Appointment**

- KCSE academic certificate or equivalent
- A certificate in Hospitality Management or relevant field from a recognized learning institution lasting not less than two (2) years plus at least five (2) years relevant experience or equivalent position

### **Duties and responsibilities**

- Storing and handling raw and prepared foods
- Washing dishes and pots
- Distributing and storing clean dishes, pots, and utensils
- Cleaning and sanitizing the kitchen, work surfaces, and production equipment.

**How to Apply:**

Applicants should submit their applications together with copies of their detailed curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity card or Passport, and Clearance certificates indicating the position applied for on top of the envelope and addressed to ;-

**SECRETARY/CEO**

**COUNTY PUBLIC SERVICE BOARD**

**P.O Box 577 – 30600**

**KAPENGURIA**

Applications should be received on or before **27<sup>th</sup> November, 2024 at 5.00 pm.**

**N/B: - Applicants can access vacancies details from our website [www.westpokot.go.ke](http://www.westpokot.go.ke) and West Pokot CPSB Notice Board.**



