



# THE COUNTY GOVERNMENT OF WEST POKOT

When replying please quote  
Our Ref: WPC/CPSB/ADVERT/23

P.O. BOX 577 - 30600  
**KAPENGURIA**

## COUNTY PUBLIC SERVICE BOARD

22<sup>nd</sup> March, 2023

### **DECLARATION OF VACANCIES**

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:-

#### **DEPARTMENT OF HEALTH AND SANITATION**

##### **1. MEDICAL OFFICER JG “M” (8 POSTS)**

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

- Diagnosing, caring and treating diseases,
- Performing medical and surgical procedures,
- Preparing and responding to emergencies and disasters,
- Participating in management of medicines, medical instrument sand equipment,
- Providing health education, maintaining medical records, health information and data,
- Counselling patients and their relatives on diagnosis and bereavement,
- Teaching and coaching medical students, nursing student sand clinical officer interns, and preparing requisite documents for registration

###### **Requirements for Appointment.**

- Bachelor of Medicine and Bachelor of Surgery (M.B; Ch.B.) degree from a recognized medical practitioners and dentists board
- Successfully completed one (1) year internship from a recognized institution
- Registration license from the medical practitioners and dentists board; and
- Certificate in computer applications skills from a recognized institution

**Terms of Service:** Contract

##### **2. KENYA REGISTERED COMMUNITY HEALTH NURSE JG “H” (22 POSTS)**

###### **Duties and Responsibilities:**

- Assessing, planning, implementing nursing intervention and evaluating patients outcomes,
- Providing appropriate health care service including integrated management of childhood illness (IMCI),
- Immunization, PMTCT, antenatal care and delivery,

- Providing health education and counselling to patients/clients and community on identified health needs,
- Referring patients and clients appropriately,
- Facilitating patients admissions and initiating discharge plans,
- Maintain records on patients/clients health condition and care
- Ensuring a tidy and safe clinical environment and collecting and compiling data

**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 Psychiatric from a recognized institution
- Registration certificate issued by the nursing council of Kenya,
- Valid practising license from nursing council of Kenya
- Certificate in computer application skills from a recognized institution.

**Terms of Service:** Contract

**3. KENYA ENROLLED COMMUNITY HEALTH NURSE JG “G” (8 POSTS)**

**Duties and Responsibilities:**

- Assessing patients and clients, and establishing health care needs,
- Planning and implementing nursing care interventions based on patients/clients health needs,
- Providing appropriate health care service, including immunization, antenatal care, delivery, referring patients and clients appropriately
- Evaluating health care outcomes on patients /clients, preparing individualized reports,
- Making appropriate discharge plan for patients,
- Conducting assessment of school health needs
- Planning, implementing interventions and preparing periodic reports,
- Conducting home visits, following up discharged patients/clients, and providing continuity of care
- Treating minor ailments

**Requirements for Appointment.**

- Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwifery, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/ Midwifery from a recognised training institution,
- Enrolment certificate issued by the Nursing Council of Kenya,
- Valid practising license from nursing council of Kenya
- Certificate in computer application skills from a recognized institution.

**Terms of Service:** Contract

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

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

- Taking history, examining, diagnosing and treating patients,
- Implementing community health care activities, in liaison with other health workers,
- Guiding and counselling patients, clients and staff on health issues,
- Carrying out minor surgical procedures as per training and skill
- Collecting and compiling clinical data and referring patients and clients to appropriate health facilities.

##### **Requirements for 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.

**Terms of Service:** Contract

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

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

- Cleaning and sterilizing laboratory glass ware, services and equipment,
- Receiving and recording submitted samples,
- Preparing laboratory reagents
- Carrying out chemical/ microbiological analysis on samples,
- Carrying out effluent analysis of waste waters,
- Documenting and receiving samples for analysis and disposing laboratory wastes
- In addition, the officer will be expected to assist students attached to laboratories,

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

- Diploma in Medical Laboratory Technology from a recognized institution.
- Certificate in Computer application skills from a recognized institution.

#### **6. NUTRITION AND DIETETICS TECHNOLOGIST JG “H” (5 POSTS)**

##### **Duties and responsibilities**

- Duties and responsibilities at this level will include:
- assessing community nutrition needs;
- following-up on discharge cases from hospitals;
- screening for deficiency diseases and chronic illnesses related to nutrition in a community setting and referring them to various existing programs;
- collecting data on nutrition and dietetics;
- promoting baby friendly community initiatives; conducting community growth, monitoring and promotion activities;
- assisting in community interventions on diet and lifestyle disease prevention and control;

- promoting optimal infant and young child feeding programmes;
- assisting in running out patient supplementary feeding programs and outpatient therapeutic feeding programs;
- Following up and counselling of patients in home-based disease management; and carrying out nutrition health education.

**Requirements for Appointment:**

- Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- Certificate in Computer Application Skills from a recognized institution and;
- Registration by the Council of the Institute of Nutritionists and Dieticians (CIND).

**Terms of Service:** Contract

**7. HEALTH RECORDS AND INFORMATION OFFICER JG ‘H’ (5 POSTS)**

**Duties and responsibilities**

- Receiving patients at hospital reception,
- Registering and booking appointment for patients to clinics and consultants,
- Control of reception, registration and appointment procedures;
- Storing and retrieving medical records and documents,
- 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.

**Requirements for appointments**

- Diploma/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.

You can access the advertisement details on our website [www.westpokot.go.ke](http://www.westpokot.go.ke) and submit online applications through our email [info@westpokotcpsb.ke](mailto:info@westpokotcpsb.ke) or [myjobs@westpokot.go.ke](mailto:myjobs@westpokot.go.ke)

All application should be submitted on or before **Wednesday 5<sup>th</sup> April, 2023** to

**Secretary/CEO**

**West Pokot County Public Service Board**

**P.O Box 577 – 30600**

**KAPENGURIA**

- The County Government of West Pokot is an equal opportunity employer. Youth, Women, person living with Disabilities, Marginalized and Minority Communities are encouraged to apply.
- Canvassing in any form will lead to automatic disqualification
- Only shortlisted candidates will be contacted