

COUNTY GOVERNMENT OF KIAMBU
COUNTY PUBLIC SERVICE BOARD
P.O BOX 2362-00900
KIAMBU



VACANCIES

Kiambu County Public Service Board wishes to recruit competent and qualified persons to fill the following positions under Article 235 of the Constitution of Kenya, 2010 and the County Government Act, No. 17 of 2012.

1. REGISTERED CLINICAL OFFICER III - JOB GROUP CPSB 11 (8 POSTS)
V/NO. KCPSB/HS/04/2021

Qualifications

- Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community health from a recognized institution;
- Certificate of Registration from the Clinical Officers' Council;
- Certificate in Computer Application Skill from a recognized institution and;
- A valid practicing.

Duties and Responsibilities

- Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- Implementing community health care activities in liaison with other health workers;
- Guiding and counseling patients, clients and staff on health issues;
- Sensitizing patients and clients on preventive and promotive health;
- Carrying out minor surgical procedures as per training and skill;
- Collecting and compiling clinical data and;
- Referring patients and clients to appropriate health

**2. CLINICAL OFFICER (PAEDIATRICS) – JOB GROUP CPSB 09 – (1 POST)
V/NO. KCPSB/HS/05/2021**

Qualifications

- Be a Kenyan citizen;
- Be a holder of Diploma in Clinical Medicine Surgery or Clinical Medicine & Community Health or an equivalent qualification from a recognized institution;
- Be a holder of a Higher Diploma in Clinical Medicine in Pediatrics from a recognized institution;
- Possess a Certificate of Registration from the Clinical Officers' Council;
- Possess a valid practicing license;
- Must have good inter-personal and communication skills;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

Duties and Responsibilities

- Train student pediatric clinical officers in the county hospital;
- Attend to, diagnose and treat children and babies in the county hospital;
- Refer pediatric patients to pediatric medical specialists, special clinics or other higher levels in the county hospital for further diagnosis and treatment;
- Monitor the progress of pediatric patients on medication in the county hospital.

**3. CLINICAL OFFICER (ANAESTHETISTS) - JOB GROUP CPSB 09 – (2 POSTS)
V/NO. KCPSB/HS/06/2021**

Qualifications

- Be a Kenyan citizen;
- Be a holder of Diploma in Clinical Medicine Surgery or Clinical Medicine & Community Health or an equivalent qualification from a recognized institution;
- Be a holder of a Higher National Diploma in Anaesthesia from a recognized institution;
- Possess a Certificate of Registration from the Clinical Officers' Council;
- Possess a valid practicing license;
- Must have good inter-personal and communication skills;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

Duties and Responsibilities

- Offering specialized anaesthesia services;
- Responsible for the theatre and ICU management of patients;
- Sensitizing patients and clients on preventive and promotive health;
- Coaching and mentoring students on attachment;
- Any other duty as may be assigned from time to time.

4. CLINICAL OFFICER (LUNG & SKIN) – JOB GROUP CPSB 09 – (1 POST) V/NO. KCPSB/HS/07/2021

Qualifications

- Be a Kenyan citizen;
- Be a holder of Diploma in Clinical Medicine Surgery or Clinical Medicine & Community Health or an equivalent qualification from a recognized institution;
- Be a holder of a Higher National Diploma in Lung & Skin from a recognized institution;
- Possess a Certificate of Registration from the Clinical Officers' Council;
- Possess a valid practicing license
- Must have good inter-personal and communication skills;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

Duties and Responsibilities

- Perform diagnosis among patients with skin or lung disease in order to prescribe medication in the county hospital;
- Administer advanced clinical services to patients diagnosed with lung and/or skin diseases in the county hospital;
- Attending to patients with adverse drug reactions after treatment of Tuberculosis has been initiated;
- Monitor, review and document the progress of patients with skin and/or lung disease in order to advise accordingly within the county hospital;
- Refer patients with advanced skin and /or lung diseases to medical specialists for further diagnosis and treatment within the county hospital.

**5. CLINICAL OFFICER (ENT) – JOB GROUP CPSB 09 – (1 POST)
V/NO. KCPSB/HS/08/2021**

Qualifications

- Be a Kenyan citizen;
- Be a holder of Diploma in Clinical Medicine Surgery or Clinical Medicine & Community Health or an equivalent qualification from a recognized institution;
- Be a holder of a Higher Diploma in Clinical Medicine in ENT from a recognized institution;
- Possess a Certificate of Registration from the Clinical Officers' Council;
- Possess a valid practicing license
- Must have good inter-personal and communication skills;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

Duties and Responsibilities

- Assist the chief ENT clinical officer who offer ear, nose and throat treatment to patients in the county hospital;
- Attend to and diagnose patients with ear, nose and throat conditions within the county hospital;
- Refer ear, nose and throat patients to appropriate medical consultants, special clinics or other higher levels in the county hospital for further diagnosis and treatment;
- Monitor the progress of patients with ear, nose and throat condition once they are put on medication.

**6. CLINICAL OFFICER (DERMATOLOGY) – JOB GROUP CPSB 09 – (1 POST)
V/NO. KCPSB/HS/09/2021**

Qualifications

- Be a Kenyan citizen;
- Be a holder of Diploma in Clinical Medicine Surgery or Clinical Medicine & Community Health or an equivalent qualification from a recognized institution;
- Be a holder of a Higher Diploma in Clinical Medicine in Dermatology from a recognized institution;
- Possess a Certificate of Registration from the Clinical Officers' Council;
- Possess a valid practicing license;
- Must have good inter-personal and communication skills;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

Duties and Responsibilities

- Offer dermatological clinical services to patients with skin disease in the county hospital;
- Refer patients with extreme or advanced skin diseases to appropriate medical consultants (Dermatologist), special clinics or other higher levels in the county hospital for further review and treatment;
- Monitor, review and document the progress of patients with skin diseases within the county hospital.

7. CLINICAL OFFICER (REPRODUCTIVE) – JOB GROUP CPSB 09 – (1 POST) V/NO. KCPSB/HS/10/2021

Qualifications

- Be a Kenyan citizen;
- Be a holder of Diploma in Clinical Medicine Surgery or Clinical Medicine & Community Health or an equivalent qualification from a recognized institution;
- Be a holder of a Higher Diploma in Clinical Medicine in Reproductive Health from a recognized institution;
- Possess a Certificate of Registration from the Clinical Officers' Council;
- Possess a valid practicing license;
- Must have good inter-personal and communication skills;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

Duties and Responsibilities

- Assist in offering reproductive health services in the county hospital;
- Attend to and diagnose patients with reproductive health needs and conditions within the county hospital;
- Refer patients with complicated or advanced reproductive health conditions to appropriate medical consultants, special clinics or other higher levels in the county hospital for further diagnosis and treatment;
- Monitor the progress of patients with reproductive health problem once they are put on medication.

**8. MEDICAL OFFICERS - (JOB GROUP CPSB 07) – (6 POSTS)
V/NO. KCPSB/HS/11/2021**

Qualifications

- Be a holder of a Bachelor of Medicine and Bachelor of Surgery (MB.Ch.B) from an institution recognized in Kenya OR equivalent;
- Have successfully completed one-year internship in a hospital within Kenya;
- Be registered and recognized by the Medical Practitioners' and Dentists Board;
- Have comprehensive understanding of basic surgical procedures;
- Have in depth understanding of management of common medical condition both inpatient and outpatient care;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

Duties and Responsibilities

- Management of patients in the outpatient department using current guidelines and protocols;
- Management of patients in the inpatient department using current guidelines and protocols;
- Running of emergency and elective theatre lists;
- Giving continuous medical education on a regular basis;
- Undertake requisite professional development activities;
- Performing any other duties delegated by your respective supervisor.

**9. MEDICAL SPECIALIST I (PEDIATRICIAN) - (JOB GROUP CPSB 04) – (1 POST)
V/NO. KCPSB/HS/12/2021**

Qualifications

- Master's Degree in Pediatrics and Child Health care;
- Registration Certificate by the Medical Practitioners and Dentist Board;
- Valid practicing license from Medical Practitioners and Dentist Board;

Duties and Responsibilities

- Reviewing patients and instructing in writing all the recommendations;
- Performing general surgeries;
- Diagnosing, investigating, treating and patient documentation;

- Disseminating information for health care;
- Conducting weekly clinics and theatre days;
- Managing health facilities;
- Responding to intern calls;
- Training, supervising and mentoring (General Surgery Interns) and other students;
- Performing emergency surgeries;
- Undertaking medical legal duties;
- Undertaking medical examinations;
- Preparing Medical Board Proceedings;
- Carrying out Community Diagnosis, care and treatment;
- Ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider;
- Conducting disease surveillance, prevention and control and;
- Carrying out health education and promotion and preparing medical reports.

10. MEDICAL SPECIALIST I – PHYSICIAN/INTERNAL MEDICINE (JOB GROUP CPSB 04) – (1 POST) - V/NO. KCPSB/HS/13/2021

Qualifications

- Be a Kenyan citizen;
- Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Council;
- Master’s degree in Internal Medicine or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council;
- At least one year post specialization working experience;
- Certificate of Registration by the Medical Practitioners and Dentists Council;
- Valid practicing license from Medical Practitioners and Dentist Council;
- Certificate in Computer proficiency skills from a recognized institution.

Duties and Responsibilities

- Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- Carrying out specialized clinical care;
- Providing psycho-social interventions;
- Providing clinical services to patients;
- Training, supervising and mentoring Medical Officers, Medical Interns and other students;
- Consulting in various public health facilities;
- Carrying out forensic and medico-legal services;

- Coordinating disease surveillance, prevention and control;
- Coordinating health education and promotion;
- Implementing health projects and programmes;
- Maintaining up-to-date health information systems;
- Monitoring provision of health treatment and care;
- Undertaking health research and analyzing medical reports.

**11. GENERAL SURGEON – (JOB GROUP CPSB 04) – (1 POST)
V/NO. KCPSB/HS/14/2021**

Qualifications

- Master’s degree in the relevant field (M. SURG);
- Bachelor’s degree in Medicine and Surgery (MBCHB);
- Registered with the Kenya Medical practitioners and Dentists Boards;
- Have current annual retention certificate by the Kenya Medical practitioners and Dentists Board;

Responsibilities

Reporting to the medical superintendent in charge, the specialist will: –

- Provide guidance in their departments as consultants in their respective areas
- Train students attached to the department;
- Perform general surgical procedures as needed to preserve patient’s health 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 patient’s conditions and progress and reevaluate treatments as necessary;
- Refer patients to medical specialist or any other practitioner when necessary;
- Any other duty assigned by the superiors from time to time.

**12. PHARMACISTS- (JOB GROUP CPSB 07) – (4 POSTS)
V/NO. KCPSB/HS/15/2021**

Qualifications

- Be a Kenyan citizen;
- Bachelor of Pharmacy degree from an institution recognized by Pharmacy and Poison’s Board;

- At least one year post qualification working experience;
- Certificate of Registration by the Pharmacy and Poison's Board;
- Valid practicing license from Pharmacy and Poison's Board;
- Certificate in Computer proficiency skills from a recognized institution.

Duties and Responsibilities

- Oversee the day to day operations of the hospital pharmacy;
- Oversee proper medicines storage, distribution and management;
- Conduct comprehensive medication use counselling to patients including patients with chronic illnesses such as HIV;
- Identifies and provides solution for medication use problems in patients;
- Conduct regular ward rounds in the hospital and identify pharmaceutical care needs;
- Provides medicines information to other health workers;
- Pharmaco-vigilance: detection and monitoring of safety of medications;
- Therapeutic drug monitoring to patients, ICU and HDU department to ensure optimal body drug levels;
- Develop and disseminate standard operation procedures on safe and effective drug administration in the hospital;
- Rationale drug use evaluation in the hospital;
- Preparation of specialist medicines for administration (e.g. reconstitution of cancer medicines);
- Dispensing of specialist drugs in the hospital (Narcotics and psychoactive medicines);
- Other duties as assigned by the hospital pharmacist.

13. PHARMACEUTICAL TECHNOLOGIST III - (JOB GROUP CPSB 11) – (4 POSTS) V/NO. KCPSB/HS/16/2021

Qualifications

- Be a holder of a Diploma in pharmaceutical from an institution recognized in Kenya OR equivalent;
- Have successfully completed one-year internship in a hospital within Kenya;
- Be registered and recognized by the Pharmacy and Poisons Board;
- Have comprehensive understanding of basic surgical procedures;
- Have in depth understanding of management of common medical conditions, both inpatient and outpatient care;

- Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

Duties and Responsibilities

This is an entry and training grade for this cadre. An officer at this level will work under supervision and guidance of an experienced officer. Specific duties will include:

- Giving expert opinion on management of patients in the outpatient department using current guidelines and protocols;
- Giving expert opinion on management of patients in the inpatient department using current guidelines and protocols;
- Timely submission of reports as may be required;
- Participating in supply chain management;
- Giving continuous medical education on a regular basis;
- Undertake requisite professional development activities;
- Performing any other duties delegated by your respective supervisor.

14. REGISTERED NURSE III – (JOB GROUP CPSB 11) – (75 POSTS) V/NO. KCPSB/HS/17/2021

Qualifications

- Be a holder of a Diploma in any of the following disciplines: Kenya Registered Community Health Nursing or Kenya Registered Midwifery;
- Possess a Registration Certificate issued by the Nursing Council of Kenya;
- Possess a valid practicing license from Nursing Council of Kenya;

Duties and Responsibilities

This is an entry and training grade for this cadre. An officer at this level will work under supervision and guidance of an experienced officer. Specific duties will include:

- Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- Providing appropriate healthcare services including integrated management of childhood illness (IMCI), family planning, immunization, PMTCT, Ante-Natal Care and delivery;
- Providing health education and counselling to patients/clients and community on identified health needs;
- Referring patients and clients appropriately;

- Facilitating patients' admission and initiating discharge plans;
- Maintaining records on patients'/clients health condition and care;
- Ensuring a tidy and safe clinical environment; and collecting and compiling data.

15. SENIOR NURSING OFFICERS – (JOB GROUP CPSB 08) – (10 POSTS)

V/NO. KCPSB/HS/18/2021

Qualifications

- Be a holder of bachelor's degree in Science in Nursing;
- Possess a Registration Certificate issued by the Nursing Council of Kenya;
- Possess Certificate in compute operations from a recognized institution;
- Possess a valid practicing license from Nursing Council of Kenya.

Duties and Responsibilities

- Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- Providing appropriate healthcare services including integrated management of childhood illness (IMCI), family planning, immunization, PMTCT, Ante-Natal Care and delivery;
- Providing health education and counselling to patients/clients and community on identified health needs;
- Referring patients and clients appropriately;
- Facilitating patients' admission and initiating discharge plans;
- Maintaining records on patients'/clients health condition and care;
- Ensuring a tidy and safe clinical environment; and collecting;
- Collecting and compiling data.

**16. REGISTERED NURSE (PERIOPERATIVE NURSE)– (JOB GROUP CPSB 11)
– (2 POSTS) - V/NO. KCPSB/HS/19/2021**

Qualification

For appointment to this grade, a candidate must:

- Be a holder of a Diploma in any of the following disciplines: Kenya Registered Community Health Nursing or Kenya Registered Midwifery;
- Possess a Registration Certificate issued by the Nursing Council of Kenya
- Possess a Higher Diploma in Perioperative Nursing;
- Possess a valid practicing license from Nursing Council of Kenya.

Duties and Responsibilities

- To provide leadership to all nurses in operating theatres and facilitate coordination of nursing services in the theatres;
- Facilitate linkage between nurses and other members of the healthcare team in the operating theatres;
- Facilitate linkages between operating units and other units.

**17. NURSE ANAESTHETISTS - (JOB GROUP CPSB 09) – (1 POST)
V/NO. KCPSB/HS/20/2021**

Qualifications

- Be a holder of a Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery from a recognized institution;
- Be a holder of a Higher Diploma in Anaesthesia from a recognized institution;
- Possess a Registration Certificate from the Nursing Council of Kenya;
- Possess a valid practicing license as a nurse anaesthetist;
- Have knowledge of Operating Theatre (O. T.) procedures, standards and equipment.

Duties and Responsibilities

- Pre-Anaesthetic Preparation and Evaluation of patients;
- Intra-operative care to include: Obtaining, preparing, and using standard equipment, monitors, supplies and drugs used for the administration of anaesthesia and sedation techniques, performing and ordering safety checks as needed. Administer general anaesthesia and regional anaesthesia;
- Post Anaesthesia Care to patients;
- Clinical support functions to patients;
- Giving expert opinion on management of patients.

18. REGISTERED NURSE (TB TRAINED) – (JOB GROUP CPSB 11) – (1 POST)

V/NO. KCPSB/HS/21/2021

Qualifications

- Be a holder of a Diploma in any of the following disciplines: Kenya Registered Community Health Nursing or Kenya Registered Midwifery;
- Be a holder of Sub training in TB;
- Possess a Registration Certificate issued by the Nursing Council of Kenya;
- Possess a valid practicing license from Nursing Council of Kenya.

Duties and Responsibilities

This is an entry and training grade for this cadre. An officer at this level will work under supervision and guidance of an experienced officer. Specific duties will include:

- Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- Providing appropriate healthcare services including integrated management of childhood illness (IMCI), family planning, immunization, PMTCT, Ante-Natal Care and delivery;
- Providing health education and counselling to patients/clients and community on identified health needs;
- Referring patients and clients appropriately;
- Facilitating patients' admission and initiating discharge plans;
- Maintaining records on patients'/clients health condition and care;
- Ensuring a tidy and safe clinical environment; and collecting and compiling data.

19. REGISTERED NURSE (ACCIDENT AND EMERGENCY)

– (JOB GROUP CPSB 11) – (1 POST) - V/NO. KCPSB/HS/22/2021

Qualifications

- Be a holder of a Diploma in any of the following disciplines: Kenya Registered Community Health Nursing or Kenya Registered Midwifery;
- Higher Diploma in Nursing (accident and emergency services);
- Possess a Registration Certificate issued by the Nursing Council of Kenya;
- Possess a valid practicing license from Nursing Council of Kenya;

Duties and Responsibilities

- Ensure that medical emergencies are well responded to and patients well attended to;
- Ensure that the casualty unit of the county hospital has all the necessary supplies;
- Provide emergency medical services to patients in the casualty unit of the county hospital.

20. REGISTERED NURSE (DIABETIC SPECIALIST) – (JOB GROUP CPSB 11)

– (1 POST) - V/NO. KCPSB/HS/23/2021

Qualifications

- Be a holder of a Diploma in any of the following disciplines: Kenya Registered Community Health Nursing or Kenya Registered Midwifery;
- Sub training in Diabetes;
- Possess a Registration Certificate issued by the Nursing Council of Kenya;
- Possess a valid practicing license from Nursing Council of Kenya.

Duties and Responsibilities

This is an entry and training grade for this cadre. An officer at this level will work under supervision and guidance of an experienced officer. Specific duties will include:

- Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- Providing appropriate healthcare services including integrated management of childhood illness (IMCI), family planning, immunization, PMTCT, Ante-Natal Care and delivery;

- Providing health education and counselling to patients/clients and community on identified health need;
- Referring patients and clients appropriately;
- Facilitating patients' admission and initiating discharge plans;
- Maintaining records on patients'/clients' health condition and care.

21. REGISTERED NURSE III (COUNSELLING & PSYCHOLOGY) – (JOB GROUP CPSB 11) – (1 POST) - V/NO. KCPSB/HS/24/2021

Qualifications

- Be a holder of a Diploma in any of the following disciplines: Kenya Registered Community Health Nursing or Kenya Registered Midwifery;
- Diploma in counseling and psychology;
- Possess a Registration Certificate issued by the Nursing Council of Kenya;
- Possess a valid practicing license from Nursing Council of Kenya.

Duties and Responsibilities

- Provide nursing care to patients in the psychiatric unit of the county hospital;
- Providing counselling services to patients in the psychiatric unit of the county hospital;
- Ensure that the psychiatric unit of the county hospital is in right conditions;
- Assist medical officers attending to patients in the psychiatric unit of the county hospital;
- Administer medicines to patients in the psychiatric unit of the county hospital;
- Monitor patients progress within the psychiatric unit and documenting the same.

22. ASSISTANT HEALTH RECORDS & INFORMATION MANAGEMENT OFFICER III - (JOB GROUP CPSB 11) – (3 POSTS) - V/NO. KCPSB/HS/25/2021

Qualifications

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

Duties and Responsibilities

- Receiving and documenting patients at hospital reception;
- Registering and booking appointments for patients to clinics and consultants;
- Storing and retrieving medical records documents;
- Preparing Clinics;
- Updating bed bureau;
- Editing of patient's case records;
- Gathering data from different sources;
- Capturing data from service points;
- Maintaining records safety and confidentiality;
- Storing and retrieving medical records;
- Balancing daily bed returns;
- Creating and maintaining master index;
- Updating patients master index;
- Directing patients to relevant clinics;
- Scheduling of patients to the consultants and specialty clinics;
- Assigning codes to diseases and surgical procedures in medicine and
- Preparing health records and reports.

23. ASSISTANT OCCUPATIONAL THERAPIST III - (JOB GROUP CPSB 11)

– (2 POSTS) - V/NO. KCPSB/HS/26/2021

Qualifications

- a Kenya Certificate of Secondary Education -K.C.S.E., grade C or above or its equivalent with passes in the relevant subjects;
- a Diploma in Occupational Therapy from a recognized institution; and
- a Membership Certificate of the Kenya Occupational Therapists Association.

Duties and Responsibilities

- screening, assessing, formulating and implementing patients' treatment plan;
- carrying out clients' functional assessment and formulating necessary interventions;
- initiating appropriate therapy intervention programs for patients & clients with disabilities in the Hospital and in the community;

- maintaining records and data relating to patients;
- liaising with other healthcare professionals to exchange information about the background and progress of patients, as well as to refer patients who require other medical attention;
- sensitizing the community on occupational Therapy issues; and
- preparing periodic reports.

24. PHYSIOTHERAPIST - (JOB GROUP CPSB 11) – (1 POST)

V/NO. KCPSB/HS/27/2021

Qualifications

- Be a Kenyan citizen;
- Be a holder of a Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent;
- Be a holder of a Diploma in Physiotherapy from an institution recognized in Kenya;
- Be registered by the Kenya Society of Physiotherapists with a valid practicing license;
- Be registered by Physiotherapy Council in Kenya;
- Have at least 2 years of working experience offering physiotherapy services;
- Be computer literate;
- Have good communication and interpersonal skills;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya;
- Have good organizational skills;
- Have the ability to foster a good working environment conducive to excellent customer service;
- Have knowledge of general safety and quality assurance procedures.

Duties and Responsibilities

This is an entry and training grade for this cadre. An officer at this level will work under supervision and guidance of an experienced officer. Specific duties will include:

- Conducting physiotherapy procedures as per the required SOPs;
- Establishing routine work flow;
- Development and implementation of an equipment maintenance program;
- Providing technical information to physicians, patients and other health care workers in regard to lab diagnostic work;
- Conducting any other duty as may be prescribed by the supervisor.

25. MEDICAL LABORATORY TECHNOLOGIST III - (JOB GROUP CPSB 11)
– (20 POSTS) - V/NO. KCPSB/HS/28/2021

Qualifications

- Be a Kenyan citizen;
- Be a holder of a Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent;
- Be a holder of a Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- Be registered by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB) with a valid practicing license;
- Have at least 2 years of working experience in a diagnostic Medical Laboratory;
- Be computer literate;
- Have good communication and interpersonal skills;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya;
- Have good organizational skills;
- Have the ability to foster a good working environment conducive to excellent customer service;
- Have knowledge of general safety and quality assurance procedures.

Duties and Responsibilities

This is an entry and training grade for this cadre. An officer at this level will work under supervision and guidance of an experienced officer. Specific duties will include:

- Conducting laboratory testing procedures as per the required SOPs;
- Establishing routine work flow; develop and refine SOPs, job aids, log books, and referral;
- forms as needed; conduct lab activities that improve test performance and decrease turnaround time;
- Development and implementation of an equipment maintenance program;
- Reagent quantification, forecasting and timely reporting to the lab Manager, SCMLT, and CMLC;
- Providing technical information to physicians, patients and other health care workers in regard to lab diagnostic work;
- Receiving, collecting, labelling, registering, storage and Transportation of lab specimens;
- Preparation of lab reagents;
- Conducting any other duty as may be prescribed by the supervisor.

**26. MEDICAL ENGINEERING TECHNOLOGIST III - (JOB GROUP CPSB 11)
– (2 POSTS) - V/NO. KCPSB/HS/29/2021**

Qualifications

- Be a Kenyan citizen;
- Have a Diploma in Medical Engineering from a recognized institution;
- Have an experience of at least 1 year;
- Shown merit and ability as reflected in work performance and results;
- Must satisfy the requirements of Chapter Six of the Constitution of Kenya 2010.

Responsibilities

- Providing Medical Engineering Services in the area of deployment;
- Inspecting and servicing medical equipment;
- Making orders for the necessary medical equipment;
- Repair and Maintenance of Medical equipment;
- Supporting the users of the medical equipment;
- Any other duty that may be assigned by the supervisor.

**27. RADIOGRAPHER III, (JOB GROUP CPSB 11) – (2 POSTS)
V/NO. KCPSB/HS/30/2021**

Qualifications

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

Duties and Responsibilities

- 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.

28. ORTHOPAEDIC TRAUMA TECHNOLOGIST III - (JOB GROUP CPSB 11)

– (2 POSTS) - V/NO. KCPSB/HS/31/2021

Qualifications

- Kenya Certificate of Secondary Education, Mean Grade C(plain);
- Diploma in either orthopaedic plaster and traction technology or orthopaedic plaster technology from a recognized institution;
- Must be registered with a relevant professional body;
- Demonstrate understanding of and commitment to the values and principles outlined in Articles 70 and 232 of the Constitution’;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

Duties and Responsibilities

- Interpreting radiological images of orthopedic and trauma cases;
- Coaching, mentoring and providing on the job training;
- Carry out minor orthopedic operative techniques involving insertion and removal of Steinman’s Pins and skull calipers;
- Removing external fixators;
- Manipulating and reducing fractures and dislocation;
- Fixing and removing casts, bandages and tractions to and from patients;
- Correcting congenital orthopaedic Talipes Equino-Varus (C.T.E.V);
- Participating in the management of minor orthopaedic trauma condition to communities and counselling patients/clients with orthopaedic trauma needs.

How to apply

All applicants should submit their applications together with copies of their detailed curriculum vitae with names, address and telephone contacts of three referees. Academic and professional certificates, testimonials, national identity card or passport and any other

supporting documents. **Clearly indicate the position applied for both on the cover letter and the envelope.**

Hand delivered applications should be dropped in the specific box provided at the County Public Service Board offices, Room 103, first floor at Thika Sub-County offices between 8.00 a.m and 5.00 p.m on weekdays.

Applicants should seek clearance from and attach copies or evidence thereof of the **CURRENT (valid in 2021)** documents below.

- Kenya Revenue Authority
- Ethics and Anti-Corruption Commission
- Directorate of Criminal Investigations (Certificate of Good Conduct)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

Applications should reach the undersigned on or before **14th May, 2021 at 5.00 pm.**

Secretary/CEO
County Public Service Board
P O Box 2362 - 00900
KIAMBU

Please Note:

- i. Only short listed and successful candidates will be contacted.
- ii. Canvassing in any form will lead to automatic disqualification.
- iii. Short listed candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- iv. The County Public Service Board is committed to availing equal employment opportunities to all Kenyans. People with disabilities, the marginalized and the minorities are encouraged to apply.

Disclaimer

The County Public Service Board does NOT Charge any fee in the recruitment process, candidates should report to Police any one/number calling to solicit for cash from the applicants.