

COUNTY GOVERNMENT OF KIRINYAGA



COUNTY PUBLIC SERVICE BOARD

JOB ADVERTISEMENT

The Kirinyaga County Public Service Board is pleased to invite applications from suitably qualified, motivated and Pro-active individuals to fill up the following vacant positions;

1. MEDICAL SPECIALIST ENT SURGEON - JOB GROUP CPSB '04' ONE (1) POST

Job Ref: KCPSB/MOH/ENTS/01/26/03/24

Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

- Undertake general diagnosis, care treatment and rehabilitation of ENT surgical patients
- Carrying out specialized clinical care.
- Training, consulting and performing emergency and elective ENT surgical operations
- Carrying out medical legal services
- Undertake health research
- Analyze medical data for reports
- Performing emergency medical procedures
- Performing regular rounds with the registrars and other officers to assist in-patient management.

Requirements for Appointment

For appointment to this grade, an officer must have: -

- Have a Bachelors of medicine and surgery from a medical practitioners and dentist board recognized institution
- Have a Master's degree in ENT Surgery
- Have at least five (5) years working experience.
- Have a Certificate of registration by MP&DB
- Have a valid practice license from MP&DB
- Demonstrate professional competence and managerial capability
- Be computer literate.

2. ANESTHESIOLOGIST JOB GROUP CPSB '04' (1 POST)

Job Ref: KCPSB/MOH/A/02/26/03/24

Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

- Responsible for the overall health care services delivery in the field of Anesthesia and Intensive Care Unit at the County General & Teaching Hospital.
- Administer anesthetic or sedation during medical procedures, using local, intravenous, spinal or caudal methods.
- Confer with other medical professionals to determine type and method of anesthetic or sedation to render patient insensible to pain.
- Coordinate administration of anesthetics with surgeons during operation.
- Decide when patients have recovered or stabilized enough to be sent to another room or ward or to be sent home following outpatient surgery.
- Examine patient, obtain medical history and use diagnostic tests to determine risk during surgical, obstetrical, and other medical procedures.
- Monitor patient before, during, and after anesthesia and counteract adverse reactions or complications.
- Record type and amount of anesthesia and patient condition throughout procedure.
- Conduct medical research to aid in controlling and curing disease, to investigate new medications, and to develop and test new medical techniques.
- Coordinate and direct work of nurses, medical technicians and other health care providers in the department;
- Inform students and staff of types and methods of anesthesia administration, signs of complications, and emergency methods to counteract reactions;
- Managing anesthesiological services, coordinating them with other medical activities and formulating plans and procedures;
- Position patient on operating table to maximize patient comfort and surgical accessibility.
- Providing and maintaining life support and airway management and help prepare patients for emergency surgery;
- Providing medical care and consultation in many settings, prescribing medication and treatment and referring patients for surgery;
- Instructing individuals and groups on ways to preserve health and prevent disease;
- Scheduling and maintaining use of surgical suite, including operating, wash-up, waiting rooms and anesthetic and sterilizing equipment;
- Assisting with the management of day-to-day activities and prioritizing tasks;
- Attending and participating in a variety of meetings;

- Participating and assisting in Mass Casualty exercises/events; and
- Any other lawful duties that may be assigned from time to time.

Requirements for Appointment

For appointment to this grade, an officer must: -

- Served at the grade of Assistant Director of Medical Services for at least 3 years or equivalent position in the private sector for 5 years.
- A Bachelor of medicine and Surgery (M.BCH.B) degree in Medicine from a university recognized in Kenya.
- Have a Master's degree in Anesthesia from an institution recognized by Medical Practitioners and Dentist Board;
- Registered with the Kenya Medical and Dentist Board.
- Must have a current certificate from medical practitioner and Dentist Board.
- Demonstrate a good understanding of the County Government mandate, health policies as well as vision 2030.
- Should be proficient in computer skills.

3. MEDICAL OFFICERS - JOB GROUP CPSB '07' (4 POSTS)

Job Ref: KCPSB/MOH/MO/03/26/03/24

Terms of Service: Contract

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 instruments and equipment;
- Providing health education;
- Maintaining medical records, health information and data;
- Counseling patients and their relatives on diagnosis and bereavement;
- Teaching and coaching medical students, nursing students and clinical officer interns and
- Preparing requisite documents for registration

Requirements for Appointment

For appointment to this grade, an officer must: -

- Have Bachelor of medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by the Medical Practitioners and Dentists Board;

- Have successfully completed one (1) year internship from a recognized institution;
- Have at least two (2) experience.
- Have Registration license from the Medical Practitioners and Dentists Board and
- Have Certificate in Computer Application Skills form a recognized institution

4. PHARMACISTS - JOB GROUP CPSB '07' (2 POSTS)

Job Ref: KCPSB/MOH/P/04/26/03/24

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

- Screening prescriptions for legal validity, drug contraindications, drug interactions, and appropriateness of dose, frequency and duration of dosing and patient convenience;
- Preparation and dispensing of medicines according to good dispensing practices and counseling patients on use of medicines;
- Making extemporaneous preparations;
- Participating in ward rounds;
- Identifying medicinal gaps and challenges;
- Maintaining a daily activity log book for recording all activities undertaken;
- Recommending over the counter (OTC) Medicine to patients/clients with simple medical conditions and making necessary referrals and
- Making entries into the relevant inventory management records and registers.

Requirements for Appointment

For appointment to this grade, an officer must: -

- Be a Kenyan Citizen;
- Have Bachelor of pharmacy Degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board;
- Have successfully completed one (1) year internship from a recognized institution;
- Have at least two (2) experience.
- Have Registration Certificate by the Pharmacy and Poisons Board;
- Have Certificate in Computer Application Skills form a recognized institution and Have a valid practicing license.

5. CRITICAL CARE NURSE (PAEDIATRIC) - JOB GROUP CPSB '08' (2 POSTS)

Job Ref: KCPSB/MOH/CCN/05/26/03/24

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

- Ensure that the critical care centers are clean and in the right conditions to provide the conducive environment needed by patients into the critical care centers of the hospital.
- Ensure that the critical care centers have all the machinery, equipment and materials needed to provide critical care to patients admitted into the critical care centers of the hospital.
- Set up and monitor medical equipment and devices such as cardiac monitors, mechanical ventilators and alarms, oxygen delivery devices, transducers, or pressure lines, and identify malfunctioning equipment or devices, and report the same to the biomedical engineering section of the hospital.
- Receive pediatric patients in critical conditions that are referred to the critical care centers and book them in for advanced care and attention in the hospital.
- Deliver quality nursing care in accordance with the set Nursing Standards and as per the policies and procedures of the hospital.
- Ensure the provision of quality critical care nursing services to the admitted critically ill pediatric patients, based on assessment data or identified needs in the hospital.
- Monitor patients for their progress and changes in status and indications of health conditions.
- Administer the prescribed therapeutic procedures based upon patients' clinical status and assess patients' pain levels or sedation requirements in the critical care centers of the hospital.
- Conduct pulmonary assessments to identify abnormal respiratory patterns or breathing sounds that indicate medical conditions of patients in the critical care centers of the hospital.
- Document patients' medical histories and assessment findings, compile and analyze data obtained from monitoring or diagnostic tests in the critical care centers of the hospital.
- Evaluation of critical care nursing practice protocols in the critical care centers of the hospital.

Requirements for Appointment

For appointment to this grade, an officer must: -

- A diploma and/or bachelor's degree in nursing from a recognized institution with specialization in Paediatric.
- Higher Diploma in Critical Care Nursing from a recognized institution.
- Registration with the Nursing Council of Kenya.

- Valid Practice License as a Critical Care Nurse.
- Must have a valid resuscitation training certificate in life saving course.
- Proficiency in computer applications.
- Knowledge of relevant legislations.
- Knowledge of professional standards.
- Proven track record of nursing research and training in a reputable institution.

6. REGISTERED NURSE III - JOB GROUP CPSB '11' (14 POSTS)

Job Ref: KCPSB/MOH/RN/06/26/03/24

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

- Assessing, planning, implementing nursing interventions and evaluating patient outcome, providing appropriate health care service including integrated.
- Management of childhood illness (IMCI) Immunization, PMTC, Antenatal care and delivery, providing health education and counseling to patients and clients
- Facilitate patients' admission and initiating discharge plans, maintaining records on patient's/clients' health education and care. Ensuring a tidy and safe clinical environment, collecting and compiling
- Any other duty that may be delegated

Requirements for Appointment

For appointment to this grade, an officer must: -

- Diploma in any of the following, Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya registered midwife, Kenya registered nursing/midwifery
- Kenya Registered Nursing /Mental Health and Psychiatry from a recognized institution.
- Have a minimum of three (3) years working experience
- Registration certificate issued by nursing council of Kenya
- Valid practicing license from nursing counsel of Kenya
- Must have good inter-personal and communication skills.
- Proficiency in Computer Skills.

7. REGISTERED CLINICAL OFFICER III - JOB GROUP CPSB '11' (4 POSTS)

Job Ref: KCPSB/MOH/RCO/07/26/03/24

Terms of Service: Contract

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;
- Referring patients and clients to appropriate health facilities; and
- Any other duties as assigned by the supervisor.
- Adhere to established standards of practice for Clinical Officers.

Requirements for Appointment

For appointment to this grade, an officer must: -

- Diploma in Clinical Medicine or its equivalent from a recognized institution.
- Registered with Clinical Officers' Council
- Valid Practicing license
- Have a minimum of three (3) years working experience
- Knowledge of Professional standards
- Must have good inter-personal and communication skills;
- Proficiency in Computer Skills.

8. RADIOGRAPHER III - JOB GROUP CPSB '11' (2 POSTS)

Job Ref: KCPSB/MOH/R/08/26/03/24

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

- Providing radiographic services to patients
- Processing radiology films and materials.
- Processing, verifying and maintaining information relating to patients.
- Ordering and maintaining records of radiographic and photographic supplies requirements.
- Implementing policies and regulations on medical imaging services in the hospital;
- Undertaking basic maintenance and ensuring safety of radiography equipment in the department;
- Establishing and coordinating procurement and ensuring safe custody of radiographic and photographic supplies in the department;
- Organizing and supervising staff and/or students on attachment in the department.

- Promoting the radiology services within the hospital and act as a point person between the Radiography Department and the patients.
- To ensure examination and waiting areas are tidy as v. clean as always required.
- Any other relevant duties that may be assigned from time to time

Requirements for Appointment

For appointment to this grade, an officer must: -

- Be a Kenyan citizen;
- Diploma in Diagnostic Radiography/Medical Imaging from a recognized institution. Higher diploma in Ultra-sound/computerized Tomography or magnetic Resonance imaging from a recognized institution will be an added advantage.
- Have a minimum of three (3) years working experience
- Registered with the professional body.
- Proficiency in Computer Skills.

9. ASSISTANT PUBLIC HEALTH OFFICER III - JOB GROUP CPSB '11' (4 POSTS)

Job Ref: KCPSB/MOH/APHO/09/26/03/24

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

- Mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities;
- Carrying out immunization; identifying environmental health issues at community level;
- Organizing community health days to advise communities on common public health issues;
- Collecting and maintaining up to date records of services rendered;
- Assessing health needs of the community;
- Implementing vector, vermin and rodent control measures; and
- Implementing integrated mosquito control strategies.

Requirements for Appointment

For appointment to this grade, an officer must: -

- Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution
- Have a minimum of three (3) years working experience
- Proficiency in Computer Skills.

10. COMMUNITY HEALTH ASSISTANT III - JOB GROUP CPSB '12' (2 POSTS)

Job Ref: KCPSB/MOH/CHA/10/26/03/24

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

- Collecting health related data at household level for analysis;
- Maintaining and updating community health unit registers and keeping records;
- Identifying common ailments and minor injuries at community level;
- Identifying and referring health cases to appropriate health facilities;
- Visiting homes to determine the health situation and dialogue with household members; identifying and sensitizing communities on health interventions; monitoring growth of children under the age of five years;
- Identifying defaulters of health interventions and referring them to the appropriate health facilities;
- Managing community health resource centres; and convening and coordinating monthly community meetings and action days.

Requirements for Appointment

For appointment to this grade, an officer must: -

- Certificate in any of the following disciplines: Community Health, Environmental Health, Counselling, Social Work, Community Development or Health Promotion and Education from a recognized institution
- Have a minimum of three (3) years working experience
- Proficiency in Computer Skills.

How to Apply

Applicants should submit their applications together with copies of their detailed

- Curriculum Vitae,
- Academic and Professional certificates,
- Testimonials,
- PIN Certificate,
- National Identity Card or Passport and
- Any other supporting documents.

Clearly indicate the position applied for, both on the cover letter and the envelope. Applications should be addressed to:

The Secretary

County Public Service Board

P O Box 260 - 10304

KUTUS

Hand delivered applications should be dropped at the **County Headquarters 4TH floor, KUTUS** (Office of County Public Service Board between **8.00 a.m. and 5.00 p.m.** on weekdays).

Successful candidates shall be required to provide clearances and attach copies or evidence thereof of the updated documents below.

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

Physical/Hand deliveries of the applications should reach the County Public Service Board (CPSB) on or before **FRIDAY 12TH APRIL 2024.**

Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their applications.

NOTE

Women and persons living with disabilities who meet the specified requirements are encouraged to apply.

Salary and benefits attached to these posts are as per the guidelines by Salaries and Remuneration Commission.

Prospective candidates are encouraged to visit our website:

www.kirinyaga.go.ke for more details.

The Kirinyaga County Government is an equal opportunity employer.