

## **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. ASSISTANT DIRECTOR ENFORCEMENT, JOB GROUP CPSB '05' ONE (1) POST**

**Job Ref: KCPSB/ADM/ADE/01/25/04/24**

**Terms of Service: Contract**

#### **DUTIES AND RESPONSIBILITIES**

The successful candidate will report to the Director Enforcement and perform the following duties and responsibilities;

- Policy making, ensuring that staff have uniforms and the necessary tools of work;
- Ensuring that drills and parade matters are coordinated;
- Coordinating implementation of County laws and other relevant acts;
- Overseeing regular patrols in the parking areas to ensure orderly parking and traffic Management;
- Maintaining County laws, sanity and order in market and other business premises;
- Performing the duties of traffic Marshalls;
- Overseeing cleanliness and orderliness of station of duty;
- Detect and investigate all suspected fraudulent transactions within the County Government of Kirinyaga;

- Take steps to protect the security interests of the County whether social, economic or political;
- Liaise with National Security Agencies and other security agencies in the County;
- Support and aid law enforcement agencies in detecting and preventing serious crimes and other threats to the County Government;
- Make recommendations to the security and enforcement agencies on policies concerning security at the County;
- Receiving and scrutinizing charge sheets from investigation officers;
- Giving evidence in Court where County has interest in criminal and traffic matters;
- Checking on insurance and facilitating the insurance of County vehicles;
- Handling drills and parade matters; and
- Any other relevant duties that may be assigned.

### **Requirements for Appointment**

For appointment to this position an officer must: -

- Be a Kenyan Citizen
- Served in a relevant position in the Public Service or Private Sector for a minimum period of five (5) years;
- Bachelor's degree in any of the following disciplines: - Security Management, Criminology and Fraud Management, Criminology and Security studies, Criminal Justice; Police Science, Military Science, Forensic Investigations and Penology or its equivalent from a recognized institution;
- Must have attended Police, Military, Paramilitary or Enforcement training course lasting not less than six (6) months at the from a recognized Institution in Kenya;
- First Aid Training from the St. John Ambulance services or a recognized institution.
- Computer literacy;

## **2. NUTRITION AND DIETETICS OFFICER III - JOB GROUP CPSB '11' ONE (1) POST**

**Job Ref: KCPSB/MOH/NDO/02/25/04/24**

**Terms of Service: Contract**

### **DUTIES AND RESPONSIBILITIES**

- Preparing and implementing therapeutic diets for outpatients and inpatients;
- Providing guidelines on therapeutic diets for existing and emerging diseases for hospital.
- Planning, Monitoring, implementing and evaluating specific nutrition projects in the community;
- Sensitizing and working with community workers particularly in Agriculture, Social Services, Education and other agencies to help them understand more the nutrition problems in the community and advocate actions for improvement;
- Treating and counselling patients using specialized 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 behaviour change communication, information, education and communication materials;
- Implementing nutrition health programmes; and
- Collecting and compiling nutrition and dietetic data.
- Any other duties as may be assigned from time to time

### **Requirements for Appointment**

For appointment to this grade, an officer must: -

- Be a Kenyan Citizen;
- Have a Diploma in any of the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition from a recognized Institution;

- Bachelor's Degree in the above shall be an added advantage
- Have a minimum of three (3) years working experience
- Be registered by the Council of the Institute of Nutritionists and Dietitians (CIND); and
- Have Certificate in Computer Application Skills from a recognized institution;

### **3. PHARMACEUTICAL TECHNOLOGIST III - JOB GROUP CPSB '11' ONE (1) POST**

**Job Ref: KCPSB/MOH/PT/03/25/04/24**

**Terms of Service: Contract**

#### **DUTIES AND RESPONSIBILITIES**

- To dispense and compound prescribed medicines to patients to identify prescriptions that might present risks to patients and to resolve relevant issues before dispensing.
- To ensure that medicines are dispensed in a legal, efficient and accurate way to counsel patients on the use of their medicines at the point of dispensing.
- Participate in departmental meetings and other committees as may be delegated Prepare monthly, quarterly pharmacy report Ensure proper receipt, storage and issuance of pharmaceuticals and maintain appropriate documentation for accountability Monitor storage conditions and update the expiry track system.
- Ensure security of pharmaceutical commodities Comply with all quality measures and standards that have been put in place Ensure proper handing over procedures of commodities and keys are observed Fill, report and submit pharmacovigilance forms as they occur.
- Comply with occupational health and safety policies and procedures at the work place Undertake requisite professional development activities Carry out any other duties and responsibilities which may be assigned by the immediate supervisor from time to time.

#### **Requirements for Appointment**

For appointment to this grade, an officer must: -

- Diploma in Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- Have a minimum of three (3) years working experience
- Certificate of Enrolment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB)
- Certificate in computer applications from a recognized institution.

### **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 17<sup>TH</sup> MAY 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](http://www.kirinyaga.go.ke)** for more details.

**The Kirinyaga County Government is an equal opportunity employer.**