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. ANESTHESIOLOGIST – JOB GROUP CPSB '03' (1) POST
Job Ref: KCPSB/MOH/A/1/08/26
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: -

- 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 Practitioners and Dentist Board.
- Valid practicing Certificate from the Medical practitioners 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.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

2. MEDICAL SPECIALIST – GENERAL SURGEON – JOB GROUP CPSB '03' – ONE (1) POST

Job Ref: KCPSB/MOH/GS/2/08/26

Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

- Providing specialized surgical services including diagnosis, treatment, pre-operative and post-operative care of surgical patients;
- Performing emergency and elective general surgical procedures such as laparotomies, hernia repairs, appendectomies, thyroidectomies, breast surgery, gastrointestinal surgery, and management of trauma patients;
- Leading and participating in major ward rounds, surgical clinics, theatre sessions and on-call duties;
- Providing consultation-liaison surgical services to other departments and to Level 4 Hospitals within the County;

- Supervising, mentoring and training Medical Officers, Clinical Officers, Interns and nurses on surgical matters;
- Ensuring availability of surgical equipment, instruments and consumables and maintaining high standards of safe surgery, WHO checklist and Infection Prevention Control (IPC);
- Participating in quality improvement, maternal and perinatal death surveillance, morbidity and mortality meetings and clinical audits;
- Developing, implementing and reviewing surgical protocols, guidelines and SOPs in line with national standards;
- Conducting and participating in medical research, data collection, reporting (KHIS) and CME activities;
- Performing medico-legal duties including examination of assault cases and preparation of reports;
- Any other duties as may be assigned by the competent authority.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

- Be a Kenyan Citizen;
- Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by the Medical Practitioners and Dentists Council (MPDC);
- Master of Medicine (M.Med) Degree in General Surgery from an institution recognized by the MPDC;
- Be registered by the Medical Practitioners and Dentists Council as a Specialist - General Surgery;
- Have a valid Retention Certificate / Practicing License from the Medical Practitioners and Dentists Council for the year 2026;
- Certificate in Basic Life Support (BLS) and Advanced Trauma Life Support (ATLS) will be an added advantage;
- Demonstrated professional competence, integrity and leadership ability as reflected in work performance;
- Certificate in computer applications from a recognized institution;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

3. MEDICAL SPECIALIST - PHYCHIATRIST – JOB GROUP CPSB '03' – ONE (1) POST

Job Ref: KCPSB/MOH/P/3/08/26

Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

- Providing specialized psychiatric clinical services including assessment, diagnosis, treatment, rehabilitation and follow-up of patients with mental illness, substance use disorders and psychological conditions;
- Running specialized outpatient psychiatric clinics, inpatient wards, and consultation-liaison psychiatry for other departments;
- Conducting forensic psychiatric assessments and preparing reports for courts and other legal agencies;
- Providing emergency psychiatric care, including management of acute psychosis, suicidal emergencies and substance withdrawal;
- Initiating and managing psychotropic medication, psychotherapy, Electro-Convulsive Therapy (ECT) where available, and other therapeutic interventions;
- Developing, implementing and reviewing county mental health policies, protocols, guidelines and standard operating procedures in line with Kenya Mental Health Action Plan 2021-2025;
- Planning and coordinating mental health outreach, community mental health programs, school mental health and substance abuse prevention programs;
- Leading and supervising multidisciplinary mental health team including psychiatric clinical officers, psychiatric nurses, psychologists, counsellors and social workers;
- Training, mentoring and coaching medical officers, clinical officers, nurses and interns on mental health;
- Conducting research, data collection and reporting on mental health indicators (KHIS), and using evidence for planning;
- Managing and ensuring proper use of psychiatric drugs and equipment and ensuring compliance with Mental Health Act 2022 and other relevant laws;
- Participating in medico-legal duties, quality assurance, CME and mortality audits;
- Any other duty as may be assigned by the Chief Officer, Medical Services.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must:

- Be a Kenyan Citizen;
- Have a Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by the Medical Practitioners and Dentists Council (MPDC);
- Have a Master of Medicine (M.Med) Degree in Psychiatry from an institution recognized by the Medical Practitioners and Dentists Council;
- Be registered and licensed as a Specialist in Psychiatry by the Medical Practitioners and Dentists Council;

- Have a Certificate of Registration and a valid Retention Certificate from the Medical Practitioners and Dentists Council;
- Demonstrate understanding of Mental Health Act 2022, National Mental Health Policy and County health systems;
- Have good leadership, communication and interpersonal skills;
- Certificate in computer applications from a recognized institution;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010

4. MEDICAL SPECIALIST – ORTHOPEDIC SURGEON – MJOB GROUP CPSB '03' (1 POST)

Job Ref: KCPSB/MOH/OS/4/08/26

Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

- Undertaking general diagnosis, care, treatment and rehabilitation of patients.
- Carrying out specialized clinic care.
- Providing clinical services to patients
- Training, consulting and performing surgeries in various 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
- Analyzing medical reports

REQUIREMENTS FOR APPOINTMENT

- Bachelor of Medicine and Bachelor of surgery (M.B.Ch.B) degree from an institution
  recognized by Medical practitioner and Dentist Board
- Master's degree in Orthopedic Surgery
- Certificate of registration by the Medical practitioners and Dentist Board
- Certificate in Computer application skills from a recognized institution.
- Demonstrated professional competence and managerial capability as reflected in work performance and results.

5. MEDICAL SPECIALIST – RADIOLOGIST – JOB GROUP CPSB '03' – ONE (1) POST

Job Ref: KCPSB/MOH/R/5/08/26

Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

The Radiologist will be responsible for:

- Providing specialized radiological diagnostic and interventional services including interpretation of plain X-rays, ultrasound, CT scans, MRI, fluoroscopy, mammography and other imaging modalities;
- Writing and signing accurate, timely and comprehensive radiology reports and advising clinicians on imaging findings and further investigations;
- Performing and supervising ultrasound-guided and imaging-guided interventional procedures e.g., biopsies, drainages where equipment is available;
- Ensuring radiation safety, quality assurance and adherence to standard imaging protocols and Infection Prevention and Control (IPC) measures;
- Supervising, training and mentoring Radiographers, Sonographers, Medical Officers, Clinical Officers and Interns on radiology;
- Managing and ensuring proper use, calibration and maintenance of radiology equipment and PACS/RIS systems and requisition of films, contrast media and consumables;
- Participating in multidisciplinary clinical meetings, tumor boards, maternal audits, mortality and morbidity meetings;
- Developing, implementing and reviewing radiology protocols, SOPs and county imaging policies in line with national standards and Kenya Nuclear Regulatory Authority regulations;
- Ensuring proper documentation, data capture in KHIS/RIS/PACS and timely submission of reports;
- Providing teleradiology support and outreach to Level 4 Hospitals within the County;
- Participating in CME, research and quality improvement initiatives in the department;
- Any other duty as may be assigned by the Chief Officer

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

- Be a Kenyan Citizen;
- Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by the Medical Practitioners and Dentists Council (MPDC);
- Master of Medicine (M.Med) degree in Radiology / Diagnostic Imaging and Radiation Medicine from an institution recognized by the MPDC;
- Be registered by the Medical Practitioners and Dentists Council as a Specialist - Radiologist;

- Have a valid Retention Certificate / Practicing License from the Medical Practitioners and Dentists Council for the year 2026;
- Valid license from Kenya Nuclear Regulatory Authority will be an added advantage;
- Demonstrated professional competence, high integrity and ability to work in a multidisciplinary team;
- Good communication, leadership and computer literacy skills (PACS/RIS).
- Certificate in computer applications from a recognized institution;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

6. MEDICAL OFFICERS - JOB GROUP CPSB '07' TWO (2) POSTS
Job Ref: KCPSB/MOH/MO/6/08/26
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, a candidate 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 Registration license from the Medical Practitioners and Dentists Board and
- Proficiency in Computer application Skills form a recognized institution.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

7. DENTAL OFFICERS - JOB GROUP CPSB '07' TWO (2) POSTS
Job Ref: KCPSB/MOH/DO/7/08/26
Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- Diagnosing and treating common dental conditions including dental caries, periodontal diseases, malocclusion and other oral-facial conditions;
- Undertaking dental examinations, ordering and interpreting radiological and laboratory investigations;
- Performing minor oral and maxillofacial surgical procedures including tooth extraction, disimpaction and incision and drainage;
- Undertaking general and specialized dental procedures including restorative, prosthetics, orthodontics, periodontics and pediatric dentistry;
- Providing preventive oral health services including scaling, polishing, fluoride application and oral health education to patients;
- Providing emergency dental services and referral of complex cases to specialist;
- Ensuring proper handling, sterilization, maintenance and custody of dental equipment, instruments and materials in compliance with Infection Prevention and Control (IPC) guidelines;
- Maintaining accurate, confidential and up-to-date patient records, dental reports and treatment plans;
- Participating in dental outreach programs, school oral health programs and community oral health awareness campaigns;
- Supervising, mentoring and training Dental Technologists, Oral Health Officers, interns and students on attachment;
- Participating in Continuous Professional Development (CPD), research and implementation of quality assurance in dental services;
- Any other duty as may be assigned by competent authority.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

- Be a Kenyan Citizen;
- Bachelor of Dental Surgery (BDS) Degree from an institution recognized by the Medical Practitioners and Dentists Council (MPDC);
- Successfully completed one (1) year internship in a recognized institution;
- Be registered by the Kenya Medical Practitioners and Dentists Council (KMPDC);
- Have a valid Practicing License from KMPDC;
- Have a Certificate in Computer Application Skills from a recognized institution;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

8. CLINICAL OFFICERS (CRITICAL CARE) – JOB GROUP CPSB '08' – TWO (2) POSTS

Job Ref: KCPSB/MOH/CO/CC/8/08/26
Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

- Working in the Intensive Care Unit (ICU), High Dependency Unit (HDU) and Emergency Department;
- Undertaking initial assessment, resuscitation, diagnosis and management of critically ill patients;
- Monitoring vital signs, interpreting arterial blood gases, ECG and other critical care parameters;
- Instituting and managing mechanical ventilation, airway management and intubation where necessary;
- Participating in ward rounds, patient reviews and developing treatment plans with multidisciplinary teams;
- Performing emergency procedures including CPR, central line insertion, chest tube insertion under supervision;
- Ordering and interpreting laboratory and imaging investigations;
- Maintaining accurate, detailed and up-to-date patient records and reports in ICU/HDU;
- Ensuring strict infection prevention and control (IPC) measures in critical care units;
- Mentoring, training and supervising students and junior clinical officers/nurses attached to the unit;
- Participating in continuous medical education and quality improvement audits;
- Any other duties as may be assigned by the supervisor.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must:

- Be a Kenyan Citizen;
- Be a holder of a Diploma in Clinical Medicine and Surgery from a recognized institution;
- Must have a Higher National Diploma (HND) in Critical Care Medicine from a recognized institution (Kenya Medical Training College or equivalent);
- Have a Certificate of Registration from the Clinical Officers' Council (COC);
- Have a valid practicing license from the Clinical Officers' Council;
- Have at least one (1) year of working experience in a busy ICU/HDU setting as a Critical Care Clinical Officer;
- Possess good knowledge in BLS, ACLS, and ATLS. Certification will be an added advantage;
- Demonstrate understanding of National and County Health policies;
- Certificate in computer applications from a recognized institution;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

9. CLINICAL OFFICERS (ANAESTHETISTS) – JOB GROUP CPSB '08' – THREE (3) POSTS

Job Ref: KCPSB/MOH/CO/A/9/08/26
Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

Duties include:

- Pre-operative assessment and preparation of patients for anaesthesia including review of investigations, medical history and risk stratification;
- Administering and monitoring general and regional anaesthesia (spinal, epidural, nerve blocks) for surgical, obstetric and trauma cases;
- Managing patients in the recovery room and post-anaesthesia care unit (PACU);
- Instituting and managing airway management, mechanical ventilation, fluid management and blood transfusion during surgery;
- Monitoring and managing patients in Intensive Care Unit (ICU) and High Dependency Unit (HDU) in collaboration with critical care team;
- Providing emergency anaesthesia and resuscitation services including CPR, advanced life support in theatre, casualty and wards;
- Maintaining anaesthesia machines, equipment, and ensuring availability of anaesthetic drugs and consumables;
- Maintaining accurate anaesthesia records, charts and reports including adverse incident reporting;
- Ensuring strict adherence to Infection Prevention and Control (IPC), safe surgery and anaesthesia protocols;
- Mentoring, coaching and supervising anaesthesia students, clinical officer interns and other staff in the department;
- Participating in quality assurance, maternal and perinatal death audits and CME activities;
- Any other duty assigned by the supervising officer.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must:-

- Be a Kenyan Citizen;
- Have a Diploma in Clinical Medicine and Surgery from a recognized institution;
- Must have a Higher National Diploma (HND) in Clinical Medicine and Surgery (Anaesthesia) from a recognized institution;
- Have at least one (1) year of practical experience as an Anaesthetist in a busy hospital;
- Be registered by the Clinical Officers Council (COC);
- Have a valid practicing license from the Clinical Officers Council;
- Certificate in Basic Life Support (BLS) and Advanced Cardiac Life Support (ACLS) will be an added advantage;
- Demonstrate good understanding of County and National health policies and anaesthesia protocols;

- Certificate in computer applications from a recognized institution;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;

Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

10. ASSISTANT OFFICE ADMINISTRATOR I - JOB GROUP CPSB '09' THREE (3) POSTS

Job Ref: KCPSB/MOH/OA/10/08/26
Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

- Managing office correspondence, filing system, confidential records and ensuring proper documentation and archiving as per records management policy;
- Drafting letters, memos, circulars, reports and other official documents;
- Managing office supplies, requisitions, inventory and ensuring accountability of office equipment and assets;
- Handling incoming and outgoing calls, visitors and inquiries and ensuring professional front office management and customer care;
- Ensuring compliance with public service administrative procedures, etiquette and protocol;
- Preparing monthly administrative reports and assisting in preparation of budgets and work plans for office operations;
- Supervising junior office staff, secretaries, receptionists and clerical officers;
- Ensuring confidentiality, integrity and security of official information and documents;
- Any other administrative duty as may be assigned.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

- Be a Kenyan Citizen;
- Have a Bachelor's Degree in any of the following fields from a recognized institution Information Technology/Computer Science, Office Management, Business Administration, Business Management, Public Administration, Secretarial Studies, Commerce or its equivalent;
- Demonstrated good leadership, supervisory and administrative skills.

Core Competencies & Key Attributes

- Excellent communication (written and oral), interpersonal and customer care skills;
- Strong computer proficiency and knowledge of office management systems;
- Ability to handle confidential information with high level of discretion and professionalism;

- Ability to work under pressure, meet deadlines and supervise staff;
- High degree of integrity, ethics and accountability;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

11. REGISTERED CLINICAL OFFICER – JOB GROUP CPSB '11' THREE (3) POSTS

Job Ref: KCPSB/MOH/RCO/11/08/26
Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will include:

- taking history, examining, diagnosing and treating patients' common ailments at an out-patient or in-patient 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.
- Any other duties as assigned by the supervisor.
- Adhere to established standards of practice for Clinical Officers

REQUIREMENTS FOR APPOINTMENT

- Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution and
- Certificate of Registration by Clinical Officers' Council
- Valid practicing license from Clinical Officers counsel of Kenya
- Must have good inter-personal and communication skills.
- Proficiency in Computer Skills.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

12. REGISTERED NURSE III - JOB GROUP CPSB '11' FIFTY (50) POSTS

Job Ref: KCPSB/MOH/RN/12/08/26

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 nursing/midwifery.
- Kenya Registered Nursing /Mental Health and Psychiatry from a recognized institution.
- 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.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

13. NUTRITION & DIETICIAN OFFICER – JOB GROUP CPSB '11' – THREE (3) POST

Job Ref: KCPSB/MOH/ND/13/08/26

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

- Implementing nutrition programmes;
- Providing nutrition services in health care facilities;
- Conducting nutrition assessments;
- Collecting and compiling nutrition data;
- Providing nutrition health education and demonstrations;
- Counseling of patients with specific nutritional needs;

- Monitoring preparation of therapeutic feeds;
- Preparation of monthly reports and monitoring Nutrition Programmes;
- Implementing outpatient and inpatient supplementary and therapeutic feeding programmes and
- Promoting maternal, infant and young children feeding programmes and providing micronutrient supplementation.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must: -

- Have Diploma in community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- Have Certificate in computer Application skills from a recognized institution;
- Have Registration by the Council of the Institute of Nutritionists and Dieticians (CIND) and
- Have a valid practicing license
- Proficiency in computer application skills from a recognized institution;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

14. ORTHOPEDIC TECHNOLOGIST – JOB GROUP CPSB '11' THREE (3) POST

Job Ref: KCPSB/MOH/OT/14/08/26
Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

- Provision of Orthopaedics Technology services which entails designing, fabrication, fitting and maintenance of Orthopaedic appliances that are required by individual clients.
- Maintaining information, records and data relating to patients
- Order and maintain records of supplies and materials.
- Preparing periodic reports

REQUIREMENTS FOR APPOINTMENT

- Diploma in Orthopaedics Technology or an equivalent approved qualification from a recognized institution.
- A membership certificate from the National Professional Association.
- A valid Practicing Licence

- Possess interpersonal skills
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

15. ORTHOPEDIC TRAUMA (PLASTER TECHNICIANS – JOB GROUP CPSB '11' – FIVE (5) POSTS

Job Ref: KCPSB/MOH/OT/PT/15/08/26
Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

- Manipulating and reducing fractures and dislocations under supervision of Orthopedic Surgeon and applying appropriate plaster casts, traction and splints;
- Assessing and fitting orthopedic appliances and applying skin and skeletal tractions;
- Removing casts, sutures, external fixators and performing wound dressing and care;
- Assisting Orthopedic Surgeon in minor and major orthopedic procedures in theatre, emergency room and ward;
- Providing emergency orthopedic care to trauma patients including bleeding control and immobilization;
- Educating patients and relatives on cast care, crutches use and physiotherapy compliance;
- Maintaining and ensuring proper use of orthopedic instruments, equipment and plaster materials;
- Keeping and maintaining accurate records of orthopedic patients, procedures and plaster room inventory;
- Participating in ward rounds, clinics, outreach and referral of orthopedic cases;
- Ensuring Infection Prevention and Control (IPC) compliance in plaster room and theatre;
- Participating in CME and mentorship of students;
- Any other duty assigned by competent authority.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

- Be a Kenyan Citizen;
- Have a Diploma in Orthopedic Plaster Technology / Orthopedic Trauma Technology from a recognized institution by the Medical Practitioners and Dentists Council;
- Be registered by the relevant regulatory body and have a valid practicing license where applicable;
- At least one (1) year working experience as a Plaster Technician in a busy hospital will be an added advantage;
- Certificate in Basic Life Support (BLS) will be an added advantage;

- Certificate in computer applications from a recognized institution;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

16. ASSISTANT PHYSIOTHERAPISTS III – JOB GROUP CPSB '11' ONE (1) POST

Job Ref: KCPSB/MOH/AP/16/08/26

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

- Providing physiotherapy services to outpatients at an outpatient unit/ward/health institution;
- Assessing patient needs including rehabilitation;
- Verifying and maintaining information and records relating to patients;
- Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan;
- Collecting data for operational research;
- Sensitizing the community on physiotherapy issues; and Preparing periodic

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have: –

- Diploma in Physiotherapy from a recognized institution:
- Certificate of Registration from the Physiotherapy Council of Kenya (PCK).
- Valid Certificate of practice from Physiotherapy Council of Kenya (PCK).
- Proficiency in any computer application skills from a recognized institution
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

17. MEDICAL LABORATORY TECHNOLOGIST – JOB GROUP CPSB '11' – FIVE (5) POSTS

Job Ref: KCPSB/MOH/MLT/17/08/26

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

- Preparing Reagents;
- Examining specimens;
- Writing and recording results;
- Decontaminating working benches;
- Receiving and scrutinizing requisition forms for accuracy;
- Preparing clients for collection of specimens;
- Receiving/collecting, labelling and registering specimens;
- Disaggregating specimens for processing and analysis
- Performing routine diagnostic tests;
- Dispatching the results for clinical management;
- Preparing stains;
- Performing blood grouping;
- Issuing blood and blood products to Peripheral health facilities;
- Storing blood products according to their requirements.

REQUIREMENTS FOR APPOINTMENT

- Diploma in Medical Laboratory Sciences from a recognized institution or any other equivalent qualification from an institution recognized by the
- Kenya Medical Laboratory Technicians & Technologists Board (KMLTTB;
- Registration Certificate issued by the Kenya Medical Laboratories
- Technicians & Technologists Board (KMLTTB);
- Valid Practicing Certificate from Kenya Medical Laboratory Technicians &
- Technologists Board (KMLTTB);
- Proficiency in computer application skills from a recognized institution;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

18. ASSISTANT PUBLIC HEALTH OFFICER III - JOB GROUP CPSB '11' SEVEN (7) POSTS

Job Ref: KCPSB/MOH/APHO/18/08/26

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; and
- Certificate in Computer application skills from a recognized institution.
- Registered by the regulation body.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

19. SONOGRAPHERS – JOB GROUP CPSB '11' – THREE (3) POSTS

Job Ref: KCPSB/MOH/SG/19/08/26

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

- Performing a wide range of diagnostic ultrasound examinations including abdominal, pelvic, obstetric, small parts, vascular and Doppler studies;
- Providing accurate interpretation and written reports for all sonographic examinations done;
- Operating, managing and ensuring proper maintenance and sterilization of ultrasound machines and probes;
- Ensuring radiation safety and infection prevention and control measures during procedures;
- Working closely with Radiologists, Obstetricians/Gynecologists and other clinicians in patient management;
- Screening and prioritizing emergency ultrasound cases and providing timely reports;
- Maintaining accurate records of ultrasound procedures, images and reports in the PACS/RIS system;
- Requisitioning and ensuring availability of ultrasound consumables e.g. gel, thermal paper, etc.;
- Mentoring and supervising students on rotation in the ultrasound department;
- Participating in quality assurance, CME and departmental research;
- Any other duty as may be assigned by the immediate supervisor.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:-

- Be a Kenyan Citizen;
- Have a Diploma in Medical Imaging Sciences, Diagnostic Radiography or its equivalent from a recognized institution;
- A Higher National Diploma (HND) in Medical Ultrasound / Sonography from a recognized institution is an added advantage;
- Must be registered by the Kenya Nuclear Regulatory Authority or Radiography Board of Kenya (as applicable);
- Have a valid practicing license from the relevant regulatory body;
- Demonstrate good knowledge in ultrasound physics, anatomy and pathology;
- Certificate in Basic Life Support (BLS) and training in obstetric emergency ultrasound (e.g., FAST, Biophysical Profile) will be an added advantage.
- Be computer literate with knowledge in PACS and hospital information systems;
- Shown merit and ability as reflected in work performance.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

20. MEDICAL ENGINEERING TECHNOLOGIST – JOB GROUP CPSB '11' – TWO (2) POSTS

Job Ref: KCPSB/MOH/MET/20/08/26

Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

- Maintaining, servicing, repairing, calibrating and testing medical, laboratory, radiology, theatre, ICU, renal and other hospital equipment to ensure functionality and safety;
- Carrying out planned preventive maintenance (PPM) schedules for all medical equipment in facilities;
- Inspecting and certifying new medical equipment before commissioning for use;
- Maintaining an up-to-date inventory and database of all medical equipment in the County including condition, service history and location;
- Advising on decommissioning, disposal and replacement of obsolete or unserviceable equipment as per regulations;
- Ensuring adherence to safety standards, quality assurance and Kenya Bureau of Standards (KEBS) and regulatory requirements for medical equipment;
- Training clinical staff on proper operation, basic care and safety of medical equipment;
- Preparing requisitions for spare parts, tools and consumables required for equipment maintenance;
- Preparing monthly, quarterly and annual reports on equipment status, breakdowns and maintenance;
- Collaborating with KEMSA, suppliers and contractors during installation and warranty servicing;
- Ensuring infection prevention and control and occupational safety during maintenance works;
- Any other duty as may be assigned by the supervisor.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must:

- Be a Kenyan Citizen;
- Have a Diploma in Medical Engineering, Medical Equipment Technology or its equivalent from a recognized institution;
- Be registered by the relevant professional body (where applicable);
- Experience with imaging equipment (X-ray, Ultrasound, CT-Scan), theatre equipment, dialysis machines and ICU equipment is an added advantage;
- Have at least one (1) year working experience as a Medical Engineering Technologist in a busy hospital will be an added advantage;

- Demonstrate good knowledge in medical equipment technology, electronics, troubleshooting and calibration;
- Certificate in computer applications from a recognized institution;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

21. COMMUNITY HEALTH ASSISTANT III - JOB GROUP CPSB '11' TWO (2) POSTS
Job Ref: KCPSB/MOH/CHA/21/08/26
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: -

- Diploma in any of the following disciplines: Community Health, Psychology, Counselling, Community Development from a recognized institution;
- Proficiency in Computer Applications Skills from a recognized institution.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

22. MEDICAL SOCIAL WORKER – JOB GROUP CPSB '11' – TWO (2) POSTS

Job Ref: KCPSB/MOH/MSW/22/08/26
Terms of Service: Contract

DUTIES AND RESPONSIBILITIES

- Assess psycho-social history of patients/clients;
- Record psycho-social history of patients/clients and identify needy clients for psycho- social support;
- Verify supportive documents provided by patients/clients;
- Collect patient/clients' bio data including relevant interventions;
- Sensitize clients on enrolment to NHIF or choice health insurance covers;
- Extract psychosocial information from the patient and observation of casual factors which might be useful to the treatment plan;
- Implement patients' treatment programs and follow up on discharge;
- Perform other duties that may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

- Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent qualification;
- Diploma in any of the following fields: Medical Social Work, Social Work, Sociology, or equivalent qualification from a recognized institution;
- Demonstrate professional competence as reflected in work performance and results;
- Certificate in computer applications from a recognized institution;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

23. MEDICAL DRIVERS – JOB GROUP CPSB '14' – THREE (3) POSTS

Job Ref: KCPSB/MOH/MD/23/08/26

Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

- Driving ambulances and other hospital vehicles as authorized for referral of patients, transportation of medical personnel, drugs, medical supplies and equipment;
- Providing first-line emergency support in patient evacuation, loading and offloading patients with care;
- Ensuring strict adherence to traffic laws, Highway Code and County fleet management policy;
- Maintaining cleanliness and performing daily routine checks on the vehicle including oil, water, tyre pressure, brakes, lights and ensuring roadworthiness;
- Detecting and reporting any malfunctioning of the vehicle system and ensuring regular servicing and repair;
- Record mileage at the beginning and at the end of each journey in the log-book provided;
- Submit receipts for all cash spent on fuel and emergency repairs;
- Maintaining work tickets, movement logbooks, fuel cards, service records and ensuring accountability of the vehicle at all times;
- Ensuring the ambulance is well equipped at all times with basic emergency equipment, oxygen and stretcher and is ready for 24-hour emergency response;
- Maintaining confidentiality of patient information during referrals;
- Ensuring infection prevention and control including decontamination of ambulance after infectious cases;
- Any other duty as may be assigned by the supervisor.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

- Be a Kenyan Citizen;
- Have Kenya Certificate of Secondary Education (KCSE) Mean Grade C- or its equivalent;
- Have a valid Class BCE Driving License;
- Have a valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI);
- Have at least five (5) years driving experience;
- A Defensive Driving Certificate from a recognized institution will be an added advantage;
- Having driving experience as an ambulance driver in a busy hospital will be an added advantage;
- Certificate in Basic Life Support;
- Training in Fire Safety will be an added advantage;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

24. SUPPORT STAFF (ICU-THEATRE TECHNOLOGISTS) – JOB GROUP CPSB '14' – SEVEN (7) POSTS

Job Ref: KCPSB/MOH/SS/ICU/24/08/26

Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

- Preparing ICU and operating theatre, ensuring all equipment, instruments, consumables and linen are available and sterile for procedures;
- Assisting anaesthetists and surgeons in preparation and positioning of patients for surgery, anaesthesia induction and critical care procedures;
- Operating, decontaminating, maintaining and ensuring proper functioning of ICU and theatre equipment including anaesthesia machines, ventilators, monitors, defibrillators, suction machines and theatre tables;
- Ensuring collection, cleaning, sterilization (autoclaving), packing and proper storage of theatre and ICU instruments and linen in accordance with Infection Prevention and Control (IPC) guidelines;
- Maintaining accurate records of patients in theatre/ICU, equipment, consumables, and preparing daily reports and requisitions;
- Ensuring theatre and ICU environment is clean, safe and compliant with quality assurance and occupational safety standards;
- Receiving patients in ICU/theatre, assisting in admission, monitoring and ensuring patient comfort and safety;
- Assisting in taking specimens to laboratory and collecting blood for transfusion and ensuring cold chain is maintained;
- Participating in continuous medical education, mentorship of students and support staff;
- Any other duty as may be assigned by the supervisor.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must:

- Be a Kenyan Citizen;
- Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent;
- A certificate in Theatre Technology from a recognized institution;
- At least one (1) year working experience in a busy operating theatre or ICU will be an added advantage;
- Certificate in Basic Life Support (BLS) will be an added advantage;
- Satisfy the requirements of chapter six of the Constitution of Kenya.;

25. SUPPORT STAFF SUPERVISOR – JOB GROUP CPSB '14' – THREE (3) POSTS

Job Ref: KCPSB/MOH/SSS/25/08/26
Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

- Supervising support staff including cleaners, laundry operators, cooks, mortuary attendants, groundsmen, waste handlers and casual workers within the facility;
- Ensuring high standards of cleanliness, hygiene and sanitation in wards, theatres, clinics, kitchens, laundry and hospital compound
- Managing and supervising hospital laundry, cleaning, waste segregation, collection and disposal in accordance with NEMA and public health regulations;
- Ensuring proper use, custody and accountability of cleaning materials, detergents, linen, kitchen utensils and other support equipment;
- Preparing and submitting monthly reports on support services and staff performance Ensuring compliance with Occupational Safety and Health Act and reporting any hazards or maintenance needs;
- Any other duty as may be assigned by the supervisor.

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must:

- Be a Kenyan Citizen;
- Have Kenya Certificate of Secondary Education (KCSE) Mean Grade C- or its equivalent;
- Certificate in public Administration, Management or its equivalent;
- Satisfy the requirements of chapter six of the Constitution of Kenya.

JOB RE-ADVERTISEMENT

26. MEDICAL SPECIALIST – ENT SURGEON - JOB GROUP CPSB '03' ONE (1) POST
Job Ref: KCPSB/MOH/ENTS/26/08/26
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 degree from a recognized institution.
- Have a Master's degree in ENT Surgery
- Have a Certificate of registration by Medical Practitioners & Dentist Board.
- Have a valid practicing license from Medical Practitioners & Dentist Board.
- Demonstrate professional competence and managerial capability
- Proficiency in Computer skills.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

27. FINANCIAL ANALYST (KIDA) - JOB GROUP CPSB '05' ONE (1) POST

Job Ref: KCPSB/FA/KIDA/27/08/26
Terms of Service: Contract

Reporting to the CEO Kirinyaga Investment & Development Authority (KIDA), the holder will collect and analyze financial information, assess economic trends, and prepare forecasts to help senior management make informed business decisions. His role involves evaluating financial performance, identifying risks, and recommending strategies to optimize financial outcomes.

DUTIES AND RESPONSIBILITIES

- Collect and analyze financial data from various sources, including financial statements, accounting records, market research, and economic indicators, to assess the financial health and performance of the organization.
- Prepare financial models, forecasts, and projections to support budgeting, planning, and decision-making processes, incorporating assumptions, scenarios, and sensitivity analyses to assess potential outcomes.
- Conduct financial analysis and interpretation of key performance indicators (KPIs), ratios, and metrics, such as profitability, liquidity, solvency, and efficiency, to identify trends, variances, and areas for improvement.
- Develop financial reports, dashboards, and presentations for senior management, board of directors, and stakeholders, summarizing findings, insights, and recommendations in a clear and concise manner.
- Evaluate investment opportunities, capital projects, and business initiatives, performing cost-benefit analysis, ROI calculations, and risk assessments to assess feasibility and potential financial impact.
- Monitor financial performance against budgets, forecasts, and targets, investigating variances, deviations, and discrepancies, and providing explanations and recommendations for corrective action.
- Assist in financial planning and budgeting processes, collaborating with departments and business units to develop financial plans, set targets, and allocate resources in line with strategic objectives.
- Conduct industry research, competitive analysis, and benchmarking studies to assess market trends, industry dynamics, and peer performance, providing insights and recommendations for business strategy.
- Analyze pricing strategies, product profitability, and revenue streams, identifying opportunities for revenue enhancement, cost optimization, and margin improvement.
- Assist in the evaluation and implementation of financial systems, tools, and technologies to improve efficiency, accuracy, and automation of financial processes and reporting.

- Support mergers, acquisitions, and divestitures by performing financial due diligence, analyzing financial statements, valuing assets, and assessing financial risks and opportunities.
- Collaborate with cross-functional teams, including finance, accounting, operations, and marketing, to gather data, validate assumptions, and ensure alignment of financial analysis with business objectives.
- Participate in strategic planning sessions, management meetings, and board presentations, providing financial insights, recommendations, and scenarios to inform decision-making and strategic direction.
- Maintain confidentiality and integrity of financial information, ensuring compliance with regulatory requirements, accounting standards, and internal controls.
- Stay updated on financial regulations, accounting principles, and industry best practices, participating in training programs, seminars, and professional development activities.

REQUIREMENTS FOR APPOINTMENT

- Bachelor's degree in Financial Accounting, Economics, or a related field;
- CFA Certification or any other equivalent qualification;
- Proven experience as a financial analyst, business analyst, or related role, with a strong understanding of financial analysis principles, methodologies, and techniques.
- Proficiency in financial modeling, forecasting, and analysis using spreadsheet software (e.g., Microsoft Excel), financial modeling tools, and data visualization platforms.
- Knowledge of accounting principles, financial reporting standards, and corporate finance concepts, with the ability to interpret financial statements and perform financial analysis.
- Analytical and problem-solving skills, with the ability to gather and analyze large datasets, identify trends, and draw meaningful insights to support decision-making.
- Strong quantitative and qualitative analysis skills, with attention to detail and accuracy in performing financial calculations, projections, and scenario analysis.
- Excellent communication and presentation skills, with the ability to convey complex financial concepts and analysis results to non-financial audiences in a clear and understandable manner.
- Teamwork and collaboration skills, with the ability to work effectively in cross-functional teams, build relationships, and influence stakeholders at all levels of the organization.
- Adaptability and flexibility to work in a fast-paced, dynamic environment, managing multiple priorities and deadlines while maintaining a high level of accuracy and quality in work output.
- Proficiency in using financial analysis software, database management tools, and enterprise resource planning (ERP) systems for data extraction, analysis, and reporting.

- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

28. WEIGHT & MEASURES OFFICER - JOB GROUP CPSB '09' ONE (1) POST

Job Ref: KCPSB/WMO/TRD/28/08/26

Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES:

Reporting to the Director Trade, the Holder will carry out the following duties and responsibilities: -

- Supervising and coordinating verification activities at stamping stations;
- Testing automatic weighing machines, bulk weighs and totalizing machines, bulk meters at oil deport ;
- Carrying out verification of weigh and measuring equipment used by local authorities and other government institutions to ensure accuracy ;
- Maintaining records of seized and forfeited goods;
- Instituting criminal proceeding in court;
- Advising on the needs for tools and verification materials;
- Carry out research in specific areas of legal metrology and consumer protection.
- The officer will also be required to test samples for research analysis, and articles submitted by stakeholders ;
- Conducting inspection and investigation on mis-descriptions of goods, services facilities and on the use of weighing and measuring equipment for trade;
- Coordinating on-job training for in-service trainees, mentoring, guiding and counselling of staff working under him/her.

REQUIREMENT FOR APPOINTMENT

For appointment for this grade, an officer must have:

- Bachelor's degree in any of the following disciplines: Instrumentation, engineering (mechanical/Electric/Electronics) Micro-processors, or equivalent qualification from a recognized institution;
- Master's degree in in the above will be an added advantage.
- Certificate in measurement studies or it equivalent from a recognized institution;
- Demonstrate professional competence in administration of weights and measures activities;
- Satisfy the requirements of chapter six of the Constitution of Kenya.

29. COUNTY VALUATION OFFICER - JOB GROUP CPSB '09' ONE (1) POST

Job Ref: KCPSB/LAND/CVO/29/08/26

Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

Duties and responsibilities will include:

- Initiating, reviewing and supervising preparation of valuation roles and supplementary valuation roles.
- Coordinating, monitoring and evaluating valuation projects and programe.
- Coordinating investigation on valuation disputes and appeals
- Preparing project on valuation
- Collecting and analyzing market data for valuation purpose
- Undertaking stamp duty valuation
- Inspecting land and properties for rating, purchase, sale and leasing purpose
- Undertaking searches on titles in land registration for various purpose
- Preparing plans
- Process of gazettements notices for compulsory acquisitions and reservations

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, an officer must: -

- A bachelor's degree in any of the following fields: land economics, real estate, land management, property studies, land administration, survey and Physical Planning or equivalent qualification from a recognized university.
- Three years working experience.
- A master degree in any of the fields will be an added advantage.
- Certificate in computer applications from a recognized institution;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

Skills and Competence

Must be an excellent communicator at all levels. A visionary, transformative and inspirational Leader; Customer oriented and sensitive to the needs of the communities. An action driven team player.

Professional Qualifications

Be a member of the institution of Surveyors of Kenya (valuation chapter) or registered with recognized professional bodies in Kenya.
Registered by the Valuers registration board and have a valid practicing license.

Knowledge and Results

1. Wide knowledge of land matters as espoused in relevant statues and regulation

2. Demonstrated merit and ability as referred in work performance results
3. Demonstrated managerial and professional Competence in work performances and results.

30. YOUTH POLYTECHNIC INSTRUCTOR III - JOB GROUP CPSB '11' ONE (1) POST- MOTOR VEHICLE MECHANIC

Job Ref: KCPSB/EDU/YPI/30/08/26

Terms of Service: Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

The instructors will report to the Principal of the Vocational Training Centre and be responsible for;

- Developing schemes of work, lesson plans and give lecture notes;
- Strict adherence to curriculum in instructing learners in the course/trade area;
- Preparing internal exams and carrying out continuous assessment;
- Supervising and assessing trainee(s)n in the learning area;
- Preparing trainees for external exams by providing practical technical skills as required for effective competency acquisition;
- Carrying out examination and competency-based assessment;
- Ensuring learners participate in co-curricular activities;
- Maintaining tools and equipment;
- Perform any other duties as may be assigned from time to time.

REQUIREMENTS FOR APPOINTMENT

For appointment to this position, a candidate must:-

- Be a Kenyan citizen;
- Minimum Diploma in the relevant technical area from a recognized institution;
- Have a Certificate in Pedagogy (Teaching Strategies);
- Relevant teaching experience of at least one (1) year will have an added advantage;
- Demonstrate professional competence in the technical area;
- Knowledge in ICT will be an added advantage;
- Be registered by Technical and Vocational Education and Training Authority (TVETA) as a trainer.
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010.

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.

The Secretary
County Public Service Board
P O Box 260 - 10304
KUTUS

Prospective candidates are encouraged to apply online using the County Public Service Board website: **cpsb.kirinyaga.go.ke ON OR BEFORE MIDNIGHT OF TUESDAY, 8TH SEPTEMBER 2026.**

NB: HAND DELIVERED APPLICATIONS WILL NOT BE ACCEPTED

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)

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

Any form of canvassing will lead to automatic disqualification.
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 (SRC).

The Kirinyaga County Government is an equal opportunity employer.