



MAKUENI COUNTY PUBLIC SERVICE BOARD
 P.O BOX 49 – 90300 MAKUENI Tel: 020 2026751
 Email: cpsb@makueni.go.ke
 web: www.makuenipsb.go.ke

JOB VACANCIES

Makueni County Public Service Board is a body corporate established under Section 57 of the County Governments Act 2012 whose mandate includes appointing persons to hold or act in the offices of County Public Service.

In order to strengthen the capacity of the Public Service, the Board wishes to recruit competent and qualified persons to fill the following positions as per Article 176 of the Constitution of Kenya 2010 and Sections 45, 50 and 51 of the County Governments Act 2012.

DEPARTMENT OF HEALTH SERVICES

1. VACANCIES IN THE GRADE OF MEDICAL OFFICER JG 'M' (2 POSTS)

Terms of Service: Permanent and Pensionable
Salary scale: KShs 49,000 x 2,170 – 51,170 x 2,550 – 53,720 x 2,650 – 56,370
 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 – 65,120 p.m.

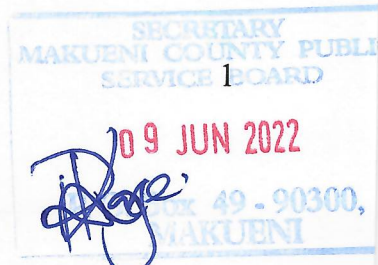
Duties and Responsibilities

1. Undertaking general diagnosis, care, treatment and rehabilitation of patients
2. Carrying out specialized clinical care, providing psycho-social interventions
3. Providing clinical services to patients
4. Training, consulting and performing surgeries in various health facilities
5. Carrying out forensic and medico-legal services
6. Coordinating disease surveillance, prevention and control
7. Coordinating health education and promotion
8. Implementing health projects and programs
9. Maintaining up to date health information systems,
10. Monitoring provision of health treatment and care
11. Undertaking health research and analyzing medial reports

Requirements for appointment

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

- i. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board;



- ii. Successfully completed one (1) year internship from a recognized institution;
- iii. Certificate of Registration by the Medical Practitioners and Dentist Board;
- iv. Valid practicing license from Medical Practitioners and Dentist Board;
- v. Certificate in computer application skills from a recognized institution.

2. VACANCIES IN THE GRADE OF ASSISTANT PUBLIC HEALTH OFFICER III (2 POSTS)

Terms of Service: Three (3) year contract

Consolidated salary of KShs.50,000

Duties and Responsibilities

1. Monitoring and evaluating the management of solid/liquid and other hazardous wastes;
2. Ensuring safety and quality of food and water for both domestic and industrial use;
3. Ensuring abatement of sanitary nuisances; carrying out surveillance on environmental health pollutants;
4. Promoting hygiene education including school health programmes;
5. Implementing international health regulations and rules at ports, airports, frontiers and border posts;
6. Vetting and approving building plans;
7. Inspecting and issuing occupancy certificates of new buildings;
8. Inspecting of commercial and trading premises for maintenance of set standards;
9. overseeing exhumation process and authorizing disposal of unclaimed bodies; and carrying out surveillance and advising on prevention and control of disease incidences, outbreaks and disasters.

Requirements for appointment

- (i) Diploma in either Environmental Health Science or Public Health Inspection from a recognized Institution;
- (ii) Certificate in Computer Application Skills from a recognized institution;

3. VACANCY IN THE GRADE OF ASSISTANT PHYSIOTHERAPIST III (1POST)

Terms of Service: Three (3) year contract

Consolidated salary: KShs. 40,000

Duties and Responsibilities

1. Treating and rehabilitating patients/clients using Physiotherapy interventions i.e electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical areas and the community
2. Planning and organizing group Physiotherapy treatments/sessions for patients and clients
3. Evaluating treatment outcomes for review, placement, referral or discharge
4. Carrying out physical disability assessments for categorization, registration and other support
5. Providing health promotion and education to patients/clients on neruto musculoskeletal disorders and health living to prevent non-communicable diseases



6. Maintaining information and records relating to patients
7. Inducting students on practical training on physiotherapy therapy services
8. Requisitioning and ensuring availability and proper utilization of physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital
9. Maintaining equipment and inventory
10. Analyzing data and preparing reports
11. Coaching and mentoring of staff

Requirements for appointment

- i. Diploma in Physiotherapy from a recognized institution;
- ii. Certificate of Registration Certificate from Physiotherapy Council of Kenya (PCK);
- iii. Current Certificate of Practice from Physiotherapy Council of Kenya (PCK);
- iv. Certificate in computer application skills from a recognized institution;

4. VACANCIES IN THE GRADE OF A REGISTERED NURSE III (6 POSTS)

Terms of Service: Three (3) year contract

Consolidated salary: KShs. 50,000

Duties and Responsibilities

1. Implementing application of the nursing process at the health service delivery point;
2. Coordinating the provision of appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization, reproductive health;
3. Designing health education and counselling interventions for patients/clients and community on identified health needs;
4. Managing a service delivery department; monitoring and evaluating health care at the health service delivery department; preparing training plans/programmes for nurses at the service delivery department;
5. Facilitating the referral of patients and clients appropriately;
6. Facilitating patients' admission and initiate discharge plans;
7. Keeping up-to-date records of nursing staff;
8. Facilitating availability of resources for keeping clinical environment tidy and safe;
9. Ensuring effective utilization and safety of assigned medical supplies and equipment;
10. Coordinating school health programmes, occupational health activities and home-based care services;
11. Conducting clinical teaching and assessment of nursing staff and students;
12. Conducting desk reviews on health reports and implementing recommendations related to nursing;
13. Analyzing data for research and compiling reports.



Requirements for appointment

For appointment to this grade, an officer must have:

- i. Diploma in any of the following Disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing; Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- ii. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid practicing license from the Nursing Council of Kenya;
- iv. Certificate in computer application skills from a recognized institution.

5. VACANCIES IN THE GRADE OF REGISTERED CLINICAL OFFICER III (5 POSTS)

Terms of Service: Three (3) year contract

Consolidated salary: KShs.. 50,000

Duties and Responsibilities

1. Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
2. Guiding and counseling patients, clients and staff on health issues;
3. Referring patients and clients to appropriate health facilities;
4. Assessing, preparing and presenting medico-legal reports;
5. Organizing health management teams and convening health management committee meetings;
6. Implementing community health care activities in liaison with other health workers;
7. Sensitizing patients and clients on preventive and promotive health;
8. Providing clinical outreach and school health services;
9. Carrying out minor surgical procedures as per training and skill;
10. Collecting data and compiling clinical data.

Requirements for appointment

- i. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- ii. Certificate of Registration from the Clinical Officers' Council;
- iii. Certificate in Computer Application Skills from a recognized Institution.

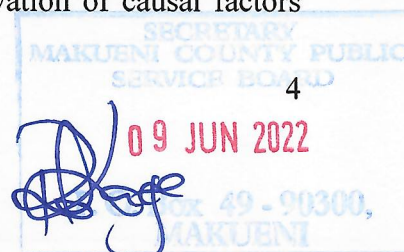
6. VACANCIES IN THE GRADE OF A MEDICAL SOCIAL WORKER III (2 POSTS)

Terms of Service: Three (3) year contract

Consolidated salary: KShs. 50,000

Duties and Responsibilities

1. Extracting psychosocial information from the patient and observation of causal factors which might be useful to the treatment plan



2. Implementation of patient's treatment programme and follow-up on discharge.

Requirements for appointment

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification; and
- (ii) Diploma in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental health or its equivalent qualification from a recognized institution.

7. VACANCIES IN THE GRADE OF MEDICAL LABORATORY TECHNOLOGIST III (4 POSTS)

Terms of Service: Three (3) year contract
Consolidated salary: KShs. 50,000

Duties and Responsibilities

1. Recruiting, preparing and bleeding of blood donors for transfusion services.
2. Performing blood grouping
3. Storing blood products according to their requirements
4. Screening for blood transfusion infections
5. Issuing blood and blood products to peripheral health facilities
6. Preparing blood products
7. Collecting and analyzing laboratory findings and resultant data
8. Processing the specimen according to specific SOPs
9. Supervising the disinfection, washing and sterilization of apparatus
10. Mentoring and coaching trainees on practical attachment
11. Receiving and scrutinizing laboratory requisition forms and specimens
12. Preparing clients for collection of specimens for correctness
13. Receiving, collecting, labelling and registering specimens
14. Disaggregating specimens for processing and analyses
15. Preparing reagents, examining specimens for quality, writing and recording laboratory findings and results
16. Dispatching laboratory results for use in clinical management and preparing stains and reagents.

Requirements for appointment

- (i) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- (ii) Registration certificate issued by the Kenya Laboratory Technicians and Technologist board;
- (iii) Valid practicing license by the Kenya Laboratory Technicians and Technologist board;
- (iv) Certificate in Computer applications skills from a recognized institution.



8. VACANCY IN THE GRADE OF AN ACCOUNTANT I; JOB GROUP 'K' (1 POST)

Terms of Service: Permanent & Pensionable

Salary Scale: KShs 38,270 x 1,470 – 39,740 x 1,520 – 41,260 x 1,710 – 42,970 x 1,920 – 44,890 x 2,000 – 46,890 x 2,110 – 49,000 x 2,170 – 51,170 p.m.

Duties and Responsibilities

1. Planning, directing, coordinating, supervising areas of control, training and development of staff under him/her,
2. Setting targets for the division
3. Assist in preparations of final accounts.
4. Ensuring safe custody of Government assets and records
5. Authorizing payments and signing of cheques subject to set limits.
6. Timely and accurate preparation of management reports.
7. Providing guidance to officers under him/her to achieve the desired results.

Requirements for appointment

- (i) Bachelor's degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination

OR

Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification.

9. VACANCIES IN THE GRADE OF PHARMACEUTICAL TECHNOLOGIST (2 POSTS)

Terms of Service: Three (3) year contract

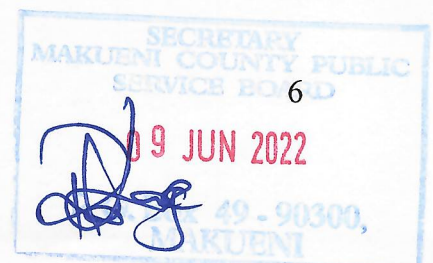
Consolidated salary: KShs. 50,000

Duties and Responsibilities

1. Receiving, interpreting, and processing of prescriptions; promoting rational drug/medicines use; acquiring of drugs/medicines for the health facility;
2. Preparing and submitting reports; providing health education on rational use of drugs/medicines; receiving complaints and reporting adverse drug reaction;
3. Receiving and reporting poor quality medicine.

Requirement for Appointment

- i. Diploma in either pharmacy or pharmaceutical Technology or equivalent qualification approved by the pharmacy and poisons Board from a recognized institution;
- ii. Certificate of enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB)
- iii. Certificate in computer application skills from a recognized institution



10. VACANCY IN THE GRADE OF A PSYCHOLOGICAL COUNSELLOR (1 POST)

Terms of Service: Three (3) year contract

Consolidated salary: KShs. 60,000

Duties and Responsibilities

- i. Undertaking initial client assessment;
- ii. Administering counselling contract;
- iii. Conducting individual counselling sessions;
- iv. Developing psychological explanation of the client issues;
- v. Referring clients to specialists;
- vi. Documenting, recording and keeping appropriate psychological counselling information and records.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Bachelor's Degree in Counselling Psychology, Psychology (Counselling), or equivalent qualification from a recognized institution;
OR

Bachelor's Degree in any following disciplines: Clinical Psychology, Occupational Psychology, Education Psychology (Guidance and Counselling), Social Psychology, Sociology, Social Work, Anthropology **plus** a Diploma in Counselling Psychology or equivalent qualification from a recognized institution;

- (ii) Certificate of Registration by the Counsellors and Psychologists Board; and
- (iii) Certificate in computer application skills.

11. VACANCY IN THE GRADE OF HEALTH PROMOTION OFFICER I (1POST)

Terms of Service: Three (3) year contract

Consolidated salary: KShs. 40,000

Duties and Responsibilities

1. Implementation of the community health promotion projects, programmes and activities which include collecting data for research on health promotion
2. Developing and implementing health operational plans
3. Carrying out health promotion stakeholder mapping in the community
4. Developing and disseminating health information and materials
5. Steering health promotion activities in health facilities
6. Creating awareness on prevention and control of diseases
7. Training community health extension, workers on health promotion
8. Mobilizing and educating community groups on priority health promotion issues
9. Mobilizing local resources for implementation of health promotion programs
10. Organizing shows and exhibitions and compiling and disseminating district health promotion reports.



Requirements for Appointment

- i. Bachelor's degree in Health Promotion and Education from a recognized institution;
- OR**
- ii. Bachelor's degree in any of the following disciplines: Health Communication, Community health, Medical Anthropology or Sociology from a recognized institution plus a Diploma in Health Promotion and Education from a recognized institution;
 - iii. Certificate in computer application skills from a recognized institution.

12. VACANCIES IN THE GRADE OF ORTHOPAEDIC TRAUMA TECHNICIAN (2 POSTS)

Terms of Service: Three (3) year contract

Consolidated salary: KShs. 30,000

Duties and Responsibilities

1. Application and removal of plaster and traction
2. Recording of procedure carried out on patients
3. Counselling patients
4. Ordering plaster and other supplies
5. Assisting in planning and organizing of orthopaedic care.

Requirements for Appointment

- (i) Certificate in either Orthopaedic Plaster and Traction Technology or Orthopaedic Plaster Technology from a recognized institution; and
- (ii) Certificate in computer application skills from a recognized institution.

13. RADIOGRAPHER III: (2 POSTS)

Terms of Service: Permanent and Pensionable

Salary: Job Group H

Salary Scale: KSH. Ksh. 25,470 x 1,110 – 26,580 x 1,120 – 27,700 x 1,150 – 28,850 x 1,170 – 30,020 x 1,250 – 31,270 x 1,300 – 32,570 x 1,380 – 33,950 p.m

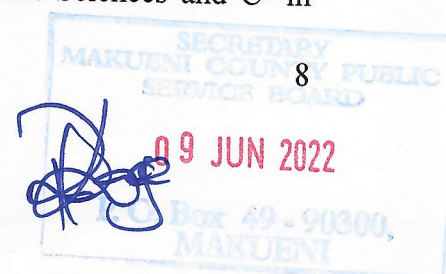
Duties and responsibilities

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

1. Providing radiographic services to the patients;
2. Processing, verifying and maintaining information relating to patients;
3. Ordering and maintaining records of radiographic and photographic supplies.
4. Performing any other duties as may be assigned by the immediate supervisor

Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics; and



- ii. Diploma in any of the following: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution

14. ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER III (1 POST).

Terms of Service: Three (3) year contract
Salary: KShs. 50,000/=

Duties and responsibilities

1. Receiving and documenting patients at hospital reception;
2. Registering and booking appointment for patients to clinics and consultants; storing and retrieving medical records documents;
3. Preparing clinics; updating bed *bureau*; editing of patient case records; gathering data from different sources;
4. Capturing data from service points; maintaining record safety and confidentiality;
5. Storing and retrieving medical records; balancing daily bed returns; creating and maintaining master index; updating patient master index; directing patients to relevant clinics;
6. Scheduling of patients to the consultants and specialty clinics;
7. Assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine;
8. Preparing Health records and reports.

Requirements for appointment

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

15. HUMAN RESOURCE ASSISTANT III (1 POST)

Terms of Service: Permanent and Pensionable
Salary: Job Group "H"
Salary Scale: KSH. Ksh. 25,470 x 1,110 – 26,580 x 1,120 – 27,700 x 1,150 – 28,850 x 1,170 – 30,020 x 1,250 – 31,270 x 1,300 – 32,570 x 1,380 – 33,950 p.m

Duties and responsibilities

1. Processing Human Resource Management matters including appointments, promotions and leave applications within the existing rules, regulations and procedures
2. Capturing and updating human resource data in IHRIS
3. Drafting letters

Requirements for Appointment

- (i) Diploma in Human Resource Management, Industrial Relations, Labour Relations or any other relevant and equivalent qualification from a recognized institution lasting not less than nine (9) months.



OR

- (ii) Part I of the certified Public Secretaries Examination from KASNEB, and
- (iii) Certificate in Computer application skills from a recognized institution;

16. DRIVER: (1 POST)

Terms of Service: Three (3) years contract

Salary: KShs. 20,000/=

Duties and responsibilities

The Officer will be responsible for the following:

1. Driving an ambulance to transport sick, injured, or convalescent persons.
2. Assisting ambulance attendant to place patients on stretcher and loads stretcher into ambulance.
3. Taking sick or injured persons to hospital, or convalescents to destination.
4. Assisting in changing soiled linen on stretcher.
5. Administering first aid as required.
6. May assist to restraint violent patients if necessary.
7. Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.;
8. Detecting and reporting malfunctioning of vehicle systems;
9. Maintenance of work tickets for vehicles assigned;
10. Maintaining cleanliness of the vehicle/Ambulance.
11. Performing other duties as may be assigned from time to time by the immediate supervisor

Requirements for appointment

- i. Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized institution.
- ii. Valid driving license free from any current endorsement (s) for class (es) of vehicle (s) an officer is required to drive.
- iii. Have a First aid training lasting not less than one (1) week preferably from St. Johns Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution.
- iv. Passed suitability test for Driver Grade III
- v. Passed practical test for drivers conducted by the respective ministry/department
- vi. A valid Certificate of Good Conduct from the Kenya Police
- vii. At least two years driving experience.



17. REGISTERED NURSE I – CRITICAL CARE NURSE: (4 POSTS)

Terms of Service: Permanent and Pensionable

Salary: Job Group K

Salary Scale: Kshs 38,270 x 1,470 – 39,740 x 1,520 – 41,260 x 1,710 – 42,970 x 1,920 – 44,890 x 2,000 – 46,890 x 2,110 – 49,000 x 2,170 – 51,170p.m

Duties and responsibilities

1. Duties and responsibilities at this level will entail:
2. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
3. Diagnosing common health conditions;
4. Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health;
5. Providing health education and counselling to patients/clients and community on identified health needs;
6. Referring patients and clients appropriately;
7. Facilitating patients' admission and initiating discharge plans;
8. Maintaining records on patients/clients health condition and care;
9. Ensuring a tidy and safe clinical environment;
10. Collecting and collating data for research;
11. Evaluating healthcare outcomes on patients/clients and preparing individualized reports;
12. Conducting assessment of schools health needs;
13. Planning, implementing interventions and preparing periodic reports;
14. Identifying occupational health needs and making appropriate recommendations.

In addition to the above general duties, the officer at this level will be responsible for care of patients (paediatrics and adults) who require critical care nursing. Specific duties will include:

1. Assessment and nursing care of patients.
2. Initiation of patient care and machine monitoring in the critical care unit.
3. Nursing care prior to and following specialised surgery.
4. Organizing for and coordinating training for staff on critical care.
5. Ensuring a safe environment for care of patients
6. Performing any other duties as may be assigned by the immediate supervisor


Requirements for Appointment

- i. Served in the grade of Registered Nurse for a minimum period of three years:
- ii. Diploma in any of the following disciplines: Kenya Registered Community, Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iii. Higher Diploma in Critical care nursing from a recognised institution
- iv. Registration Certificate issued by the Nursing Council of Kenya;
- v. Valid practicing license from the Nursing Council of Kenya;
- vi. Certificate in computer application skills from a recognized institution;



HOW TO APPLY

All applications clearly specifying the position applied for on the top left side of the envelope, which must be received on or before **5:00 pm on Thursday, 23rd June, 2022** should be addressed to:


The Secretary/CEO
Makueni County Public Service Board,
P.O. Box 49 - 90300
Makueni.

NOTE:

- (i) The Job Application Form can be downloaded from the County Public Service Board website; www.makuenipsb.go.ke
- (i) Only shortlisted candidates will be contacted.
- (ii) Canvassing in any form will lead to automatic disqualification.
- (iii) Shortlisted candidates will be required to produce their original National Identity cards, Certificates and Testimonials at the interview.
- (iv) The Makueni County Government is an equal opportunity employer; **Youth, Women, Persons with Disabilities and other disadvantaged persons** are encouraged to apply.
- (v) Affirmative action as stipulated in the constitution shall be applied.
- (vi) **The Board does not charge a fee at any stage of the recruitment process.**


Secretary/CEO
MAKUENI COUNTY PUBLIC SERVICE BOARD