



**REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE BOARD**



**INTERNAL ADVERTISEMENT FOR FILLING VACANT POSITIONS ON
PROMOTION IN THE DEPARTMENT OF HEALTH SERVICES**

INTERNAL VACANCY No. 01/PROM/2020

The Nakuru County Public Service Board invites applications from competent and suitably qualified serving officers to fill various positions in the Department of Health Services.

SENIOR MEDICAL SPECIALISTS:

**DEPUTY DIRECTOR OF MEDICAL SERVICES/SENIOR MEDICAL
SPECIALIST - JOB GROUP `R` THREE (3) POSITIONS - VACANCY No.
01/PROM/2020/01**

Basic Salary Scale: Ksh.119, 730 – Ksh.166, 780 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Performing complex and advanced Clinical patient Management in area of specialization;
- ii. Coordinating training , coaching and mentoring of health personnel;
- iii. Managing health stores including essential and/or plant and equipment;
- iv. Managing larger facilities/hospitals
- v. Developing intervention activities or programmes for the management of diseases and conditions
- vi. Developing standard operating procedures (SOPS) and protocols;
- vii. Developing training and cullicular and syllabi in collaboration with training institution;
- viii. Coordinating emergency response and clinical care;
- ix. Coordinating health projects and programmes;
- x. Managing heath information programmes;
- xi. Managing health information systems;
- xii. Carrying out health survey and research; and
- xiii. Monitoring the provision of forensic and medical-legal services.

For promotion to this position, a candidate must have:-

1. Served as a Senior Assistant Director of Medical Services/ Medical Specialist I, for a minimum period of three (3) years;
2. Bachelors of Medicine and Bachelor of Surgery degree from a recognized institution by Medical Practitioners and Dentist Board;
3. Master's degree in the relevant field recognized by Medical Practitioners and Dentist Board institution;
4. Certificate of registration by the Medical Practitioners and Dentist Board;
5. Valid practicing license from Medical Practitioners and Dentist Board;
6. Certificate in Computer Application Skills from a recognized institution and
7. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.
8. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.

SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALIST I JOB GROUP 'Q' FOUR (4) POSITIONS - VACANCY No. 01/PROM/2020/02

Basic Salary Scale: Ksh.98, 000-132,000 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Undertaking general diagnosis, care and treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care;
- iii. Providing psycho- social interventions;
- iv. Providing clinical services to patients;
- v. Training, consulting and conducting surgeries in various health facilities;
- vi. Carrying out forensic and medical-legal services;
- vii. Coordinating health education and or promotion;
- viii. Implementing health projects and programmes;
- ix. Maintaining up to date health information systems;
- x. Monitoring provision of health treatment care;
- xi. Undertaking health research; and
- xii. Analyzing Medical reports.

For promotion to this position, a candidate must have:-

1. Served as an Assistant Director of Medical Services/Medical Specialist II, Job Group for a minimum period of three (3) years;
2. Bachelors of Medicine and Bachelor of Surgery degree from a recognized institution by Medical Practitioners and Dentist Board
3. Master's degree in the relevant field recognized by Medical Practitioners and Dentist Board institution,
4. Certificate of registration by the Medical Practitioners and Dentist Board;
5. Valid practicing license from Medical Practitioners and Dentist Board;
6. Certificate in Computer Application Skills from a recognized institution and
7. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution;
8. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.

MEDICAL SPECIALIST II

**ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALIST II -
JOB GROUP 'P' - TWENTY (20) POSITIONS VACANCY No.**

01/PROM/2020/03

Basic Salary Scale: Ksh.85, 110-119,730 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Reviewing patients and instructing in writing all the recommendations;
- ii. Undertaking "First-on-call" duties including clerking, investigating and managing patients;
- iii. Conducting weekly clinics and theatre days;
- iv. Managing health facilities at various tiers in the communities;
- v. Responding to interns calls;
- vi. Training, supervising Medical officer (Intern) and other students;
- vii. Performing Emergency surgeries;
- viii. Undertaking medical Legal duties;
- ix. Undertaking Medical examination and preparing Medical board proceedings;
- x. Carrying out community diagnosis, care and treatment;

- xi. Ensuring data and information is collected, communicated and utilized to benefit the customer and the service provider; and
- xii. Conducting disease surveillance , prevention and control;
- xiii. Carrying out health education and promotion ;
- xiv. And preparing medical reports.

For promotion to this position, a candidate must have:-

1. Served as Senior Medical Officer for a minimum period of three (3) years;
2. Bachelors of Medicine and Bachelor of Surgery degree from a recognized institution by Medical Practitioners and Dentist Board
3. Certificate of registration by the Medical Practitioners and Dentist Board;
4. Valid practicing license from Medical Practitioners and Dentist Board;
5. Certificate in Computer Application Skills from a recognized institution;
6. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.
7. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage.

SENIOR DENTAL SPECIALIST

DEPUTY DIRECTOR OF MEDICAL SERVICES/SENIOR DENTAL SPECIALIST

- JOB GROUP 'R' – ONE (1) POSITION - VACANCY No. 01/PROM/2020/04

Basic Salary Scale: Ksh.119, 730 – Ksh.166, 780 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Providing Clinical services in areas of specialty;
- ii. Providing consultancy services In dental health in health facilities;
- iii. Identifying area of research and carrying out research and carrying out research in dental health;
- iv. Providing guidance, training and coaching of dental staff and other health workers;
- v. Initiating development of a dental health system;
- vi. Coordinating submission of dental reports, ensuring hospital units are functioning;
- vii. Managing staff performance reports in dental health services.

For promotion to this position, a candidate must have:-

1. Served as a Senior Assistant Director Dental/ Dental Specialist I, for a minimum period of three (3) years;
2. Bachelors of Dental Surgery degree from a recognized institution by Medical Practitioners and Dentist Board
3. Master's degree in the relevant field recognized by Medical Practitioners and Dentist Board institution,
4. Be a Registered member of the relevant Regulatory Board;
5. Certificate of current Annual Retention;
6. Certificate in Computer Application Skills from a recognized institution;
7. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution;
8. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.

DENTAL SPECIALIST I

**SENIOR ASSISTANT DIRECTOR OF DENTAL SERVICES/DENTAL
SPECIALIST I - JOB GROUP 'Q' – THREE (3) POSITIONS - VACANCY No.
01/PROM/2020/05**

Basic Salary Scale: Ksh.98, 000-132,000 p.m. **(Job Group 'Q')**

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Performing specific dental procedures ;
- ii. Being on call to review and manage dental health patients;
- iii. Undertaking Medical legal duties;
- iv. Conducting outreach community oral health services;
- v. Referring complex cases;
- vi. Educating and creating awareness of preventing of oral diseases and dental health;
- vii. Maintaining up-to-date dental health patients records and bio data;
- viii. Supervising, training and coaching dental interns and students;
- ix. Ensuring dental health reports are prepared and submitted promptly;
- x. Coordinating preparation of annual work plans and ensuring they are adhered to;

- xi. Coordinating capacity building and deployment of dental personnel.

For promotion to this position, a candidate must have:-

1. Served as an Assistant Director Dental/ Dental Specialist II for a minimum period of three (3) years;
2. Bachelors of Dental Surgery degree from a recognized institution by Medical Practitioners and Dentist Board
3. Master's degree in the relevant field recognized by Medical Practitioners and Dentist Board institution,
4. Be a Registered member of the relevant Regulatory Board;
5. Certificate of current Annual Retention;
6. Certificate in Computer Application Skills from a recognized institution;
7. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.
8. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.

**ASSISTANT DIRECTOR OF DENTAL SERVICES/DENTAL SPECIALIST II -
JOB GROUP 'P' – FIVE (5) POSITIONS - VACANCY No. 01/PROM/2020/06**

Basic Salary Scale: Ksh.85, 110-119,730 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Managing dental conditions in a dental conditions in a dental unit of health facility;
- ii. Performing specific dental care procedures;
- iii. Periodontology and health education;
- iv. Providing formal and informal training, and supervising other health workers;
- v. Maintaining up-to-date dental health information systems;
- vi. Organizing community sensitization and outreach programs on dental health care;
- vii. Disseminating information for health panning.

For promotion to this position, a candidate must have:-

1. Served as Senior Dental Officer for a minimum period of three (3) years;
- 2 Bachelors of Dental Surgery degree from a recognized institution by Medical Practitioners and Dentist Board
- 3 Be a Registered member of the relevant Regulatory Board;
- 4 Certificate of current Annual Retention;
- 5 Certificate in Computer Application Skills from a recognized institution;
- 6 Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution;
- 7 Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution will be an added advantage.

SENIOR PHARMACEUTICAL SPECIALIST:

DEPUTY DIRECTOR OF PHARMACEUTICAL SERVICES/SENIOR

PHARMACEUTICAL SPECIALIST - JOB GROUP 'R' – ONE (1) POSITION-

VACANCY No. 01/PROM/2020/07

Basic Salary Scale: Ksh.119, 730 – Ksh.166, 780 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Analyzing reports on adverse drug reactions and poor quality medicines;
- ii. Setting up and running poison information centers;
- iii. Conducting research and dissemination of the findings on the medicine utilization;
- iv. Assessing and evaluating research proposals involving medicine use;
- v. Analyzing medicine for quality assurance;
- vi. Coordinating pharmaceutical services for public health programs;
- vii. Monitoring and evaluating effectiveness of medication therapy;
- viii. Facilitating detection, prevention, response and provision of information on global public health crisis as per the international health Regulations;
- ix. Preparing work /strategic plans;
- x. Supervising and training of staff.

For promotion to this position, a candidate must have:-

1. Served as a Senior Assistant Director Pharmaceutical Services/ Pharmaceutical Specialist I for a minimum period of three (3) years;
2. Bachelors of Pharmacy (B Pharm) degree from a recognized institution by the Pharmacy and Poisons Board;
3. Master's degree in the relevant field recognized by Medical Practitioners and Dentist Board institution,
4. Be a Registered member of the relevant Regulatory Board;
5. Valid practising License from Pharmacy and Poisons Board;
6. Certificate in Computer Application Skills from a recognized institution and
7. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.
8. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.

**SENIOR ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES /
PHARMACEUTICAL SPECIALIST I - JOB GROUP 'Q' – THREE (3) POSITIONS
- VACANCY No. 01/PROM/2020/08**

Basic Salary Scale: Ksh.98, 500 – Ksh.132, 000 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Coordinating pharmaceutical services in a health facility;
- ii. Coordinating medicine and therapeutics committee activities in a health facility;
- iii. Developing and reviewing standard operating procedures for all pharmaceutical services in the facility;
- iv. Conducting research on medicine utilization;
- v. Providing continuous professional development education to pharmacists;
- vi. Evaluating appropriateness of donated medical supplies;
- vii. Maintaining pharmaceutical inventories;
- viii. Participating in facility management committees;
- ix. Providing medicinal in preparation in preparation of patient drug management therapies;
- x. Coordinating preparation of annual work plans and ensuring they are adhered to; and
- xi. Coordinating capacity building and deployment of dental personnel.

For promotion to this position, a candidate must have:-

1. Served as Assistant Director Pharmaceutical Services/ Pharmaceutical Specialist II for a minimum period of three (3) years;
2. Bachelors of Pharmacy (B Pharm) degree from a recognized institution by the Pharmacy and Poisons Board;
3. Master's degree in the relevant field recognized by Medical Practitioners and Dentist Board institution,
4. Be a Registered member of the relevant Regulatory Board;
5. Valid practising License from Pharmacy and Poisons Board;
6. Certificate in Computer Application Skills from a recognized institution and
7. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.
8. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.

**ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES /
PHARMACEUTICAL SPECIALIST II - JOB GROUP 'P' – TEN (10) POSITIONS -
VACANCY No. 01/PROM/2020/09**

Basic Salary Scale: Ksh.85, 110-119,730 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Selecting, Quantifying, procuring and warehousing of medical supplies;
- ii. Monitoring storage of specified medical supplies ;
- iii. Making entries into the relevant inventory management records and registers;
- iv. Participating in ward rounds to monitor medicine use, interactions and adverse drug reactions;
- v. Carrying out continuing medical for health medical workers in general;
- vi. Conducting health education on the effective use of medicines to patients.
- vii. Participating in multidisplinary clinical team activities of patient care;
- viii. Reporting adverse drug reactions and poor quality medicines;
- ix. Timely preparation of monthly reports and submission to relevant offices;
- x. Training and mentoring of interns and students attached to the facility;

- xii. Keeping safe custody and maintenance of up-to-date narcotic and psychotropic substance records;
- xiii. Running of poison information centers'
- xiv. Disseminating and providing new drug information to health workers and the general public; and
- xv. Supervising pharmaceutical services at lower level health facilities.

For promotion to this position, a candidate must have:-

1. Served as a Senior Pharmacist for a minimum period of two (2) years;
2. Bachelors of Pharmacy (B Pharm) degree from a recognized institution by the Pharmacy and Poisons Board;
3. Be a Registered member of the relevant Regulatory Board;
4. Valid practising License from Pharmacy and Poisons Board;
5. Certificate in Computer Application Skills from a recognized institution;
6. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution;
7. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution will be an added advantage.

NURSING SERVICES

SENIOR ASSISTANT DIRECTOR NURSING SERVICES - JOB GROUP 'Q' - ONE (1) POSITION - VACANCY No. 01/PROM/2020/10

Basic Salary Scale: Ksh.98, 500 – Ksh.132, 000 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Developing of policies, standards and guidelines in the provision of nursing services;
- ii. Ensuring application of nursing process at the service delivery unit;
- iii. Carrying out comprehensive health needs assessment in the health facility and community;
- iv. Designing training needs assessment tools, curriculum and programs;
- v. Formulating interventions to address identified health needs;
- vi. Monitoring and evaluating health care services in a healthy facility and community;

- vii. Coordinating preparation of training plans/ programs for nurses;
- viii. Providing quantification and specification for procurement of medical supplies and equipment;
- ix. Conducting research;
- x. Advising health or Hospital Management Team (HMT) on matters relating to Nursing Services; and
- xi. Coordinating development of strategic /work planning and performance contracts for nurses.

For promotion to this position, a candidate must have:-

1. Served in the grade of Assistant Director, Nursing Services for a minimum period of three (3) years;
2. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;

OR

Higher Diploma in any of the following discipline: Kenya Registered Community Health Nursing, Registered Anesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Pre - operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Pediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident and Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;

OR

Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution;

3. Master's Degree in any of the following disciplines: Midwifery, Medical Surgical Nursing, Pediatric Nursing, Critical Care Nursing, Oncology and palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management or Geriatric Nursing from a recognized institution;
4. Registration Certificate issued by the Nursing Council of Kenya;
5. Valid Practicing License of the Nursing Council of Kenya;
6. Certificate in Computer Application skills from recognized institutions;
7. Demonstrated a high degree of professional competence and administrative capability;
8. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.

**ASSISTANT DIRECTOR NURSING SERVICES - JOB GROUP 'P' – TWO (2)
POSITIONS - VACANCY No. 01/PROM/2020/11**

Basic Salary Scale: Ksh.85, 110-119,730 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Developing of policies, standards and guidelines in the provision of nursing services;
- ii. Ensuring application of nursing process at the service delivery unit;
- iii. Carrying out comprehensive health needs assessment in the health facility and community;
- iv. Designing training needs assessment tools, curriculum and programs;
- v. Formulating interventions to address identified health needs;
- vi. Coordinating preparation of training plans/ programs for nurses;
- vii. Advising health or Hospital Management Team (HMT) on matters relating to Nursing Services;
- viii. Providing quantification and specification for procurement of medical supplies and equipment;
- ix. Implementing continuing professional development programmes for nurses;
- x. Preparing strategic/annual work plans in a facility; and
- xi. Coaching and mentoring staff.

For promotion to this position, a candidate must have:-

1. Served in the grade of Principal Nursing Officer for a minimum period of three (3) years;
2. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
3. Master's Degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Pediatric Nursing, Critical Care Nursing, Oncology and palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management or Geriatric Nursing from a recognized institution;
4. Registration Certificate issued by the Nursing Council of Kenya;
5. Valid Practicing License of the Nursing Council of Kenya;
6. Certificate in Computer Application skills from recognized institutions;

7. Demonstrated a high degree of professional competence and administrative capability;
8. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.

**PRINCIPAL NURSING OFFICER - JOB GROUP 'N' – FOUR (4) POSITIONS -
VACANCY No. 01/PROM/2020/12**

Basic Salary Scale: Ksh.55, 150-82,330 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
- ii. Performing a comprehensive physical examination within various setting;
- iii. Assessing ,formulating, planning and implementing evidence based nursing care for clients/patients;
- iv. Ensuring a safe nursing care environment for nursing care environment for client/patient;
- v. Conducting patients' audits to improve client/patient care.
- vi. Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families;
- vii. Coordinating quality assurance activities for improvement of nursing care outcomes.

For promotion to this position, a candidate must have:-

1. Served in the grade of Chief Nursing Officer for a minimum period of three (3) years;
2. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
3. Registration Certificate issued by the Nursing Council of Kenya;
4. Valid Practicing License of the Nursing Council of Kenya;
5. Certificate in Computer Application skills from recognized institutions;
6. Demonstrated a high degree of professional competence and administrative capability;
7. Certificate in Senior Management Course lasting not less than Four (4) weeks from a recognized institution will be an added advantage.

**CHIEF NURSING OFFICER - JOB GROUP 'M' – TEN (10) POSITIONS -
VACANCY No. 01/PROM/2020/13**

Basic Salary Scale: Ksh.47, 780-63,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
- ii. Performing a comprehensive physical examination within various setting;
- iii. Assessing ,formulating, planning and implementing evidence based nursing care for clients/patients;
- iv. Ensuring a safe nursing care environment for nursing care environment for client/patient;
- v. Conducting nursing teaching and assessment of nursing staff and students;
- vi. Facilitating patients admission and initiating discharge plans;
- vii. Maintaining nursing records on patients/clients personal and health condition/care;
- viii. Conducting assessment of school health assessment needs and implementing;
- ix. Conducting community diagnosis and providing feedback;
- x. Conducting ward rounds and reviewing patients conditions; and
- xi. Coaching and mentoring nursing staff.

For promotion to this position, a candidate must have:-

1. Served in the grade of Senior Nursing Officer for a minimum period of three (3) years;
2. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
3. Registration Certificate issued by the Nursing Council of Kenya;
4. Valid Practicing License of the Nursing Council of Kenya;
5. Certificate in Computer Application skills from recognized institutions;
6. Demonstrated a high degree of professional competence and administrative capability.

**SENIOR REGISTERED NURSE JOB GROUP 'L' – EIGHTY (80) POSITIONS -
VACANCY No. 01/PROM/2020/14**

Basic Salary Scale: Ksh.41,770-57,900 p.m.

Allowances as per the SRC circulars attached to the position

Duties and Responsibilities

- i. Assessing ,planning , implementing nursing interventions and evaluating patients outcomes;
- ii. Providing appropriate health care services;
- iii. Providing health education and counseling interventions for patients/clients and community on identified health needs;
- iv. Facilitating the referral of patients and clients appropriately;
- v. Facilitating patients admission and initiate discharge plans;
- vi. Maintaining records on patients /clients health condition and care;
- vii. Ensuring effective utilization of resources for keeping clinical environment tidy and safe;
- viii. Ensuring effective utilization of and safety of assigned medical supplies and equipment;
- ix. Coordinating school health programmes, occupational health activities and home based care services;
- x. Conducting clinical teachings and assessment of nursing staff and students;
- xi. Conducting desk reviews on health reports and implementing recommendations related to nursing; and
- xii. Analyzing data for research and compiling reports.

For promotion to this position, a candidate must have:-

1. Served in the grade of Registered Nurse I for a minimum period of three (3) years;
2. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/ Kenya Registered Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry qualification from a recognized institution;
3. Registration Certificate issued by the Nursing Council of Kenya;
4. Valid Practicing License of the Nursing Council of Kenya;
5. Certificate in Computer Application skills from recognized institutions;

6. Demonstrated a high degree of professional competence and administrative capability.

**REGISTERED NURSE I -JOB GROUP `K' – EIGHTY (80) POSITION -
VACANCY No. 01/PROM/2020/15**

Basic Salary Scale: Ksh.37,071-49,950 p.m.

Allowances as per the SRC circulars attached to the position

Duties and Responsibilities

- i. Assessing ,planning , implementing nursing interventions and evaluating patients outcomes;
- ii. Providing appropriate health care services;
- iii. Providing health education and counseling interventions for patients/clients and community on identified health needs;
- iv. Facilitating the referral of patients and clients appropriately;
- v. Facilitating patients admission and initiate discharge plans;
- vi. Maintaining records on patients /clients health condition and care;
- vii. Ensuring effective utilization of resources for keeping clinical environment tidy and safe;
- viii. Collecting and collating data for research;
- ix. Evaluating health care outcomes on patients/clients and preparing individual reports.
- x. Conducting assessment of schools health needs ;
- xi. Planning , implementing interventions and preparing periodic reports; and
- xii. Identifying occupational health needs and making appropriate recommendations.

For promotion to this position, a candidate must have:-

1. Served in the grade of Registered Nurse II for a minimum period of three (3) years;
2. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/ Kenya Registered Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry qualification from a recognized institution;
3. Registration Certificate issued by the Nursing Council of Kenya;
4. Valid Practicing License of the Nursing Council of Kenya;

5. Certificate in Computer Application skills from recognized institutions;
6. Demonstrated a high degree of professional competence and administrative capability.

**SENIOR ENROLLED NURSE I - JOB GROUP `L' SIXTY (60) POSITIONS -
VACANCY No. 01/PROM/2020/16**

Basic Salary Scale: Ksh.41, 770-57,900 p.m.

Allowances as per the SRC circulars attached to the position

Duties and Responsibilities

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing health care interventions based on patients /client health ;
- iii. Providing health education and counseling interventions for patients/clients and community on identified health needs;
- iv. Facilitating the referral of patients and clients appropriately;
- v. Facilitating patients admission and initiate discharge plans;
- vi. Ensuring a safe and tidy clinical environment'
- vii. Ensuring safe custody of inpatient belongings
- viii. Providing appropriate health care services;
- ix. Guiding and orienting staff, students and health personnel; and
- x. Any other duty as outlined in the respective Scheme of Service.

For promotion to this position, a candidate must have:-

1. Served in the grade of Senior Enrolled Nurse II for a minimum period of three (3) years;
2. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized institution;
3. Enrolment Certificate issued by the Nursing Council of Kenya;
4. Valid Practicing License of the Nursing Council of Kenya;
5. Certificate in Computer Application skills from recognized institutions;
6. Shown merit and ability as reflected in work performance and results.

**SENIOR ENROLLED NURSE II - JOB GROUP 'K' - FOURTY (40) POSITIONS -
VACANCY No. 01/PROM/2020/17**

Basic Salary Scale: Ksh.37, 071-49,950 p.m.

Allowances as per the SRC circulars attached to the position

Duties and Responsibilities

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing nursing care interventions based on clients'/patients health needs;
- iii. Providing health education and counseling on identified health and social-economic needs to patient/clients;
- iv. Referring patients and clients appropriately;
- v. Facilitating patients admission and discharge in a healthy facility;
- vi. Making appropriate discharge plans for the patient;
- vii. Ensuring a safe and tidy clinical environment'
- viii. Ensuring safe custody of inpatient belongings
- ix. Providing appropriate health care services;
- x. Carrying out health outreach activities;
- xi. Guiding and orienting staff, students and health personnel; and
- xii. Any other duty as outlined in the respective Scheme of Service.

For promotion to this position, a candidate must have:-

1. Served in the grade of Enrolled Nurse I for a minimum period of three (3) years;
2. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized institution;
3. Enrolment Certificate issued by the Nursing Council of Kenya;
4. Valid Practicing License of the Nursing Council of Kenya;
5. Certificate in Computer Application skills from recognized institutions;
6. Shown merit and ability as reflected in work performance and results.

**ENROLLED NURSE I - JOB GROUP 'J' - TWENTY (20) POSITIONS - VACANCY
No. 01/PROM/2020/18**

Basic Salary Scale: Ksh.30, 170-40,060 p.m.

Allowances as per the SRC circulars attached to the position

Duties and Responsibilities

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing nursing care interventions based on clients'/patients health needs;
- iii. Providing health education and counseling on identified health and social-economic needs to patient/clients;
- iv. Referring patients and clients appropriately;
- v. Facilitating patients admission and discharge in a healthy facility;
- vi. Making appropriate discharge plans for the patient;
- vii. Ensuring a safe and tidy clinical environment'
- viii. Ensuring safe custody of inpatient belongings
- ix. Providing appropriate health care services;
- x. Carrying out health outreach activities;
- xi. Guiding and orienting staff, students and health personnel; and
- xii. Any other duty as outlined in the respective Scheme of Service.

For promotion to this position, a candidate must have:-

1. Served in the grade of Enrolled Nurse II for a minimum period of three (3) years;
2. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized institution;
3. Enrolment Certificate issued by the Nursing Council of Kenya;
4. Valid Practicing License of the Nursing Council of Kenya;
5. Certificate in Computer Application skills from recognized institutions;
6. Shown merit and ability as reflected in work performance and results.

CLINICAL SERVICES

**PRINCIPAL CLINICAL OFFICER - JOB GROUP 'N' - THREE (3) POSITIONS -
VACANCY No. 01/PROM/2020/19**

Basic Salary Scale: Ksh.55,150 –82,330 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Implementation of clinical services programmes and procedures, guidelines, standards, ethics and quality assurance systems;
- ii. Providing of clinical and family care services in health institutions and communities;
- iii. Coordination of clinical and family care services in health institutions and communities;
- iv. Reviewing medical-legal standards and guidelines;
- v. Undertaking research on critical health issues and emerging trends;
- vi. Implementing referral strategies and guidelines in liaison with other stakeholders;
- vii. Identifying skills mix and training needs for provision of quality services in relevant specialized service areas;
- viii. Capacity building for disaster preparedness and emergency response;
- ix. Coaching and mentoring staff; and
- x. Any other duty as outlined in the respective Scheme of Service.

For promotion to this position, a candidate must have:-

1. Served in the grade of Chief Clinical Officer, for a minimum period of three (3) years;
2. Bachelor's degree in Clinical Medicine from a recognized institution;
3. Certificate of Registration from the Clinical Officers' Council;
4. Certificate in Computer Application skills from recognized institutions;
5. Shown merit and ability as reflected in work performance and results;
6. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution will be an added advantage.

**CHIEF CLINICAL OFFICER - JOB GROUP 'M' – SIX (6) POSITIONS -
VACANCY No. 01/PROM/2020/20**

Basic Salary Scale: Ksh.47,780 – Ksh.63,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Providing clinical services in a health facility;
- ii. Conducting ward rounds, reviewing and making appropriate referrals;
- iii. Carrying out surgical procedures as per training and skill;
- iv. Offering specialized clinical services;
- v. Collecting data and compiling clinical reports;
- vi. Implementing community health care activities in liaison with other health workers;
- vii. Guiding and counseling patients and staff on health issues;
- viii. Sensitizing patients and the clients on the preventive and promotive health;
- ix. Providing clinical outreach and school health services;
- x. Assessing ,preparing and presenting medical-legal reports;
- xi. Organizing health management teams and convening health management committee meeting;
- xii. Carrying out disease surveillance and recommending appropriate control measures;
- xiii. Coaching and mentoring staff; and
- xiv. Any other duty as outlined in the respective Scheme of Service.

For promotion to this position, a candidate must have:-

1. Served in the grade of Senior Clinical Officer, for a minimum period of three (3) years;
2. Bachelor's degree in Clinical Medicine from a recognized institution;
3. Certificate of Registration from the Clinical Officers' Council;
4. Certificate in Computer Application skills from recognized institutions;
5. Shown merit and ability as reflected in work performance and results.

SENIOR REGISTERED CLINICAL OFFICER - JOB GROUP `L' – FIFTEEN (15) POSITIONS - VACANCY No. 01/PROM/2020/21

Basic Salary Scale: Ksh.41,770 – Ksh.57,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Implementing community health care activities in liaison with other health workers;

- ii. History taking, examining, diagnosis, treating and managing diseases and conditions in an inpatient or outpatient health facility;
- iii. Sensitizing patients and the clients on the preventive and promotive health;
- iv. Providing clinical outreach and school health services;
- v. Carrying out surgical procedures as per training and skill;
- vi. Guiding and counseling patients and staff on health issues;
- vii. Organizing health management teams and convening health management committee meeting;
- viii. Offering specialized clinical services;
- ix. Collecting data and compiling clinical data;
- x. Any other duty as outlined in the respective Scheme of Service.

For promotion to this position, a candidate must have:-

1. Served in the grade of Registered Clinical Officer 1, for a minimum period of three (3) years;
2. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
3. Certificate of Registration from the Clinical Officers' Council;
4. Certificate in Computer Application skills from recognized institutions;
5. Shown merit and ability as reflected in work performance and results.

REGISTERED CLINICAL OFFICER I - JOB GROUP 'K' – TWENTY (20) POSITIONS - VACANCY No. 01/PROM/2020/22

Basic Salary Scale: Ksh.37,070–Ksh.49,950 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. History taking, examining, diagnosis, treating and managing diseases and conditions in an inpatient or outpatient health facility;
- ii. Sensitizing patients and the clients on the preventive and promotive health;
- iii. Providing clinical outreach and school health services;
- iv. Carrying out surgical procedures as per training and skill;
- v. Guiding and counseling patients and staff on health issues;

- vi. Organizing health management teams and convening health management committee meeting;
- vii. Offering specialized clinical services;
- viii. Collecting data and compiling clinical data;
- ix. Any other duty as outlined in the respective Scheme of Service.

For promotion to this position, a candidate must have:-

1. Served in the grade of Registered Clinical Officer II, for a minimum period of three (3) years;
2. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
3. Certificate of Registration from the Clinical Officers' Council;
4. Certificate in Computer Application skills from recognized institutions;
5. Shown merit and ability as reflected in work performance and results.

OCCUPATIONAL THERAPY:

PRINCIPAL ASSISTANT OCCUPATIONAL THERAPIST - JOB GROUP 'N' - TWO (2) POSITIONS - VACANCY No. 01/PROM/2020/23

Basic Salary Scale: Ksh.55, 150 – Ksh.82, 330 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Assessing, formulating and implementing patients treatment plan;
- ii. Carrying out vocational assessments and recommending appropriate placement;
- iii. Maintaining up-to-date records;
- iv. Keeping information relating to patients/clients;
- v. Preparing occupational therapy health education materials;
- vi. Following up on patients progress;
- vii. Analyzing data for research;
- viii. Inducting students o practical training in occupational therapy services;
- ix. Preparing and compiling periodic reports;
- x. Evaluating occupational therapy activities in the areas of deployment.

For promotion to this position, a candidate must have:-

1. Served in the grade of Chief Assistant Occupational Therapist, for a minimum period of three (3) years;
2. Diploma in Occupational Therapy from a recognized institute;
3. Certificate in Computer Application skills from recognized institutions;
4. Shown merit and ability as reflected in work performance and results;
5. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution.

CHIEF ASSISTANT OCCUPATIONAL THERAPIST - JOB GROUP 'M' - TWO (2) POSITIONS - VACANCY No. 01/PROM/2020/24

Basic Salary Scale: Ksh.47,780 – Ksh.63,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Assessing, formulating and implementing patients treatment plan;
- ii. Carrying out vocational assessments and recommending appropriate placement;
- iii. Maintaining up-to-date records;
- iv. Keeping information relating to patients/clients;
- v. Preparing occupational therapy health education materials;
- vi. Preparing occupational therapy health education materials;
- vii. Promoting health education in the area of disability;
- viii. Following up on patients progress;
- ix. Analyzing data for research;
- x. Inducting students o practical training in occupational therapy services;
- xi. Preparing and compiling periodic reports;

For promotion to this position, a candidate must have:-

1. Served in the grade of Senior Assistant Occupational Therapist, for a minimum period of three (3) years;
2. Diploma in Occupational Therapy from a recognized institute;
3. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
4. Certificate in Computer Application skills from recognized institutions;
5. Shown merit and ability as reflected in work performance and results.

**SENIOR ASSISTANT OCCUPATIONAL THERAPIST - JOB GROUP `L' – FIVE
(5) POSITIONS - VACANCY No. 01/PROM/2020/25**

Basic Salary Scale: Ksh.41,770 – Ksh.57,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Assessing, formulating and implementing patients treatment plan;
- ii. Carrying out vocational assessments and recommending appropriate placement;
- iii. Maintaining up-to-date records;
- iv. Maintaining records and data relating to patients;
- v. Providing health education to patients and care givers;
- vi. Carrying out home environmental assessment;
- vii. Following up on patients progress;
- viii. Collecting and compiling data for research;
- ix. Preparing periodic reports.

For promotion to this position, a candidate must have:-

1. Served in the grade of Assistant Occupational Therapist I, for a minimum period of three (3) years;
2. Diploma in Occupational Therapy from a recognized institute;
3. Certificate in Computer Application skills from recognized institutions;
4. Shown merit and ability as reflected in work performance and results.

**ASSISTANT OCCUPATIONAL THERAPIST I - JOB GROUP `K' – EIGHT (8)
POSITIONS - VACANCY No. 01/PROM/2020/26**

Basic Salary Scale: Ksh.37, 070 – Ksh.49, 950 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Assessing, formulating and implementing patients treatment plan;
- ii. Carrying out Clients functional and special needs education assessments and formulating necessary interventions;
- iii. Maintaining up-to-date records;
- iv. Maintaining records and data relating to patients;

- v. Providing health education to patients and care givers;
- vi. Carrying out home environmental assessment;
- vii. Following up on patients progress;
- viii. Collecting and compiling data for research;
- ix. Preparing periodic reports.

For promotion to this position, a candidate must have:-

1. Served in the grade of Assistant Occupational Therapist II, for a minimum period of three (3) years;
2. Diploma in Occupational Therapy from a recognized institute;
3. Certificate in Computer Application skills from recognized institutions;
4. Shown merit and ability as reflected in work performance and results.

NUTRITION AND DIETETICS:

**PRINCIPAL NUTRITION AND DIETETICS OFFICER - JOB GROUP `N' – TWO
(2) POSITIONS - VACANCY No. 01/PROM/2020/27**

Basic Salary Scale: Ksh.55, 150 – Ksh.82, 330 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Implementing, monitoring and reviewing nutrition intervention programmes ;
- ii. Supervision administration of therapeutic diets;
- iii. Preparing monthly reports for the station or health facility;
- iv. Providing information and creating nutrition awareness in training institutions;
- v. Conducting nutrition and dietetic situation analysis in schools and feeding programmes;
- vi. Implementing appropriate nutrition consultancy support in patient management in health care facilities;
- vii. Supervising provision of parenteral and enteral nutrition; and
- viii. Coaching and mentoring of staff on lower levels.

For promotion to this position, a candidate must have:-

1. Served in the grade of Chief Nutrition and Dietetics Officer for a minimum period of three (3) years;
2. Bachelor's Degree in the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science, Food Science and Nutrition or Home Economics from a Recognized Institution;
3. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND),
4. Certificate in Computer Application skills from recognized institutions;
5. Demonstrated a high degree of professional competence and administrative capability;
6. Certificate in Senior Management lasting not less than four (4) weeks from a recognized institution.

CHIEF NUTRITION AND DIETETICS OFFICER - JOB GROUP 'M' – THREE (3) POSITIONS - VACANCY No. 01/PROM/2020/28

Basic Salary Scale: Ksh.47,780 – Ksh.63,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Providing nutrition services in health care facilities;
- ii. Providing therapeutic nutrition support in disease management in hospital wards and kitchens;
- iii. Managing inpatient feeding programmes;
- iv. Initiating nutrition projects;
- v. Providing nutrition services in tuberculosis, diabetes and renal clinics;
- vi. Conducting nutrition data audits in the facility;
- vii. Planning and formulating therapeutic diets for outpatient and inpatients;
- viii. Providing specifications for the procurement of nutrition equipment;
- ix. Facilitating nutrition health and inter- sectoral teams;
- x. Assessing and implementing and reviewing nutrition health programmes in health care facilities.
- xi. Providing nutrition services in programmes

For promotion to this position, a candidate must have:-

1. Served in the grade of Senior Nutrition and Dietetics Officer for a minimum period of three (3) years;

2. Bachelor's Degree in the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science, Food Science and Nutrition or Home Economics from a Recognized Institution;
3. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND),
4. Certificate in Computer Application skills from recognized institutions;
5. Demonstrated a high degree of professional competence and administrative capability.

SENIOR NUTRITION AND DIETETICS TECHNOLOGIST - JOB GROUP 'L' – FIVE (5) POSITIONS - VACANCY No. 01/PROM/2020/29

Basic Salary Scale: Ksh.41,770 – Ksh.57,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Providing nutrition services in health care facilities;
- ii. Providing therapeutic nutrition support in disease management in hospital wards and kitchens;
- iii. Providing nutrition for the pre term babies;
- iv. Supervising implementation of baby friendly hospital initiatives;
- v. Supervising implementation of therapeutic feeds;
- vi. Conducting nutrition assessment;
- vii. Undertaking ward rounds and supervising administration of inpatient feeding;
- viii. Counseling patients with specific nutritional needs;
- ix. Conducting nutrition health education and demonstrations;
- x. Assessing and reviewing nutrition of referral cases;
- xi. Preparing hospital menus and patient feeding protocol;
- xii. Implementing nutritional projects;
- xiii. Analyzing nutritional data; and
- xiv. Any other duty as outlined in the specified schemes of service.

For promotion to this position, a candidate must have:-

1. Served in the grade of Nutrition and Dietetics Technologist I for a minimum period of three (3) years;

2. Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a Recognized Institution;
3. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND),
4. Certificate in Computer Application skills from recognized institutions;
5. Demonstrated a high degree of professional competence and administrative capability.

**NUTRITION AND DIETETICS TECHNOLOGIST I - JOB GROUP `K' - THREE
(3) POSITIONS - VACANCY No. 01/PROM/2020/30**

Basic Salary Scale: Ksh.37, 070 – Ksh.49, 950 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Providing nutrition services in health care facilities;
- ii. Providing therapeutic nutrition support in disease management in hospital wards and kitchens;
- iii. Providing nutrition for the pre-term babies;
- iv. Supervising implementation of baby friendly hospital initiatives;
- v. Supervising implementation of therapeutic feeds;
- vi. Conducting nutrition assessment;
- vii. Undertaking ward rounds and supervising administration of inpatient feeding;
- viii. Counseling patients with specific nutritional needs;
- ix. Conducting nutrition health education and demonstrations;
- x. Assessing and reviewing nutrition of referral cases;
- xi. Preparing hospital menus and patient feeding protocol;
- xii. Implementing nutritional projects;
- xiii. Preparing monthly nutrition reports in health care facilities; and
- xiv. Any other duty as outlined in the specified schemes of service.

For promotion to this position, a candidate must have:-

1. Served in the grade of Nutrition and Dietetics Technologist II for a minimum period of three (3) years;
2. Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a Recognized Institution;

3. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND),
4. Certificate in Computer Application skills from recognized institutions;
5. Demonstrated a high degree of professional competence and administrative capability.

RADIOGRAPHY SERVICES:

**PRINCIPAL RADIOGRAPHER - JOB GROUP `N' – TWO (2) POSITIONS -
VACANCY No. 01/PROM/2020/31**

Basic Salary Scale: Ksh.55, 150 – Ksh.82, 330 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Provision of Medical imaging at a provincial or a busy District Hospital;
- ii. Ensuring safety and maintenance of medical imaging equipments in the station;
- iii. Implementing quality assurance programmes;
- iv. Establishing and maintaining radiation safety standards in the hospitals;
- v. Initiating procurement and safe storage of medical Imaging Supplies;
- vi. Organizing training programmes for staff and/or students on attachment in the department.

For promotion to this position, a candidate must have:-

1. Served in the grade of Chief Radiographer or in a comparable position in the public service for a minimum period of three (3) years;
2. Demonstrated a high degree of professional competence to initiate in work performance and results;
3. Certificate in Senior Management Course lasting not less than Four (4) weeks from a recognized institution will be an added advantage.

**CHIEF RADIOGRAPHER - JOB GROUP `M' – TWO (2) POSITIONS -
VACANCY No. 01/PROM/2020/32**

Basic Salary Scale: Ksh.47,780 – Ksh.63,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Implementing policies and regulations on Medical Imaging in the Hospital;
- ii. Ensuring safety and maintenance of medical imaging equipments in the station;
- iii. Establishing and coordinating procurement;
- iv. Ensuring safe custody of radiographic and photographic supplies in the department and supervising junior staff/or students on attachment in the department.

For promotion to this position, a candidate must have:-

1. Served in the grade of Senior Radiographer or in a comparable position in the public service for a minimum period of three (3) years;
2. Demonstrated a high degree of professional competence to initiate in work performance and results;
3. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution will be an added advantage.

**SENIOR RADIOGRAPHER - JOB GROUP `L' - THREE (3) POSITIONS -
VACANCY No. 01/PROM/2020/33**

Basic Salary Scale: Ksh.41,770 – Ksh.57,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Implementing policies and regulations on Medical Imaging in the Hospital;
- ii. Ensuring safety and maintenance of medical imaging equipments in the station;
- iii. Establishing and coordinating procurement;
- iv. Ensuring safe custody of radiographic and photographic supplies in the department and supervising junior staff//or students on attachment in the department

For promotion to this position, a candidate must have:-

1. Served in the grade of Radiographer I or in a comparable position in the public service for a minimum period of three (3) years;

2. Demonstrated a high degree of technical competence and administrative capabilities in organizing radiographic services.

**RADIOGRAPHER I - JOB GROUP `K' - THREE (3) POSITIONS - VACANCY
No. 01/PROM/2020/34**

Basic Salary Scale: Ksh.37, 070 – Ksh.49, 950 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Provision of Medical imaging at a provincial or a busy District Hospital;
- ii. Processing , processing, verifying and maintaining information related to patients;
- iii. Providing care and counseling patients and their relatives before, during and after examination;
- iv. Safeguarding and providing basic maintenance and safety of medical equipments in the hospital;
- v. Establishing and maintenance quality assurance programmes in the department;
- vi. Coordinating procurement and ensuring safe custody of radiographic and photographic supplies in the department; and
- vii. Preparing reports on radiographic activities.

For promotion to this position, a candidate must have:-

1. Served in the grade of Radiographer II or in a comparable position in the public service for a minimum period of three (3) years;
2. Shown Merit and ability as reflected in work performance and results.

HEALTH RECORDS INFORMATION MANAGEMENT:

**ASSISTANT DIRECTOR, HEALTH RECORDS AND INFORMATION
MANAGEMENT SERVICES - JOB GROUP `P' - ONE (1) POSITION - VACANCY
No. 01/PROM/2020/35**

Basic Salary Scale: Ksh.85, 110-119,730 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Implementing health records and information policies and procedures ;
- ii. Implementing medical legal rules and regulations;
- iii. Providing and disseminating policy guidelines/ procedures that affect the health record and information services;
- iv. Initiating policy issues and procedures;
- v. Designing health records and evaluation tools;
- vi. Organizing field supervision;
- vii. Formulating ,monitoring and providing frameworks;
- viii. Measuring performance of health records indicators;
- ix. Providing guidelines on disclosure confidentiality ,safety, security and exchange of health records and information;
- x. Coding diseases and surgical procedures according to the international classification of diseases and procedure medicine;
- xi. Indexing diseases and surgical procedures;
- xii. Coordinating and implementing train programs; and
- xiii. Instructing/lecturing on health records and information in medical train institutions.

For promotion to this position, a candidate must have:-

1. Served in the grade of Principle Health Records Information Management for a minimum period of three (3) years;
2. Bachelor Degree in Health Record Information Management from a recognized institution,
3. Master's Degree in any of the following disciplines: Health Record Information Management, Health Systems Management, Public Health, Health Economics, Health Monitoring and Evaluation, Epidemiology, Information Technology, Information Science, Biostatistics or Computer Science or its equivalent qualification from a recognized institution,
4. Certificate in computer application skills from a recognized institution;
5. Demonstrated outstanding administrative capabilities in work performance and results.
6. Certificate in senior management Course lasting not less than four (4) weeks from a recognized institution will be an added advantage.

**PRINCIPAL HEALTH RECORDS AND INFORMATION MANAGEMENT
OFFICER - JOB GROUP `N` – THREE (3) POSITIONS - VACANCY No.
01/PROM/2020/36**

Basic Salary Scale: Ksh.55, 150 – Ksh.82, 330 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Implementing health records and information policies and procedures ;
- ii. Providing advice and disclosure, confidentiality, security and exchange of health records and information;
- iii. Security and exchange of health records and information;
- iv. Analyzing health data;
- v. Carrying health records and information;
- vi. Carrying out health records and information system review;
- vii. Designing medical and surgical indices;
- viii. Developing medical and surgical indices;
- ix. Developing health data quality audit tools;
- x. Designing monitoring and evaluation tools;
- xi. Disseminating health information;
- xii. Maintaining record safety and confidentiality;
- xiii. Maintaining diagnostic and surgical indices;
- xiv. Maintaining master index;
- xv. Coding diseases and surgical procedures according to international classification of diseases and procedures in medicine;

For promotion to this position, a candidate must have:-

1. Served in the grade of Chief Health Records Information Management Officer for a minimum period of three (3) years;
2. Bachelors Degree in Health Records and Information Management from a recognized institution;
3. Certificate in computer application skills from a recognized institution;
4. Shown merit and ability as reflected in work performance and results;
5. Certificate in Senior management Course lasting not less than four (4) weeks from a recognized institution will be added advantage.

**CHIEF HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER -
JOB GROUP `M` – THREE (3) POSITIONS - VACANCY No.
01/PROM/2020/37**

Basic Salary Scale: Ksh.47,780 – Ksh.63,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Implementing health records and information policies and procedures ;
- ii. Providing advice and disclosure, confidentiality, security and exchange of health records and information;
- iii. Security and exchange of health records and information;
- iv. Analyzing health data;
- v. Carrying health records and information;
- vi. Carrying out health records and information system review;
- vii. Designing medical and surgical indices;
- viii. Developing medical and surgical indices;
- ix. Developing health data quality audit tools;
- x. Designing monitoring and evaluation tools;
- xi. Disseminating health information;
- xii. Maintaining record safety and confidentiality;
- xiii. Maintaining diagnostic and surgical indices;
- xiv. Maintaining master index;
- xv. Coding diseases and surgical procedures according to international classification of diseases and procedures in medicine;

For promotion to this position, a candidate must have:-

1. Served in the grade of Assistant Senior Health Records and Information Management officer for a minimum period of three (3) years;
2. Degree in Health Records and Information Technology from a recognized institution;
3. Certificate in computer application skills from a recognized institution;
4. Demonstrated merit and ability as reflected in work performance and results.

**SENIOR ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT
OFFICER - JOB GROUP `L` – FIVE (5) POSITIONS - VACANCY No.
01/PROM/2020/38**

Basic Salary Scale: Ksh.41, 770 – Ksh.57,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Implementing health records and information policies and guidelines ;
- ii. Providing advice and disclosure, confidentiality, security and exchange of health records and information;
- iii. Capturing data from service points;
- iv. Balancing daily bed returns;
- v. Carrying health records and information;
- vi. Carrying out health records and information system review;
- vii. Designing medical and surgical indices;
- viii. Developing medical and surgical indices;
- ix. Developing health data quality audit tools;
- x. Designing monitoring and evaluation tools;
- xi. Disseminating health information;
- xii. Maintaining record safety and confidentiality;
- xiii. Maintaining diagnostic and surgical indices;
- xiv. Maintaining master index;
- xv. Coding diseases and surgical procedures according to international classification of diseases and procedures in medicine;

For promotion to this position, a candidate must have:-

1. Served in the grade of Assistant Health Records and Information Management officer I for a minimum period of three (3) years;
2. Diploma in Health Records and Information Technology from a recognized institution;
3. Certificate in computer application skills from a recognized institution;
4. Demonstrated merit and ability as reflected in work performance and results.

PUBLIC HEALTH:

**SENIOR ASSISTANT DIRECTOR, PUBLIC HEALTH - JOB GROUP `Q' ONE (1)
POSITION - VACANCY No. 01/PROM/2020/39**

Basic Salary Scale: Ksh.98, 000-132,000 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Monitoring and evaluating the implementation of statutory provisions and other relevant legislations on public health;
- ii. Implementing public health policies, guidelines, standards and procedures and programmes;
- iii. Monitoring the implementation of public health projects and programmes;
- iv. Monitoring the implementation of public health projects and programmes;
- v. Overseeing reinforcement of international health regulations and rules;
- vi. Preparing proposals for resource mobilization;
- vii. Coordinating the development of modern information communication technology in the department;
- viii. Overseeing the development of strategic/work plans, performance contract in the department; and
- ix. Coaching and mentoring of staff.

For promotion to this position, a candidate must have:-

1. Served in the grade of Assistant Director, Public Health for at least three (3) years;
2. Post Graduate in any of the following disciplines: Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognized institution;

OR

Bachelor's degree in either environmental Health or Public Health or equivalent from a recognized institution;

3. Masters Degree in any of the following: Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution;
4. Certificate in Computer Application skills from recognized institutions;

5. Demonstrated a high degree of professional competence and administrative capability;
6. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.

**ASSISTANT DIRECTOR, PUBLIC HEALTH - JOB GROUP `P` – TWO (2)
POSITIONS - VACANCY No. 01/PROM/2020/40**

Basic Salary Scale: Ksh.85, 110-119,730 p.m. Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Monitoring and evaluating the implementation of statutory provisions and other relevant legislations on public health;
- ii. Setting standard and guidelines in the provision of public health services;
- iii. Monitoring the implementation of public service programmes and projects;
- iv. Enforcing international health regulations and rules;
- v. Carrying research on public health needs;
- vi. Monitoring the development and the management of public and private mortuaries; cemeteries and crematoria;
- vii. Preparing for proposals for resource mobilization;
- viii. Organizing forums with relevant partners and agencies in the support of public health programmes and projects;
- ix. Planning and budgeting for the departmental resources;
- x. Integrating modern information communication technology in the department;
- xi. Developing strategic work plans;
- xii. Performance targets and contracts in the department; and
- xiii. Coaching and mentoring staff.

For promotion to this position, a candidate must have:-

1. Served in the grade of Principle, Public Health or principle Public Health officer for at least three (3) years;
2. Post Graduate in any of the following disciplines: Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognized institution;

OR

Bachelor's degree in either environmental Health or Public Health or equivalent from a recognized institution;

3. Masters Degree in any of the following: Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution;
4. Certificate in Computer Application skills from recognized institutions;
5. Demonstrated professional competence and ability as reflected in work performance and results;
6. Certificate in senior Management lasting not less than four (4) weeks from a recognized institution will be an added advantage.

**PRINCIPLE PUBLIC HEALTH OFFICER - JOB GROUP 'N' – FIVE (5)
POSITIONS - VACANCY No. 01/PROM/2020/41**

Basic Salary Scale: Ksh.55, 150 – Ksh.82, 330 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Monitoring and evaluating environmental health risks;
- ii. Implementing promoting and preventive health programmes;
- iii. Monitoring and evaluating compliance to urban and rural sanitation standards in dwellings, commercial premises and work places;
- iv. Monitoring and evaluating the management of solid/liquid and other hazardous wastes;
- v. Promoting hygiene and education including school health education;
- vi. Implementing international health regulations and the rules at the ports, air ports, frontiers and border posts;
- vii. Educating the public on health and safety at work place;
- viii. Carrying out surveillance on environmental health pollutants and advising on prevention and control of diseases incidences and outbreaks;
- ix. Liaising with other stakeholders in carrying out disaster preparedness and response;
- x. Compiling research reports on public health'

- xi. Compiling Research reports on public health;
- xii. Compiling and analyzing public health data and reports; and
- xiii. Promoting modern information and communication technology in the provision of public health services.

For promotion to this position, a candidate must have:-

1. Served in the grade of Chief Public Health officer or principle Public Health officer for a minimum period of three (3) years;
2. Bachelor's degree in either environmental Health or Public Health or equivalent from a recognized institution;
3. Certificate in competence the Association of Public Health officers;
4. Certificate in Computer Application skills from recognized institutions;
5. Demonstrated professional competence and ability as reflected in work performance and results;
6. Certificate in senior Management lasting not less than four (4) weeks from a recognized institution will be an added advantage.

**CHIEF PUBLIC HEALTH OFFICER - JOB GROUP 'M' – FIVE (5) POSITIONS -
VACANCY No. 01/PROM/2020/42**

Basic Salary Scale: Ksh.47,780 – Ksh.63,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Implementing promoting and preventive health programmes;
- ii. Monitoring and evaluating compliance to urban and rural sanitation standards in dwellings, commercial premises and work places;
- iii. Monitoring and evaluating the management of solid/liquid and other hazardous wastes;
- iv. Promoting hygiene and education including school health education;
- v. Implementing international health regulations and the rules at the ports, air ports, frontiers and border posts;
- vi. Educating the public on health and safety at work place;
- vii. Carrying out surveillance on environmental health pollutants and advising on prevention and control of diseases incidences and outbreaks;

- viii. Liaising with other stakeholders in carrying out disaster preparedness and response;
- ix. Compiling research reports on public health'
- x. Compiling Research reports on public health;
- xi. Compiling and analyzing public health data and reports; and
- xii. Promoting modern information and communication technology in the provision of public health services.

For promotion to this position, a candidate must have:-

1. Served in the grade of Senior Public Health officer for a minimum period of three (3) years;
2. Bachelor's degree in either Environmental Health or Public Health or equivalent from a recognized institution;
3. Certificate in competence the Association of Public Health officers;
4. Certificate in Computer Application skills from recognized institutions;
5. Demonstrated professional competence and ability as reflected in work performance and results.

SENIOR ASSISTANT PUBLIC HEALTH OFFICER - JOB GROUP `L' FIVE - (5) POSITIONS - VACANCY No. 01/PROM/2020/43

Basic Salary Scale: Ksh.41, 770 – Ksh.57,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Identifying environmental health issues at community level;
- ii. Assessing health needs of the community;
- iii. Coordinating sanitation and hygiene programmes in the community;
- iv. Sensitizing the community on food and water safety measures;
- v. Conducting Training for the public health trainees, Community own Resource persons (CORPS), Community Based Health workers on public health issues;
- vi. Implementing environmental health programmes in the community;
- vii. Initiating and implementing Community Based Health Care Programmes;
- viii. Implementing integrated mosquito control and other public health strategies;

- ix. Following up on proper collection and disposal of solid waste in markets and other dwelling premises in owns;
- x. Carrying out disease surveillance, prevention and control; and
- xi. Coordinating immunization programmes.

For promotion to this position, a candidate must have:-

1. Served in the grade of Assistant Public Health officer I for a minimum period of three (3) years;
2. Diploma in either environmental Health Science or Public Health Inspection from a recognized institution;
3. Certificate in Computer Application skills from recognized institutions;
4. Demonstrated merit and ability as reflected in work performance and results.

MEDICAL LABORATORY SERVICES:

**SENIOR PRINCIPAL LABORATORY TECHNOLOGIST - JOB GROUP `P – TWO
(2) POSITIONS - VACANCY No. 01/PROM/2020/44**

Basic Salary Scale: Ksh.85110 – Ksh.119,730 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Coordinating provision of laboratory services in a number of units/sections/districts
- ii. Preparing implementing work plans and programs
- iii. Ensuring submission of samples to reference and corroborating research institutes
- iv. Revising and approving laboratory manuals and quality specifications and standards
- v. Coordinating safe laboratory waste disposal
- vi. Overseeing proficiency testing
- vii. Managing laboratory supplies
- viii. Facilitating technical evaluation for laboratory supplies and equipment
- ix. Providing technical advice on biosecurity matters
- x. Ensuring adherence to good laboratory practice
- xi. Implementing and maintaining laboratory operations standards (ISO 17025)

- xii. Liaising and collaborating with regional and international reference laboratories and research institutions for exchange of laboratory finds; and
- xiii. Mentoring and training.

For promotion to this position, a candidate must have:-

1. Served in the grade of Principal Laboratory Technologist for a minimum period of three (3) years;
2. Diploma in any of the following fields:-Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Biotechnology, Micro Biology, Parasitology, Haematology, Histology and Cytology, Building/Construction/ Civil Engineering and Earth Sciences from a recognized institution;
3. Higher Diploma in any of the following fields:-Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Environmental Chemistry, Food Science and Technology, Medical Laboratory Technology, Biotechnology, Micro Biology, Parasitology, Haematology, Histology and Cytology, Building/Construction/ Civil Engineering and Earth Sciences from a recognized institution;
4. Certificate in Computer Application skills from recognized institutions;
5. Shown outstanding managerial capabilities and demonstrated high degree of professional competence required in managing laboratory services;
6. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution will be an added advantage.

**PRINCIPAL LABORATORY TECHNOLOGIST - JOB GROUP 'N' FOUR (4)
POSITIONS - VACANCY No. 01/PROM/2020/45**

Basic Salary Scale: Ksh.55, 150 – Ksh.82, 330 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Coordinating provision of laboratory services in a number of units/sections
- ii. Preparing work plans and programs for laboratory activities
- iii. Submitting samples to reference laboratories and institutes for further analysis
- iv. Preparing laboratory manuals and quality specifications
- v. Supervising safe laboratory waste disposal

- vi. Carrying out efficacy tests
- vii. Initiating requisition proposals and undertaking technical evaluation for laboratory supplies/equipment and
- viii. Formulating technical laboratory standards

For promotion to this position, a candidate must have:-

1. Served in the grade of Chief Laboratory Technologist for a minimum period of three (3) years;
2. Diploma in any of the following fields:-Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Biotechnology, Micro Biology, Parasitological, Hematology, Histology and Cytology, Building/Construction/ Civil Engineering and Earth Sciences from a recognized institution;
3. Certificate in Computer Application skills from recognized institutions;
4. Shown outstanding managerial capabilities and demonstrated high degree of professional competence required in managing laboratory services;
5. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution will be an added advantage.

**CHIEF LABORATORY TECHNOLOGIST - JOB GROUP 'M' - FOUR (4)
POSITIONS - VACANCY No. 01/PROM/2020/46**

Basic Salary Scale: Ksh.47,780 – Ksh.63,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Profiling DNA/RNA
- ii. Organizing filed investigations, preparing standard operation procedures for the laboratory equipment/instruments
- iii. Preparing technical reports and certificates of analysis and work plans
- iv. Training stakeholders on sampling methods, performing proficiency testing and quality monitoring/surveillance
- v. Maintain analytical data base
- vi. Laboratory stores, records and equipment
- vii. Undertaking technical evaluation of laboratory equipment/chemicals and
- viii. Formulating laboratory technical standards

For promotion to this position, a candidate must have:-

1. Served in the grade of Senior Laboratory Technologist for a minimum period of three (3) years;
2. Diploma in any of the following fields:-Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Biotechnology, Micro Biology, Parasitology, Haematology, Histology and Cytology, Building/Construction/ Civil Engineering and Earth Sciences from a recognized institution;
3. Certificate in Supervisory skills Course lasting not less than two (2) weeks from a recognized institution;
4. Certificate in Computer Application skills from recognized institutions;
5. Shown outstanding managerial capabilities and demonstrated high degree of professional competence required in managing laboratory services.

**SENIOR MEDICAL LABORATORY TECHNOLOGIST - JOB GROUP `L' – EIGHT
(8) POSITIONS - VACANCY No. 01/PROM/2020/47**

Basic Salary Scale: Ksh.41, 770 – Ksh.57,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Collecting, receiving and analyzing samples
- ii. Preparing laboratory reagents
- iii. Maintain laboratory equipment/instruments;
- iv. Preparing technical reports and certificates of analysis
- v. Extracting, isolating, identifying and quantifying genetic material for DNA profiling
- vi. Performing proficiency testing and quality monitoring/surveillance,
- vii. maintain analytical data base
- viii. laboratory stores, records and equipment
- ix. undertaking technical evaluation of laboratory equipment and chemicals

For promotion to this position, a candidate must have:-

1. Served in the grade of Laboratory Technologist I for a minimum period of three (3) years;
2. Diploma in any of the following fields:-Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Biotechnology, Micro Biology, Parasitology,

Haematology, Histology and Cytology, Building/Construction/ Civil Engineering and Earth Sciences from a recognized institution;

3. Certificate in Computer Application skills from recognized institutions;
4. Shown outstanding managerial capabilities and demonstrated high degree of professional competence required in managing laboratory services.

SENIOR MEDICAL LABORATORY TECHNOLOGIST I - JOB GROUP `K' – EIGHT (8) POSITION - VACANCY No. 01/PROM/2020/48

Basic Salary Scale: Ksh.37,070 – Ksh.49,950 p.m.

Allowances as per the SRC circulars attached to the position

Duties and responsibilities

- i. Sampling, receiving and analyzing samples
- ii. Preparing laboratory reagents
- iii. Maintaining laboratory equipment/instruments
- iv. Preparing technical analysis reports and
- v. Certificate
- vi. Extracting, isolating, identifying and quantifying drugs
- vii. Identifying and quantifying genetic material for DNA profiling
- viii. Cross matching and paternity testing
- ix. Formulating technical laboratory standards and training of laboratory technicians.

For promotion to this position, a candidate must have:-

1. Served in the grade of Laboratory Technologist II for a minimum period of three (3) years;
2. Diploma in any of the following fields:-Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, Medical Laboratory Technology, Biotechnology, Micro Biology, Parasitology, Haematology, Histology and Cytology, Building/Construction/ Civil Engineering and Earth Sciences from a recognized institution;
3. Certificate in Computer Application skills from recognized institutions;
4. Shown outstanding managerial capabilities and demonstrated high degree of professional competence required in managing laboratory services.

**MEDICAL LABORATORY TECHNOLOGIST I - JOB GROUP `K' - TWO (2)
POSITIONS - VACANCY No. 01/PROM/2020/49**

Basic Salary Scale: Ksh.37,070 – Ksh.49,950 p.m.

Allowances as per the SRC circulars attached to the position

Duties and Responsibilities

- i. Collecting, receiving and analyzing complex samples
- ii. Preparing of laboratory reagents
- iii. Carrying out chemical analysis on food, water, beverages, drugs and waste waters
- iv. Preparing and standardizing laboratory procedures and
- v. Disposing laboratory waste

For promotion to this position, a candidate must have:-

1. Served in the grade of Laboratory Technologist II for a minimum period of three (3) years;
 - a. Diploma in any of the following fields:-Applied Science, Food Science and Technology, Medical Laboratory Technology, Building/civil engineerin, Earth or Sciences Biotechnology from a recognized institution;

OR

- Occupational /Proficiency Test Certificate Grade III/II/I in civil Engineering for Geological Laboratories from a recognized institution;
2. Certificate in Computer Application skills from recognized institutions;
 3. Shown merit and ability as reflected in work performance.

**SENIOR MEDICAL LABORATORY TECHNICIAN - JOB GROUP `K' – TWO (2)
POSITIONS - VACANCY No. 01/PROM/2020/50**

Basic Salary Scale: Ksh.37,070 – Ksh.49,950 p.m.

Allowances as per the SRC circulars attached to the position

Duties and Responsibilities

- vi. Collecting, receiving and analyzing complex samples
- vii. Preparing of laboratory reagents

- viii. Carrying out chemical analysis on food, water, beverages, drugs and waste waters
- ix. Preparing and standardizing laboratory procedures and
- x. Disposing laboratory waste

For promotion to this position, a candidate must have:-

1. Served in the grade of Laboratory Technician I for a minimum period of three (3) years;
 - a. Certificate in any of the following fields:-Laboratory Science, Laboratory Technology, or Medical laboratory Technology from recognized institutions;

OR

Occupational /Proficiency Test Certificate Grade III/II/I IN CIVIL Engineering for Geological Laboratories from a recognized institution;

2. Certificate in Computer Application skills from recognized institutions;
3. Shown merit and ability as reflected in work performance.

ADMINISTRATIVE OFFICER:

SENIOR DEPUTY CHIEF HEALTH ADMINISTRATIVE OFFICER -

JOB GROUP `P` - ONE (1) POSITION - VACANCY No. 01/PROM/2020/51

Basic Salary Scale: Ksh.85, 110-119,730 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Will deputize the Chief Health Administrative Officer and will be deployed at the Ministry headquarters
- ii. Formulation, implementation, co-ordination and evaluation of health administration policies, services and programs
- iii. Coordinating major health administration functions and
- iv. Ensuring timely completion of tasks, and supervision, deployment, training and development of the Health Administrative staff,

For promotion to this position, a candidate must have:-

1. Served in the grade of Deputy Chief Health Administrative Officer or in a comparable position for a minimum period of three (3) years;

2. Bachelors degree in any of the following fields: Health Management, Hospital Administration, Health Planning, Public Health, Health Economics and Business Administration or its equivalent qualification from a recognized institution,
3. Certificate in Computer Application skills from recognized institutions;
4. Demonstrated a high degree of professional competence and administrative ability in the management of health services in a large health institution;
5. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.

**DEPUTY CHIEF HEALTH ADMINISTRATIVE OFFICER - JOB GROUP `N` –
TWO (2) POSITIONS - VACANCY No. 01/PROM/2020/52**

Basic Salary Scale: Ksh.55, 150 – Ksh.82, 330 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. In charge of health administrative services in a Provincial Medical Officer or a busy Provincial General Hospital, which may have referral status or teaching subsidiary;
- ii. Ensuring efficient and effective management of health support services;
- iii. promoting the welfare of patients and staff and ensuring their security;
- iv. Liaising with other professional and technical departmental heads in order to improve the overall management and delivery of health care services; and
- v. Promoting discipline and professionalism among the health administrative personnel.

For promotion to this position, a candidate must have:-

1. Served in the grade of Assistant Chief Health Administrative Officer or in a comparable position for a minimum period of three (3) years;
2. Certificate in Computer Application skills from recognized institutions;
3. Demonstrated a high degree of professional competence and administrative ability in the management of health services in a large health institution;
4. Certificate in Senior Management Course lasting for not less than four (4) weeks from a recognized institution will be an added advantage.

**ASSISTANT CHIEF HEALTH ADMINISTRATIVE OFFICER - JOB GROUP `M` –
FIVE (5) POSITIONS - VACANCY No. 01/PROM/2020/53**

Basic Salary Scale: Ksh.47,780 – Ksh.63,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. In charge of health administrative services in a Provincial General Hospital;
- ii. Ensuring efficient and effective management of health support services;
- iii. Promoting the welfare of patients and staff and ensuring their security;
- iv. Liaising with other professional and technical departmental heads in order to improve overall management; and
- v. Delivery of health care services;
- vi.** Promoting discipline and professionalism among the health administrative personnel.

For promotion to this position, a candidate must have:-

1. Served in the grade of Senior Health Administrative Officer or in a comparable position for a minimum period of three (3) years;
2. Certificate in Computer Application skills from recognized institutions;
3. Demonstrated a high degree of professional competence and administrative ability in the management of health services in a large health institution.

SENIOR HEALTH ADMINISTRATIVE OFFICER - JOB GROUP 'L' - TWO (2) POSITIONS - VACANCY No. 01/PROM/2020/54

Basic Salary Scale: Ksh.41, 770 – Ksh.57,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Management of all administrative services in a busy Sub County Hospital or Provincial General Hospital ;
- ii. Coordination of all support services;
- iii. Ensuring timely completion of the hospital reports, budgets and estimates;
- iv. Coordination of all hospital administrative functions in a Sub County or Provincial General Hospital;
- v. Supervision and development of staff

For promotion to this position, a candidate must have:-

1. Served in the grade of Health Administrative Officer I or in a comparable position for a minimum period of three (3) years;

2. A Six (6) months certificate Course In either Health Management/ Administration/ Management from a recognized institution;
 3. Certificate in Computer Application skills from recognized institutions;
- Shown merit and ability as reflected in work performance and results.

**HEALTH ADMINISTRATIVE OFFICER - JOB GROUP `K' - TWO (2)
POSITIONS - VACANCY No. 01/PROM/2020/55**

Basic Salary Scale: Ksh.37,070 – Ksh.49,950 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Overseeing procurement;
- ii. Provision and maintenance of facilities;
- iii. Preparation of budgets and sound management of budgetary allocations;
- iv. Revenue collection;
- v. Overseeing welfare of staff and patients and ensuring their security; and
- vi. General upkeep of the hospital

For promotion to this position, a candidate must have:-

1. Served in the grade of Health Administrative Officer II or in a comparable position for a minimum period of three (3) years;
2. Certificate in Computer Application skills from recognized institutions;
3. Shown merit and ability as reflected in work performance and results.

MEDICAL SOCIAL WORKERS:

**ASSISTANT PRINCIPAL MEDICAL SOCIAL WORKER - JOB GROUP `N' - ONE
(1) POSITION - VACANCY No. 01/PROM/2020/56**

Basic Salary Scale: Ksh.55, 150 – Ksh.82, 330 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Responsible for the efficient management and administration of medical social work in the province;
- ii. Implement government policies in on the rehabilitation of patients and coordinating policy on psychosocial programmes in hospitals and communities within the province/medical institution.

For promotion to this position, a candidate must have:-

1. Served in the grade of Chief Medical Social Worker or in a comparable position in the public service for a minimum period of three (3) years;
2. Be conversant with the Public Health Act, Mental Health Act, and Cap. 248 and other Health related Acts;
3. Have demonstrated proven competence, ability and initiative in work performance and results.

In addition to the above requirement, an officer must have the following key competences;-

- I. Integrity and commitment;
- II. Creativity, innovativeness, technical problem solving and resource management, administrative and supervisory skills;
- III. Good organization and supervisory skills; and
- IV. Personal responsibility- the willingness to accept responsibility for own actions and outcomes.

**CHIEF MEDICAL SOCIAL WORKER - JOB GROUP 'M' – ONE (1) POSITION -
VACANCY No. 01/PROM/2020/57**

Basic Salary Scale: Ksh.47,780 – Ksh.63,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Coordinate all social all medical social work activities in the institution;
- ii. Advising medical officers on all aspects of medical social work programmes;
- iii. General administration and execution of medical social work services;
- iv. Identifying and designing solutions and programme for major social problems at the district level/ medical institution.

For promotion to this position, a candidate must have:-

1. Served in the grade of Senior Medical Social Worker or in a comparable position in the public service for a minimum period of three (3) years;
2. Be conversant with the Public Health Act, Mental Health Act, and Cap. 248 and other Health related Acts;

3. Have demonstrated proven competence, ability and initiative in work performance and results;
4. Certificate in Senior Management Course lasting for not less than four (4) weeks from a recognized institution will be an added advantage.

In addition to the above requirement, an officer must have the following key competences;-

- I. Interpersonal skills including being a team player;
- II. Integrity and commitment to producing results;
- III. Positive working attitude and ability to give and take instructions

PHYSIOTHERAPY:

**PRINCIPAL PHYSIOTHERAPIST - JOB GROUP `N' - TWO (2) POSITIONS -
VACANCY No. 01/PROM/2020/58**

Basic Salary Scale: Ksh.55, 150 – Ksh.82, 330 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Assessing and evaluating patients with neuro-musculo skeletal and cardial respiratory problems and designing appropriate therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patient/client formulated treatment plan at an inpatient and outpatient unit/ward/health institution;
- ii. Monitoring patients outcomes on physiotherapy treatment ;
- iii. Carrying out physical disability assessment for categorization;
- iv. Registration and other support;
- v. Providing health promotion and education to patients /clients on neuro musculoskeletal disorders and health living;
- vi. Training, counseling, guiding and supervising students on clinical attachment and internship and participate in curriculum development and review;
- vii. Analyzing research results from various neuro-musculoskeletal and cardio respiratory articles for use in treatment of physiotherapy patients/clients.
- viii. Performing specialized physiotherapy techniques.

For promotion to this position, a candidate must have:-

1. Served in the grade of Chief Physiotherapist Services for a minimum period of three (3) years;
2. Bachelor's degree in Physiotherapy from a recognized institution;
3. Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
4. Current Certificate of Practice from Physiotherapy Council of Kenya (PCK)
5. Certificate in Computer Application skills from recognized institutions;
6. Shown merit and ability as reflected in work performance and results;
7. Certificate in Senior Management lasting not less than four (4) weeks from a recognized institution will be an added advantage.

**CHIEF PHYSIOTHERAPIST SERVICES - JOB GROUP 'M' TWO (2) POSITIONS
- VACANCY No. 01/PROM/2020/59**

Basic Salary Scale: Ksh.47,780 – Ksh.63,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Assessing and evaluating patients with neuro-musculoskeletal and cardiac respiratory problems and designing appropriate therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patient/client formulated treatment plan at an inpatient and outpatient unit/ward/health institution;
- ii. Monitoring patients outcomes on physiotherapy treatment ;
- iii. Carrying out physical disability assessment for categorization;
- iv. Registration and other support;
- v. Providing health promotion and education to patients /clients on neuro musculoskeletal disorders and health living;
- vi. Training, counseling, guiding and supervising students on clinical attachment and internship and participate in curriculum development and review;
- vii. Verifying and maintaining information, records progress reports relating to patients;
- viii. Ensuring availability of physiotherapy supplies and equipments and keeping and maintaining inventory;
- ix. Analyzing data for research and preparing periodic reports.

For promotion to this position, a candidate must have:-

1. Served in the grade of Senior Therapist Physiotherapist Services for a minimum period of three (3) years;
2. Bachelor's degree in Physiotherapy from a recognized institution;
3. Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
4. Current Certificate of Practice from Physiotherapy Council of Kenya (PCK)
5. Certificate in Computer Application skills from recognized institutions;
6. Shown merit and ability as reflected in work performance and results.

**SENIOR ASSISTANT PHYSIOTHERAPIST - JOB GROUP 'L' FOUR (4)
POSITIONS - VACANCY No. 01/PROM/2020/60**

Basic Salary Scale: Ksh.41, 770 – Ksh.57,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Screening, assessing and providing appropriate therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patient/client formulated treatment plan at an inpatient and outpatient unit/ward/health institution;
- ii. Carrying out physical disability assessment for categorization;
- iii. Registration and other support;
- iv. Providing health promotion and education to patients /clients on neuro musculoskeletal disorders and health living;
- v. Training, counseling, guiding and supervising students on clinical attachment and internship and participate in curriculum development and review;
- vi. Verifying and maintaining information, records progress reports relating to patients;
- vii. Ensuring availability of physiotherapy supplies and equipment and keeping and maintaining inventory;
- viii. Collating and compiling data for research; and
- ix. Preparing periodic reports.

For promotion to this position, a candidate must have:-

1. Served in the grade of Assistant Physiotherapist I for a minimum period of three (3) years;
2. Diploma in Physiotherapy from a recognized institution;

3. Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
4. Current Certificate of Practice from Physiotherapy Council of Kenya (PCK)
5. Certificate in Computer Application skills from recognized institutions;

**ASSISTANT PHYSIOTHERAPIST I - JOB GROUP `K` - FOUR (4) POSITIONS -
VACANCY No. 01/PROM/2020/61**

Basic Salary Scale: Ksh.37, 070 – Ksh.49, 950 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Screening, assessing and providing appropriate therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patient/client formulated treatment plan at an inpatient and outpatient unit/ward/health institution;
- ii. Carrying out physical disability assessment for categorization, registration and other support;
- iii. Verifying and maintaining information, records progress reports relating to patients;
- iv. Ensuring availability of physiotherapy supplies and equipment and keeping and maintaining inventory;
- v. Carrying out home visits and following up on patients progress;
- vi. Sensitizing the community on physiotherapy issues;
- vii. Maintaining patients/clients progress reports;
- viii. Collecting data for operational research and preparing periodic reports

For promotion to this position, a candidate must have:-

1. Served in the grade of Assistant Physiotherapist II for a minimum period of three (3) years;
2. Diploma in Physiotherapy from a recognized institution;
3. Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
4. Current Certificate of Practice from Physiotherapy Council of Kenya (PCK)
5. Certificate in Computer Application skills from recognized institutions;
6. Shown merit and ability as reflected in work performance and results.

PHAMACEUTICAL TECHNOLOGIST:

PRINCIPAL PHARMACEUTICAL TECHNOLOGIST / CHIEF PHAMACEUTICAL TECHNOLOGIST - JOB GROUP `N` - THREE (3) POSITIONS - VACANCY No. 01/PROM/2020/62

Basic Salary Scale: Ksh.55, 150 – Ksh.82, 330 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Qualifying drugs/medicines as per requirements;
- ii. Assessing drug requirements based on disease patterns and emergency outbreaks; Ensuring manufactured products conform to the pharmacopeia specifications for quality assurance;
- iii. Ensuring implementation of decisions of drug/medicine and therapeutic committee ;
- iv. Coordinating development and implementation of training for continuous professional development (CPD) FOR STAFF AN DOTHER STAKE HOLDERS
- v. Supervising and assessing students/interns;
- vi. Maintaining up-to-date products pertaining to drug medicine transactions;
- vii. Preparing drug consumption reports;
- viii. Coordinating setting of target;
- ix. Preparing work plans and budgets; and
- x. Coaching and mentoring of staff.

For promotion to this position, a candidate must have:-

1. Served in the grade of Chief Pharmaceutical Technologist for at least 3 (three) year;
2. Diploma in either Pharmacy or Pharmaceutical Technology or Equivalent qualification approved by the Pharmacy and Poison Board from a recognized institution;
3. Certificate of Enrollment as a pharmaceutical Technologist awarded by the Pharmacy and the Poisons Board (PBB);
4. Certificate in Management Course lasting not less than 4 (four) weeks from a recognized institution;
5. Certificate in computer applications skills from a recognized institution; and
6. Shown merit and ability as reflected in work performance and results.

**CHIEF PHARMACEUTICAL TECHNOLOGIST - JOB GROUP `M' – FIVE (5)
POSITIONS - VACANCY No. 01/PROM/2020/63**

Basic Salary Scale: Ksh.47, 780 – Ksh.63, 900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Preparing and executing plans to ensure efficient running of a health facility;
- ii. Preparing and submitting reports on drug/medicine;
- iii. Providing health education to patients and other health personnel;
- iv. Promoting rational drug medicines use;
- v. Developing and evaluating training programmes and preparing reports;
- vi. Supervising and assessing students/interns;
- vii. Maintaining books /registers of drugs/medicines in a health facility;
- viii. Stock taking of drugs/medicines and non-pharmaceuticals;
- ix. Providing health education to patients on drug/medicine use; and
- x. Participating in ward rounds and advising on drug/medicine issues.

For promotion to this position, a candidate must have:-

1. Served in the grade of Senior Pharmaceutical Technologist for at least 3 (three) year;
2. Diploma in either Pharmacy or Pharmaceutical Technology or Equivalent qualification approved by the Pharmacy and Poison Board from a recognized institution;
3. Certificate of Enrollment as a pharmaceutical Technologist awarded by the Pharmacy and the Poisons Board (PBB);
4. Certificate in computer applications skills from a recognized institution; and
5. Shown merit and ability as reflected in work performance and results;
6. Certificate in Management Course lasting not less than 4 (four) weeks from a recognized institution will be an added advantage.

**SENIOR PHARMACEUTICAL TECHNOLOGIST - JOB GROUP `L' – SIX (6)
POSITIONS - VACANCY No. 01/PROM/2020/64**

Basic Salary Scale: Ksh.41, 770 – Ksh.57,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Receiving, interpreting and processing of prescriptions;
- ii. Assessing and supervising interns and students on attachment;
- iii. Evaluating training programmes and preparing reports;
- iv. Providing health education to patients on drug use;
- v. Sampling and reporting findings for submitted specimens for quality control purposes;
- vi. Receiving complaints and reporting adverse drug reactions;
- vii. Receiving and reporting poor quality medicine; and
- viii. Guiding and counseling staff working under the officer.

For promotion to this position, a candidate must have:-

1. Served in the grade of Pharmaceutical Technologist I for at least 3 (three) year;
2. Diploma in either Pharmacy or Pharmaceutical Technology or Equivalent qualification approved by the Pharmacy and Poison Board from a recognized institution;
3. Certificate of Enrollment as a pharmaceutical Technologist awarded by the Pharmacy and the Poisons Board (PBB);
4. Certificate in computer applications skills from a recognized institution; and
5. Shown merit and ability as reflected in work performance and results.

PHARMACEUTICAL TECHNOLOGIST I - JOB GROUP 'K' – TWO (2) POSITIONS - VACANCY No. 01/PROM/2020/65

Basic Salary Scale: Ksh.37,070 – Ksh.49,950 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Receiving, interpreting and processing of prescriptions;
- ii. Promoting rational drug/medicines use;
- iii. Acquiring of drugs/medicines for the health facility;
- iv. Preparing and submitting reports;
- v. Providing health education on rational use of drug/medicines;
- vi. Receiving complains; and
- vii. Reporting adverse drug reaction;
- viii. Receiving and reporting poor quality medicine.

For promotion to this position, a candidate must have:-

1. Served in the grade of Pharmaceutical Technologist II for at least 3 (three) year;
2. Diploma in either Pharmacy or Pharmaceutical Technology or Equivalent qualification approved by the Pharmacy and Poison Board from a recognized institution;
3. Certificate of Enrollment as a pharmaceutical Technologist awarded by the Pharmacy and the Poisons Board (PBB);
4. Certificate in computer applications skills from a recognized institution; and
5. Shown merit and ability as reflected in work performance and results.

**SENIOR DENTAL TECHNOLOGIST - JOB GROUP `L' - ONE (1) POSITION -
VACANCY No. 01/PROM/2020/66**

Basic Salary Scale: Ksh.41, 770 – Ksh.57,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Design and fabricate Dental prostheses and appliances of wide scope and complex nature with a high degree of precision.
- ii. Advising intern dentists on the appropriate procedures involved in the measurements and fitting of such prostheses and appliances.
- iii. Ensuring all the work done by both dental technologists I and II is of required standard before presentation for fitting.
- iv. Acquisition of all dental material equipments and instruments, and ensure their proper use.

For promotion to this position, a candidate must have:-

1. Served as dental technologist I for a period of at least (3) three years for diploma holders; and
2. Demonstrated ability, efficiency, and innovation
3. Professional dynamism must be at the core of his/her interests and thus must show a lot of commitment.

**DENTAL TECHNOLOGIST 1 - JOB GROUP "K" - ONE (1) POSITION -
VACANCY No. 01/PROM/2020/67**

Basic Salary Scale: Ksh.37,070 – Ksh.49,950 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and responsibilities

Designing and fabricating dental prostheses and appliances of average scope and complexity and should be able to supervise and guide officers in lower grade.

For promotion to this position, a candidate must have:-

1. Served in the grade of dental technologist II for at least (3) three years.
2. Shown professional dynamism in discharging his duties.
3. Demonstrated ability, efficiency and leadership qualities on overall job performance and results
4. Demonstrated high degree of professional and technical competence as reflected in work performance and results.
5. Skills of using various source of materials to write clear and Informative accounts

ORTHOPEDIC TECHNOLOGISTS:

**PRINCIPAL ORTHOPEDIC TECHNOLOGIST - JOB GROUP 'N' – ONE (1)
POSITION - VACANCY No. 01/PROM/2020/68**

Basic Salary Scale: Ksh.55, 150 – Ksh.82, 330 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Carrying out clinical services in the hospital;
- ii. Organize and coordinate CBR, outreaches, resettlements and follow up of patients;
- iii. Order and maintain record of supplies ensuring their availability as well as guiding, supervising and counseling all the staff working under him;
- iv. Planning, supervise, evaluate and coordinate supportive services in orthopedic technology for patients in a hospital;
- v. Super vise students on practical attachment, supervision and coordination of services in the district, receiving and analyzing reports from different parts of the district.

For promotion to this position, a candidate must have:-

1. Served for at least three (3) years of service in the grade of Chief Orthopaedic Technologist.
2. Advanced Diploma in Orthopaedic Technology or Degree in Prosthetics/Orthotics;
3. Demonstrated a high degree of professional and technical competences as reflected in the work performance and results and efficiency in organizing work and discharging responsibilities at the level of Chief Orthopaedic Technologist;
4. Skills to manage programmes and projects on a defined timeframe;
5. Attended a management course lasting not less than four (4) weeks from a recognized organization

**CHIEF ORTHOPEDIC TECHNOLOGIST - JOB GROUP 'M' - ONE (1) POSITION
- VACANCY No. 01/PROM/2020/69**

Basic Salary Scale: Ksh.47, 780 – Ksh.63, 900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Carrying out clinical services in the hospital;
- ii. Fabrication of orthoses, the static and dynamic alignment of appliances and fitting;
- iii. Evaluate the devices on the patient to assure maximum fit, function and cosmetics.
- iv. Order, maintain records of supplies and ensure availability of the same. As well as guiding, supervising and counseling all the staff working under him;
- v. Planning, supervising and coordinating Orthopaedic Technology Services in Community Based Rehabilitation, Primary Health Care Club foot care Programme and outreach Services.

For promotion to this position, a candidate must have:-

1. Served for at least three (3) years of service in the grade of Senior Orthopaedic Technologist.
2. Advanced Diploma in Orthopaedic Technology or Degree in Prosthetics/Orthotics;

3. Demonstrated a high degree of professional and technical competences as reflected in the work performance and results and efficiency in organizing work and discharging responsibilities at the level of Chief Orthopaedic Technologist;
4. Attended a departmental training course on supervisory skills development;

**SENIOR ORTHOPEDIC TECHNOLOGIST - JOB GROUP 'L' - THREE (3)
POSITIONS - VACANCY No. 01/PROM/2020/70**

Basic Salary Scale: Ksh.41,770-57,900 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Interpreting radiological images of Orthopaedic and Trauma cases.
- ii. Manipulating and reducing fractures and dislocations.
- iii. Fixing and removing casts, bandages and tractions to and from patients.
- iv. Counseling patients/clients on issues regarding orthopedic trauma.
- v. Correcting Congenital Talipes Equino-Varus (C.T.E.V.)
- vi. Documenting Orthopaedic and Trauma cases.
- vii. Assessing and referring patients with musculo- skeletal conditions.
- viii. Participating in the management of minor Orthopaedic and Trauma cases in emergencies and accidents
- ix. Carrying out minor Orthopaedic operative techniques involving insertion and removal of steinman's pins and skull calipers.
- x. Removing external fixators and carrying out research on Orthopaedic and Trauma techniques and trends.
- xi. Carrying out community outreach to identify Orthopaedic and Trauma deformities in liaison with other health workers and stakeholders.
- xii. Sensitizing and creating awareness on Orthopaedic Trauma conditions to the communities.
- xiii. Providing Orthopaedic and Trauma assistance during Orthopaedic surgical operation
- xiv. Cleaning and treating simple wounds resulting from Orthopaedic and Trauma.

- xv. Preparing Orthopaedic and Trauma cases in the wards and out-patient clinics.
- xvi. Sensitizing and creating awareness on Orthopaedic Trauma conditions to the communities.
- xvii. Providing Orthopaedic and Trauma assistance during Orthopaedic surgical operation

For promotion to this position, a candidate must have:-

- 1. Served in the grade of Orthopaedic Technologist I for at least 3 (three) year;
- 2. Degree in prosthetics/orthotics, Rehabilitation Science, Health Care Management, BA in Psychology and Counseling or any other relevant qualification from a recognized institution;
- 3. Certificate in computer applications skills from a recognized institution; and
- 4. Shown merit and ability as reflected in work performance and results.

**ORTHOPEDIC TECHNOLOGIST 1 - JOB GROUP `K' - THREE (3) POSITIONS –
VACANCY No. 01/PROM/2020/71**

Basic Salary Scale: Ksh.37,070 – Ksh.49,950 p.m.

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Interpreting radiological images of Orthopaedic and Trauma case
Manipulating and reducing fractures and dislocations.
- ii. Fixing and removing casts, bandages and tractions to and from patients
- iii. Counseling patients/clients on issues regarding orthopedic trauma
- iv. Correcting Congenital Talipes Equino-Varus (C.T.E.V.)
- v. Documenting Orthopaedic and Trauma cases.
- vi. Assessing and referring patients with musculo- skeletal conditions.
- vii. Carrying out minor Orthopaedic operative techniques involving insertion and removal of steinman's pins and skull calipers.
- viii. Removing external fixators.
- ix. Cleaning and treating simple wounds resulting from Orthopaedic and Trauma.
- x. Making follow-ups of Orthopaedic and Trauma cases in the wards and outpatient clinics.

- xi. Participating in the management of minor Orthopaedic Trauma cases in emergencies and accidents.

For promotion to this position, a candidate must have:-

1. Served in the grade of Orthopaedic Trauma Technologist II for at least 3 (three) year;
2. Diploma in either Orthopaedic Plaster from a recognized institution;
3. Certificate in computer applications skills from a recognized institution; and
4. Shown merit and ability as reflected in work performance and results.

**SENIOR ORTHOPEDIC TRAUMA TECHNICIAN - JOB GROUP 'K' – FIVE (5)
POSITIONS - VACANCY No. 01/PROM/2020/72**

Basic Salary Scale: Ksh.37,070 – Ksh.49,950 p.m.

Allowances as per the SRC circulars attached to the position.

For promotion to this position, a candidate must have:-

1. Served in the grade of Orthopaedic Trauma Technician I for at least 3 (three) year;
2. Certificate in either Orthopaedic Plaster and Traction Technology Or Orthopedic Plaster Technology from a recognized institution;
3. Certificate in Non Operative Management of Fractures and Congenital Equino Varus (CTEV) Course lasting not less than two (2) weeks from a recognized institution;
4. Certificate in computer applications skills from a recognized institution; and
5. Shown merit and ability as reflected in work performance and results.

**ORTHOPEDIC TRAUMA TECHNICIAN I - JOB GROUP 'J' – THREE (3)
POSITIONS - VACANCY No. 01/PROM/2020/73**

Basic Salary Scale: Ksh.30,170-40,060 p.m

Allowances as per the SRC circulars attached to the position.

Duties and Responsibilities

- i. Interpreting radiological images of Orthopaedic and Trauma cases.
- ii. Coaching, mentoring and providing on job training to staff working under him/her.
- iii. Carrying out minor Orthopaedic operative techniques involving insertion and removal of steinman's pins and skull calipers.

- iv. Removing external fixators.
- v. Manipulating and reducing fractures and dislocations.
- vi. Fixing and removing casts, bandages and tractions to and from patients.
- vii. Correcting Congenital Talipes Equino-Varus (C.T.E.V.)
- viii. Participating in the management of minor Orthopaedic Trauma cases in emergencies and accidents.
- ix. Sensitizing and creating awareness on Orthopaedic Trauma conditions to the communities.
- x. Counseling patients/clients with Orthopaedic Trauma needs.

For promotion to this position, a candidate must have:-

1. Served in the grade of Orthopaedic Trauma Technician II for at least 3 (three) year;
2. Certificate in either Orthopaedic Plaster and Traction Technology Or Orthopedic Plaster Technology from a recognized institution;
3. Certificate in Non Operative Management of Fractures and Congenital Equino Varus (CTEV) Course lasting not less than two (2) weeks from a recognized institution;
4. Certificate in computer applications skills from a recognized institution; and
5. Shown merit and ability as reflected in work performance and results.

HOW TO APPLY

Interested and qualified persons are required to apply and attach the following documents to the application:

- A copy of the National Identity Card or Passport,
- A copy of the letter of appointment / promotion to the current substantive grade,
- Photocopies of relevant Academic, Professional Certificates and Registration licenses,
- Testimonials and other relevant documents.

Each applicant will be required to fill and complete the Promotion Recommendation Form that should be signed and forwarded to the Board by the supervisor, under confidential cover. The form is available at the Nakuru county website.

Each application should be **posted or sent via courier** in a sealed envelope with the **POSITION APPLIED FOR CLEARLY MARKED ON THE LEFT SIDE OF THE ENVELOPE** and addressed to:

**THE SECRETARY
NAKURU COUNTY PUBLIC SERVICE BOARD
Provincial Public Works Building, off the Nakuru -
Kabarak Road along prisons road – Nakuru
P. O BOX 2870-00200,
NAKURU**

All applications should be received on or before **18 May, 2020 by 5.00pm.**

County Government of Nakuru is an equal opportunity employer. Youth, Women and Persons with Disabilities, Marginalized and Minority communities are encouraged to apply.

Canvassing in any form will lead to automatic disqualification.

Only shortlisted candidates will be contacted. The shortlisted candidates will be required to provide original copies of academic certificates during interviews.



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE BOARD



HEAD OF DEPARTMENT - PROMOTION RECOMMENDATION FORM

PART 1: To be completed by the Applicant:

Name of Candidate.....Title.....
(Surname) (First name) (Other names) (Prof/Dr/Mr/Mrs/Miss/Ms/Rev)
ID Number / Passport No.....
Personal / Payroll Number.....
Vacancy/Post applied for:
Vacancy No: Department
Title of Present Substantive Post:Job Group/Scale:
Date of Current Appointment:

PART 2: To be completed by the Head of Department / Supervisor:

- a) I consider / do not consider that the applicant is qualified in terms of the advertisement. I recommend/do not recommend the candidate for the vacancy. My reasons are as follows:
b) I confirm that the candidate was Promoted / Appointed to this substantive post of
c) I confirm that the candidate was appraised within the last two years and the Performance Appraisal ratings for the candidate are as follows: 2017/ 2018 (%) and 2018 /2019..... (%)
Name of Head of Department / Supervisor
Personal/Payroll No.
Designation (Substantive Appointment)Job Group/Scale:
Department.....
Date:Signature.....

Please note:

This form should be submitted to the County Public Service Board under confidential cover, within fourteen (14) days after the close of the advertised positions.