



**REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE BOARD
P.O BOX 2870-20100
Email: cpsb@nakuru.go.ke**



INTERNAL ADVERTISEMENT FOR PROMOTION

Pursuant to the provisions of Article 235 of Constitution of Kenya, 2010 and Section 59, 65 and 70(1) of the County Governments Act Cap. 265 of the Laws of Kenya, Nakuru County Public Service Board invites applications from competent and qualified officers currently serving in Nakuru County Public Service on permanent and pensionable terms of service to fill the following vacancies.

**DEPARTMENT OF PUBLIC SERVICE AND DEVOLUTION, CITIZEN
ENGAGEMENT, HUMANITARIAN ASSISTANCE AND DISASTER MANAGEMENT-
ADVERT NO. 01/ PROM/2025**

**ASSISTANT OFFICE ADMINISTRATOR I (ONE (1) POSITION) – ADVERT
NO. 01/ PROM /2025/01**

Basic Salary Scale: Ksh. 39,700 – 52,960 p.m.

CPSB 09 (J/G ‘K’)

Allowances as per the SRC Circulars attached to the position

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

- i. Served in the grade of Assistant Office Administrator II/ Office Administrative Assistant I for a minimum period of three (3) years;
- ii. Business Education Single and Group Certificates (BES &GC) from the Kenya National Examinations Board in the following subjects:
 - a. Typewriting III (minimum 50 w.p.m)/Computerized Document Processing III;
 - b. Business English III/Communications II;
 - c. Office Practice II;
 - d. Commerce II;
 - e. Secretarial Duties II;
 - f. Office Management III/Office Administration and Management III;

OR

- iii. Craft Certificate in Secretarial Studies from the Kenya National Examination Board;
- iv. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution;
- v. Certificate in Computer applications from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Taking oral dictation;
- ii. word and data processing;
- iii. operating office equipment;
- iv. ensuring security of office equipment, documents and record;
- v. attending to visitors/clients;
- vi. handling telephone calls and appointments;
- vii. maintaining diary and scheduling of meetings;
- viii. ensuring an up-to-date filing system in the office;
- ix. supervision of office cleanliness;
- x. handling routine correspondences;
- xi. managing office petty cash;
- xii. undertaking any other office petty cash; and
- xiii. undertaking any other senior secretary service duties that may be assigned.

**ASSISTANT OFFICE ADMINISTRATOR II (TWO (2) POSITIONS) –
ADVERT NO. 02/ PROM /2025/02**

Basic Salary Scale: Ksh. 32,700 – 42,690 p.m. CPSB 10 (J/G ‘J’)

Allowances as per the SRC Circulars attached to the position

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

- i. Served 3 years as Assistant Office Administrator III/ Office Administrative Assistant I;
- ii. Business Education Single and Group Certificates (BES &GC) from the Kenya National Examinations Board in the following subjects:
 - a. Typewriting III (minimum 50 w.p.m)/Computerized Document Processing III;
 - b. Business English III/Communications II;
 - c. Office Practice II;
 - d. Commerce II;
 - e. Secretarial Duties II;
 - f. Office Management III/Office Administration and Management III;

OR

- iii. Craft Certificate in Secretarial Studies from the Kenya National Examination Board;
- iv. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution;
- v. Certificate in Computer applications from a recognized institution.
- vi. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Taking oral dictation;
- ii. word and data processing;
- iii. operating office equipment;
- iv. ensuring security of office equipment, documents and record;
- v. attending to visitors/clients;
- vi. handling telephone calls and appointments;
- vii. maintaining diary and scheduling of meetings;
- viii. supervision of office cleanliness;
- ix. managing office petty cash;
- x. undertaking any other office petty cash; and

- xi. undertaking any other senior secretary service duties that may be assigned.

CHIEF CLERICAL OFFICER (THIRTEEN (13) POSITIONS) - ADVERTNO. 02/ PROM /2025/03

Basic Salary Scale: Ksh. **32,700 – 42,690 p.m. CPSB 10 (J/G ‘J’)**

Allowances as per the SRC Circulars attached to the position

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

- i. Served in the grade of Senior Clerical Officer for a minimum period of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) Mean Grade C-(minus) or its Equivalent qualification;
- iii. Passed the Proficiency Examination for Clerical Officers;
- iv. Certificate in any of the following disciplines: Human Resource Management (HRM), Business Administration, Kenya Accounts Technician Certificate (KATC), Supply Chain Management or Record Management lasting not less than six (6) months from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results

Duties and responsibilities

An officer at this level may be deployed in any of the following Units/sections to carry out clerical duties: Human Resource Management, General Registry, Supplies, Accounts or General Administrative Services.

Specific duties and responsibilities will entail:

- i. compiling statistical records;
- ii. carrying out transactions related to accounts or personnel information;
- iii. filing receipts;
- iv. receiving, sorting out, filing and dispatching correspondence;
- v. preparing initial documents for issuance of stores;
- vi. maintaining an efficient filing system;
- vii. processing documents;
- viii. managing registers;
- ix. controlling movement of records and files; and

- x. ensuring safe custody of equipment, documents and records.

**SECURITY OFFICER II (THREE (3) POSITIONS) – ADVERT NO. 02/
PROM/2025/04**

Basic Salary Scale: Ksh. **32,700 – 42,690 p.m.** **CPSB 10 (J/G ‘J’)**

Allowances as per the SRC Circulars attached to the position

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

- i. served in the grade of Assistant Security Officer for a minimum period of three (3) years;
- ii. Bachelor’s Degree in Social Sciences from a recognized University; and
- iii. Attended an approved security course at Administration Police Training College or any other approved equivalent course.

Duties and responsibilities

- i. Responsible for security inspection and ensuring that action is taken on physical deficiencies and loopholes in small depots, ports, airports, installations and station of work;
- ii. Prevention and detection of crimes, crowd control;
- iii. Reporting intruders into restricted areas; and
- iv. Giving comprehensive and vetted confidential reports on staff and work environment as may be required.

**CHIEF DRIVER (THREE (3) POSITIONS) – ADVERT NO. 02/PROM/2025/
05**

Basic Salary Scale: Ksh. **26,900 – 35,380 p.m.** **CPSB 11 (J/G ‘H’)**

Allowances as per the SRC Circulars attached to the position

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

- i. Served in the grade of Senior Driver for a minimum period of three (3) years;
- ii. Passed Occupational Trade Test I for Drivers;
- iii. A valid driving license free from any current endorsements (s) for class (es) of vehicle(s) the officer is required to drive;
- iv. Defense Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;

- v. Attended a Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- vi. A valid Certificate of Good Conduct from the Kenya Police;
- vii. Attended a First-Aid Certificate Course lasting not less than (1) week at St. John Ambulance Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- viii. Demonstrated outstanding professional competence and integrity work performance and results;

Duties and responsibilities

- i. Driving the assigned vehicle;
- ii. Carrying out routine checks on the vehicles cooling, oil electrical, tire pressure and brake systems, etc;
- iii. Detecting and reporting malfunctioning of the vehicle systems;
- iv. Maintenance of work tickets (s) for vehicle (s) assigned;
- v. Ensuring security and safety of the vehicle on and off the road;
- vi. Overseeing safety of the passengers and/or goods therein; and
- vii. Maintaining cleanliness of vehicle (s).
- viii. In addition, the officer may be required to supervise and guide staff in a small transport unit.

DEPARTMENT OF HEALTH SERVICES - ADVERT NO. 02/ PROM /2025

SENIOR DEPUTY DIRECTOR OF MEDICAL SERVICES II/ CHIEF MEDICAL SPECIALIST (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/01

Basic Salary Scale: Ksh. 137,070 – 203,010 p.m. **CPSB 02 (J/G ‘S’)**

Allowances as per the SRC Circulars attached to the position

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

- i. Served as a Deputy Director of Medical Services/ Senior Medical Specialist for a minimum period of three (3) years;

- ii. Bachelors of Medicine and Bachelor of Surgery degree from a recognized institution by Medical Practitioners and Dentist Board;
- iii. Master's degree in any of the following fields: Medicine, Anaesthesia, Cardiothoracic surgery, Dermatology, Ear Nose and Throat, otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynaecology, Occupational Medicine, Ophthalmology, Orthopaedic Surgery, Paediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualifications from an institution recognized by the Medical Practitioners and Dentists Council;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Certificate of registration by the Medical Practitioners and Dentist Council;
- vi. Valid practicing license from Medical Practitioners and Dentist Board;
- vii. Certificate in Computer Application Skills from a recognized institution; and
- viii. Shown outstanding professional competence and administrative capability and initiative in the general organization and management of the pharmacy function.

Duties and Responsibilities

- i. Developing and coordinating implementation of health standards, guidelines and protocols;
- ii. Undertaking specialized diagnosis, care, treatment and rehabilitation of patients;
- iii. Assessing employees' fitness for continuation of work, age assessment and medical practice among others;
- iv. Planning and managing national healthcare programs at the implementation level directed towards the improvement of health services in the country;
- v. Developing intervention activities or programs for training of health staff in field of community health and health management;
- vi. Promoting international health relations;
- vii. Monitoring and evaluating health projects and programs;

- viii. Providing guidance training and development of professional staff in clinical practice specialty;
- ix. Coordinating outreach activities and services;
- x. Designing and undertaking research, coordinating health research, analyzing, utilizing and disseminating research findings in planning activities to improve service delivery;
- xi. Initiating development of an appropriate health information management system;
- xii. Coordinating provision of quality healthcare and adherence to health standards;
- xiii. Proving specifications for procurement of health supplies and commodities;
- xiv. Coordinating training and development and performance management.

DEPUTY DIRECTOR OF DENTAL SERVICES/ DENTAL SPECIALIST I (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/02

Basic Salary Scale: Ksh. **124,630 – 172,350** p.m.

CPSB 03 (J/G ‘R’)

Allowances as per the SRC Circulars attached to the position

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

- i. Served as a Senior Assistant Director Dental/ Dental Specialist I for a minimum period of three (3) years;
- ii. Bachelors of Dental Surgery degree or an equivalent qualification from an institution recognized by Medical Practitioners and Dentist Board;
- iii. Masters of Dental Surgery degree in any of the following disciplines; Paediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anaesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial/Dental Radiology and Community Dentistry or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentist Board;
- iv. Certificate of registration by the Medical Practitioners and Dentist Board;
- v. Certificate of current Annual Retention;

- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in Computer Application Skills from a recognized institution; and
- viii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.

Duties and responsibilities

- i. Providing clinical services in any of the following areas of speciality; Paediatric Dentistry, Periodontology, Maxillofacial Surgery, Prosthodontics, Oral Medicine/Oral Pathology, Orthodontics, Oral and Maxillofacial Radiology, Community & Preventive Dentistry, Biomaterials;
- ii. Interpreting dental health guidelines, strategies;
- iii. Implementing programs;
- iv. Providing consultancy services in dental health;
- v. Identifying areas of research and carrying out research in dental health;
- vi. Providing guidance, training and coaching of dental staff and other health workers;
- vii. Initiating development of a dental health information system;
- viii. Coordinating submission of dental reports, ensuring hospital units are functioning;
- ix. Managing staff performance reports in dental health services.

DEPUTY DIRECTOR OF MEDICAL SERVICES/ SENIOR MEDICAL SPECIALIST (SEVEN (7) POSITIONS) – ADVERT NO. 02/ PROM /2025/03

Basic Salary Scale: Ksh. **124,630 – 172,350** p.m. **CPSB 03 (J/G ‘R’)**

Allowances as per the SRC Circulars attached to the position

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

- i. Served as a Senior Assistant Director of Medical Services/ Medical Specialist I for a minimum period of three (3) years;
- ii. Bachelors of Medicine and Bachelor of Surgery degree from a recognized institution by Medical Practitioners and Dentist Board;
- iii. Master’s degree in any of the following fields; medicine, Anaesthesia, Cardiothoracic Surgery, Dermatology, Ear Nose and Throat,

- Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynaecology, Occupational Medicine, Ophthalmology, Orthopaedic Surgery, Paediatrics and Child Health, Palliative Medicine, Pathology, Plastic and reconstructive Surgery, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification recognized by Medical Practitioners and Dentist Board institution;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
 - v. Certificate of registration by the Medical Practitioners and Dentist Board;
 - vi. Valid practicing license from Medical Practitioners and Dentist Board;
 - vii. Certificate in Computer Application Skills from a recognized institution; and
 - viii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.

Duties and Responsibilities

- i. Performing complex and advanced Clinical Patient Management in area of specialization including; Internal Medicine, Obstetrics and Gynaecology, General Surgery, ENT Surgery, Ophthalmology, Psychiatry, Anaesthesia, Paediatrics, Pathology, Radiology, Public Health or other specialities recognized by the Board;
- 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 curriculum and syllabus in collaboration with training institution;
- viii. Coordinating emergency response and clinical care;
- ix. Coordinating health projects and programmes;

- x. Managing health 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.

**DEPUTY DIRECTOR OF PHARMACEUTICAL SERVICES/ SENIOR
PHARMACEUTICAL SPECIALIST (CHIEF PHARMACIST) (ONE (1) POSITION)
- ADVERT NO. 02/ PROM /2025/04**

Basic Salary Scale: Ksh. 124,630 – 172,350 p.m.

CPSB 03 (J/G 'R')

Allowances as per the SRC Circulars attached to the position

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

- i. Served as Assistant Director Pharmaceutical Services/ Pharmaceutical Specialist II for a minimum period of three (3) years;
- ii. Bachelors of Pharmacy (B Pharm) degree from a recognized institution by the Pharmacy and Poisons Board;
- iii. Master's degree in any of the following fields; Pharmaceutical Policy Analysis and Formulation, Pharmacognosy and Complementary Medicine, Toxicology, Clinical Pharmacy, Pharmacovigilance and Pharmacoepidemiology, Medicine Supplies Management, Medicines Regulation, Narcotic and Psychotropic Substances Control, Pharmaceutics, Pharmacology and Therapeutics, Pharmaceutical Analysis, Tropical and Infectious Disease, Medicinal and Pharmaceutical Chemistry, Industrial Pharmacy Health Systems management, Pharmaceutical Care, Health Informatics, Health Economics, Epidemiology, Biostatistics, Medical Statistics, Drug Design and Development, Clinical trials, Quality Assurance, Radio Pharmacy, Public Health, Microbiology or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board;
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Certificate of registration by the Medical Practitioners and Dentist Board;
- vi. Valid practising License from Pharmacy and Poisons Board;
- vii. Certificate in Computer Application Skills from a recognized institution; and

- viii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.

Duties and Responsibilities

- i. Analysing reports on adverse drug reactions and poor-quality medicines;
- ii. Setting up and running poison information centres;
- iii. Conducting research and dissemination of the findings on medicine utilization;
- iv. Assessing and evaluating research proposals involving medicine use;
- v. Analysing medicines for quality assurance;
- vi. Coordinating pharmaceutical services in 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; and
- x. Supervising and training staff.

SENIOR ASSISTANT DIRECTOR OF DENTAL SERVICES/ DENTAL SPECIALIST I (THREE (3) POSITIONS) – ADVERT NO. 02/ PROM /2025/05

Basic Salary Scale: Ksh. **102,860 – 137,070** p.m. **CPSB 04 (J/G ‘Q’)**

Allowances as per the SRC Circulars attached to the position

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

- i. Served as an Assistant Director Dental/ Dental Specialist II for a minimum period of three (3) years;
- ii. Bachelors of Dental Surgery degree or any other equivalent qualification from a recognized institution by Medical Practitioners and Dentist Board;
- iii. Masters of Dental Surgery degree in any of the following disciplines; Paediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, Prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anaesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial/Dental Radiology and Community Dentistry or any other

equivalent qualification from an institution recognized by Medical Practitioners and Dentist Board;

- iv. Be a Registered member of Kenya Medical Practitioners and Dentist Board;
- v. Valid Practising license from Kenya Medical Practitioners and Dentist Board;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in Computer Application Skills from a recognized institution; and
- viii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.

Duties and responsibilities

- i. Performing specific dental procedures including restorative, prosthodontics, orthodontics, minor oral-facial surgeries, and periodontology;
- ii. Being on call to review and manage dental health patients;
- iii. Undertaking Medico-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.

DEPUTY DIRECTOR OF PHARMACEUTICAL SERVICES/ SENIOR PHARMACEUTICAL SPECIALIST (CHIEF PHARMACIST) (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/06

Basic Salary Scale: Ksh. 102,860 – 137,070 p.m. CPSB 04 (J/G ‘Q’)

Allowances as per the SRC Circulars attached to the position

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

- i. Served as Senior Assistant Director Pharmaceutical Services/ Pharmaceutical Specialist II for a minimum period of three (3) years;
- ii. Bachelors of Pharmacy (B Pharm) degree from a recognized institution by the Pharmacy and Poisons Board;
- iii. Master's degree in any of the following fields; Pharmaceutical Policy Analysis and Formulation, Pharmacognosy and Complementary Medicine, Toxicology, Clinical Pharmacy, Pharmacovigilance and Pharmacoepidemiology, Medicine Supplies Management, Medicines Regulation, Narcotic and Psychotropic Substances Control, Pharmaceutics, Pharmacology and Therapeutics, Pharmaceutical Analysis, Tropical and Infectious Disease, Medicinal and Pharmaceutical Chemistry, Industrial Pharmacy Health Systems management, Pharmaceutical Care, Health Informatics, Health Economics, Epidemiology, Biostatistics, Medical Statistics, Drug Design and Development, Clinical trials, Quality Assurance, Radio Pharmacy, Public Health, Microbiology or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board.
- iv. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- v. Certificate of registration by the Medical Practitioners and Dentist Board;
- vi. Valid practising License from Pharmacy and Poisons Board;
- vii. Certificate in Computer Application Skills from a recognized institution; and
- viii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.

Duties and Responsibilities

- i. analysing reports on adverse drug reactions and poor-quality medicines;
- ii. setting up and running poison information centres;
- iii. conducting research and dissemination of the findings on medicine utilization;
- iv. assessing and evaluating research proposals involving medicine use;
- v. analysing medicines for quality assurance;
- vi. coordinating pharmaceutical services in 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 International Health Regulations;
- ix. preparing work/strategic plans; and
- x. supervising and training staff.

SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES/ MEDICAL SPECIALIST I (FOURTEEN (14) POSITIONS) – ADVERT NO. 02/ PROM /2025/07

Basic Salary Scale: Ksh. **102,860 – 137,070** p.m. **CPSB 04 (J/G ‘Q’)**

Allowances as per the SRC Circulars attached to the position

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

- i. Served as an Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years;
- ii. Bachelors of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized institution by Medical Practitioners and Dentist Board;
- iii. Master’s degree in any of the following fields; medicine, Anaesthesia, Cardiothoracic Surgery, Dermatology, Ear Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynaecology, Occupational Medicine, Ophthalmology, Orthopaedic Surgery, Paediatrics and Child Health, Palliative Medicine, Pathology, Plastic and reconstructive Surgery, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification recognized by Medical Practitioners and Dentist Board;
- iv. Certificate of registration by the Medical Practitioners and Dentist Board;
- v. Valid practicing license from Medical Practitioners and Dentist Board;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in Computer Application Skills from a recognized institution; and

- viii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.

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. Analysing Medical reports.

ASSISTANT DIRECTOR CLINICAL SERVICES (THREE (3) POSITIONS) – ADVERT NO. 02/ PROM /2025/08

Basic Salary Scale: Ksh. 90,200 – 124,630 p.m.

CPSB 05 (J/G ‘P’)

Allowances as per the SRC Circulars attached to the position

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

- i. Served in the grade of Principal Clinical Officer for a minimum period of three (3) years;
- ii. Bachelor’s degree in Clinical Medicine from a recognized institution;
- iii. Master’s degree in any of the following disciplines; clinical medicine, public health, reproductive health, tropical medicine, coroner and forensic medicine, family health, health systems management, international health, community health and development, health economics or disaster management from a recognized institution;
- iv. Certificate of registration from the Clinical Officer’s Board;

- v. Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and responsibilities

- i. Implementing clinical services programs, procedure, guidelines, standards, ethics and quality assurance system;
- ii. Providing clinical and health care services in health institution and communities;
- iii. Reviewing medico-legal standards and guidelines;
- iv. Undertaking research on critical health issues and emerging trends;
- v. Implementing referral strategies and guidelines in liaison with other stakeholders;
- vi. Identifying skills mix and training for quality services provision in the relevant specialized service areas including Ear, Nose and Throat/Audiology, Ophthalmology and Cataract Surgery, Child Health and Paediatrics, Anaesthesia, Orthopaedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner and Forensic Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; and
- vii. Capacity building for disaster preparedness and emergency response and coaching and mentoring of staff.

ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALIST II (TWELVE (12) POSITIONS) – ADVERT NO. 02/ PROM /2025/09

Basic Salary Scale: Ksh. **90,200 – 124,630** p.m.

CPSB 05 (J/G ‘P’)

Allowances as per the SRC Circulars attached to the position

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

- i. Served as Senior Medical Officer for a minimum period of three (3) years;

- ii. Bachelors of Medicine and Bachelor of Surgery degree from a recognized institution by Medical Practitioners and Dentist Board;
- iii. Certificate of registration by the Medical Practitioners and Dentist Board;
- iv. Valid practicing license from Medical Practitioners and Dentist Board;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in Computer Application Skills from a recognized institution; and
- vii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.

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 Officers (Intern) and other students;
- vii. Performing Emergency surgeries;
- viii. Undertaking medical Legal duties including filling of P.3 forms, court attendance and performing post mortems;
- 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; and
- xiv. Preparing medical reports.

ASSISTANT DIRECTOR OF DENTAL SERVICES/DENTAL SPECIALIST II (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/10

Basic Salary Scale: Ksh. **90,200 – 124,630** p.m.

CPSB 05 (J/G ‘P’)

Allowances as per the SRC Circulars attached to the position

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

- i. Served as Senior Dental Officer for a minimum period of three (3) years;
- ii. Bachelors of Dental Surgery degree or any other equivalent qualification from a recognized institution by Medical Practitioners and Dentist Board;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Be a Registered member of Kenya Medical Practitioners and Dentist Board;
- v. Valid certificate of current Annual Retention;
- vi. Certificate in Computer Application Skills from a recognized institution; and
- vii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.

Duties and Responsibilities

- i. Managing dental conditions in a dental unit of health facility including diagnosing, investigating, treating and patient documentation;
- ii. Performing specific dental care procedures;
- iii. Restorative prosthodontics, pedodontics, orthodontics, minor oral-facial surgeries;
- iv. Periodontology and health education;
- v. Providing formal and informal training, and supervising other health workers;
- vi. Maintaining up-to-date dental health information systems;
- vii. Organizing community sensitization and outreach programs on dental health care;
- viii. Disseminating information for health planning.

ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES/ PHARMACEUTICAL SPECIALIST II (ASSISTANT CHIEF PHARMACIST) (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/11

Basic Salary Scale: Ksh. 90,200 – 124,630 p.m.

CPSB 05 (J/G ‘P’)

Allowances as per the SRC Circulars attached to the position

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

- i. Served as a Senior Pharmacist for a minimum period of two (2) years;
- ii. Bachelors of Pharmacy (B Pharm) degree from an institution recognized by the Pharmacy and Poisons Board;
- iii. Be a Registered member of Kenya Medical Practitioners and Dentist Board
- iv. Valid practising License from Pharmacy and Poisons Board;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in Computer Application Skills from a recognized institution; and
- vii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.

Duties and Responsibilities

- i. Selecting, quantifying, procuring and warehousing of medical supplies;
- ii. Monitoring storage of specified medical supplies requiring cold storage;
- 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 multidisciplinary 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;
- xi. Keeping safe custody and maintenance of up-to-date narcotic and psychotropic substance records;
- xii. Running of poison information centres’;
- xiii. Disseminating and providing new drug information to health workers and the general public; and
- xiv. Supervising pharmaceutical services at lower level health facilities.

PRINCIPAL REGISTERED CLINICAL OFFICER I (ONE (1) POSITION) -

ADVERT NO. 02/ PROM /2025/12

Basic Salary Scale: Ksh. 90,200 – 124,630 p.m.

CPSB 05 (J/G ‘P’)

Allowances as per the SRC Circulars attached to the position

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

- i. Served in the grade of Principle Registered Clinical Officer, for a minimum period of three (3) years;
- ii. Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Anaesthesia, Ear, Nose, Throat/Audiology, Child Health and Paediatrics, Lung and skin, Orthopaedics and Trauma, Reproductive Health, Epidemiology, Ophthalmology and Cataract Surgery, dermatology and Venereology or medical Education from a recognized institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in Computer Application skills from recognized institutions; and
- v. Demonstrated professional competence and managerial capability as reflected in work performance and results.

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 including Ear, Nose and Throat/Audiology, Ophthalmology and Cataract Surgery, Child Health and Paediatrics, Anaesthesia, Orthopaedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner and Forensic

- Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services;
- 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.

SENIOR PRINCIPAL MEDICAL ENGINEERING TECHNOLOGIST (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/13

Basic Salary Scale: Ksh. **90,200 – 124,630** p.m.

CPSB 05 (J/G ‘P’)

Allowances as per the SRC Circulars attached to the position

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

- i. Served in the grade of Principal Medical Engineering Technologist II for a minimum of three (3) years;
- ii. Diploma in Medical Engineering or any other equivalent qualifications from a recognized institution;
- iii. Higher National Diploma in any of the following fields: Medical Engineering, Electrical Engineering, Electronic Engineering or any other equivalent qualification from a recognized institution;
- iv. Certificate in Management Course not lasting more than 4 (four) weeks from a recognized institution;
- v. Certificate in Computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in the work performance.

Duties and Responsibilities

- i. Providing specifications on procurement of appropriate medical equipment;
- ii. Overseeing installation, commissioning/decommissioning, maintenance and repair of medium technology medical equipment/plant and furniture;
- iii. Overseeing medical engineering works in a health facility;
- iv. Undertaking research;
- v. Coordinating preparation and implementation of Planned Preventive Maintenance schedule (PPM);
- vi. Ensuring quality of medical equipment for performance and safety measures;

- vii. Managing information on medical engineering services;
- viii. Inculcating use of ICT in the maintenance and management of medical equipment;
- ix. Supporting e-health and telemedicine technology;
- x. Forming networks in support of medical engineering projects and programmes;
- xi. Monitoring and evaluation of medical engineering programmes and projects;
- xii. Training users on the use of and maintenance of medical equipment; and
- xiii. Coaching and mentoring of staff working under the officer.

**ASSISTANT DIRECTOR, NURSING SERVICES (TWO (2) POSITIONS) -
ADVERT NO. 02/ PROM /2025/14**

Basic Salary Scale: Ksh. **90,200 – 124,630** p.m.

CPSB 05 (J/G 'P')

Allowances as per the SRC Circulars attached to the position

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

- i. Served in the grade of Principal Nursing Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- iii. Master's Degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management and leadership, Mental Health or Geriatric Nursing from a recognized institution;
- iv. Registration Certificate issued by the Nursing Council of Kenya;
- v. Valid practicing license from the Nursing Council of Kenya;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii. Certificate in computer application skills from a recognized institution; and
- viii. Demonstrated a high degree of professional competence and administrative capability.

Duties and Responsibilities

- i. Coordinating development of policies, standards and guidelines in the provision of nursing services;
- ii. Ensuring application of the nursing process at the service delivery unit of specialization;
- iii. Carrying out comprehensive health needs assessment in the area of specialization;
- iv. Formulating interventions to address identified health needs;
- v. Monitoring and evaluating health care services in a health facility;
- vi. Coordinating implementation of nursing related projects and programmes;
- vii. Coordinating the provision of appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization and reproductive health;
- viii. Coordinating preparation of training plans/programmes for nurses at the service delivery department;
- ix. Providing quantification and specifications for procurement of medical supplies and equipment;
- x. Conducting research and preparing-reports;
- xi. Advising Health/Hospital Management Team (HMT) on matters relating to Nursing Services;
- xii. Implementing continuing professional development programmes for nurses;
- xiii. Preparing strategic/annual work plans in a health facility; and
- xiv. Coaching and mentoring staff.

SENIOR PRINCIPAL ASSISTANT OCCUPATIONAL THERAPIST (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/15

Basic Salary Scale: Ksh. 90,200 – 124,630 p.m.

CPSB 05 (J/G ‘P’)

Allowances as per the SRC Circulars attached to the position

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

- i. Served in the grade of Principal Assistant Occupational Therapist II for a minimum period of three (3) years;

- ii. Diploma in Occupational Therapy from a recognized institution;
- iii. Higher diploma in any of the following disciplines; Sensory Integration, Speech Therapy, Hand Therapy, Gerontology, Neuro-Developmental Therapy, Paediatric Occupational Therapy, Community Occupational Therapy and Psychosocial Occupational Therapy or Specialized Driver Assessment from a recognized institution;
- iv. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in Computer Application Skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

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 discharge plans;
- vii. Carrying out home and work environmental assessment and making appropriate recommendation;
- viii. Following up on patients' progress;
- ix. Analysing data for research;
- x. Inducting students on practical training on occupational therapy services;
- xi. Preparing and compiling periodic reports; and
- xii. Evaluating Occupational therapy activities in the area of deployment including forensic occupational therapy, ergonomic consultancy, gerontic occupational therapy.

ASSISTANT DIRECTOR RADIOGRAPHY SERVICES (ONE (1) POSITION) - ADVERT NO. 02/ PROM /2025/16

Basic Salary Scale: Ksh. 90,200 – 124,630 p.m.

CPSB 05 (J/G 'P')

Allowances as per the SRC Circulars attached to the position

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

- i. Served in the grade of Principal Radiographer, or in a comparable and relevant position in the Public Service for at least three (3) years;
- ii. Master's degree in any of the following fields: Radiation Technology, Management or its equivalent qualification from a recognized institution;
- iii. Certificate in Computer Application Skills from a recognized institution; and
- iv. Demonstrated considerable technical competence and administrative capabilities in organizing and providing radiographic services.
- v. Shown merit and ability as reflected in work performance and results;

Duties and Responsibilities

- i. Provision of Radiographic Services to Hospitals;
- ii. Coordinating and supervising implementation of policies, guidelines and regulations on Medical Imaging/Radiotherapy Services;
- iii. Assisting in deploying and supervising Medical Imaging/Radiotherapy Personnel;
- iv. Monitoring and evaluating Quality Control/Quality Assurance Programs;
- v. Maintaining radiation safety standards; and
- vi. Ensuring safe storage of X-ray supplies depots in the County.

DEPUTY CHIEF HEALTH ADMINISTRATIVE OFFICER (TWO (2) POSITIONS) – ADVERT NO. 02/ PROM /2025/17

Basic Salary Scale: Ksh. **58,360 – 90,200** p.m.

CPSB 06 (J/G 'N')

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Assistant Chief Health Administrative Officer or in a comparable position for a minimum period of three (3) years;
- ii. Undertaken a Senior Management Course lasting for not less than four (4) weeks;
- iii. Certificate in Computer Application skills from recognized institutions;
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Ensuring efficient and effective management of health support services;
- ii. Promoting the welfare of patients and staff and ensuring their security;
- iii. Liaising with other professional and technical departmental heads in order to improve the overall management and delivery of health care services; and
- iv. Promoting discipline and professionalism among the health administrative personnel.

PRINCIPAL MEDICAL ENGINEERING TECHNOLOGIST (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/18

Basic Salary Scale: Ksh. **58,360 – 90,200** p.m.

CPSB 06 (J/G 'N')

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Chief Medical Engineering Technologist for a minimum of three (3) years;
- ii. Diploma in Medical Engineering or any other equivalent qualifications from a recognized institution;
- iii. Certificate in Management Course not lasting more than 4 (four) weeks from a recognized institution;
- iv. Certificate in Computer application skills from a recognized institution;
- v. Shown merit and ability as reflected in the work performance.

Duties and Responsibilities

- i. Providing specifications on procurement of appropriate medical equipment's;
- ii. Installation, maintenance and repair of medium technology medical equipment/plant and furniture;
- iii. Supervising installation, commissioning/decommissioning of medium technology medical equipment/plant and furniture;
- iv. Supervising medical engineering works in a health facility;
- v. Analysing information for research;
- vi. Preparing Planned Preventive Maintenance schedule (PPM);
- vii. Ensuring quality of medical equipment for performance and safety measures;

- viii. Maintaining information on medical engineering services for input into the Health Information Management System;
- ix. Training users on the use of and maintenance of medical equipment; and
- x. Coaching and mentoring of staff working under the officer.

PRINCIPAL MEDICAL LABORATORY TECHNOLOGIST II (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/19

Basic Salary Scale: Ksh. 58,360 – 90,200 p.m.

CPSB 06 (J/G ‘N’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Chief Medical Laboratory Technologist for a minimum
- ii. period of three (3) years;
- iii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- iv. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- v. Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;
- vi. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- vii. Certificate in Computer Application skills from recognized institutions; and
- viii. Demonstrated capability and efficiency in organizing work and discharging Medical Laboratory functions.

Duties and Responsibilities

- i. Implementing laboratory policies, guidelines, strategies and programmes;
- ii. Recruiting, preparing, and bleeding of blood donors for transfusion services;
- iii. Performing blood grouping;
- iv. Screening for blood transfusion transmissible infections, issuing blood and blood products to health facilities as per request;
- v. Coordinating the preparations of reagents, stains and examining specimens;
- vi. Carrying out operational laboratory research;

- vii. Preparing procurement plan for laboratory requirements;
- viii. Providing technical specifications for the procurement of medical laboratory
- ix. reagents, apparatus and equipment;
- x. Maintaining equipment and reagents for vector and insecticide application, monitoring and evaluation;
- xi. Investigating disease outbreaks with liaison with other health care providers;
- xii. Archiving specimens of medical importance for reference;
- xiii. Processing the specimen according to specific standard operating procedures (SOP);
- xiv. Validating and calibrating laboratory equipment; and
- xv. Preparing laboratory periodical reports.

**ASSISTANT PRINCIPAL MEDICAL SOCIAL WORKER (ONE (1) POSITION)
- ADVERT NO. 02/ PROM /2025/20**

Basic Salary Scale: Ksh. **58,360 – 90,200** p.m.

CPSB 06 (J/G ‘N’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. 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;
- ii. Be conversant with the Public Health Act, Mental Health Act, and Cap. 248 and other Health related Acts;
- iii. Have demonstrated proven competence, ability and initiative in work performance and results.

Duties and Responsibilities

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

**PRINCIPAL REGISTERED NURSE (NINE (9) POSITIONS) – ADVERT NO.
02/ PROM /2025/21**

Basic Salary Scale: Ksh. **58,360 – 90,200** p.m.

CPSB 06 (J/G ‘N’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Chief Registered Nurse for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from the Nursing Council of Kenya;
- v. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Shown a high degree of professional, competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programmes.

Duties and Responsibilities

- i. Implementing application of the nursing process at the health service delivery point;
- ii. Coordinating the provision of appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization and reproductive health;
- iii. Designing health education and counselling interventions for patients/clients and community on identified health needs;
- iv. Managing a service delivery department;
- v. Monitoring and evaluating health care at the health service delivery department;
- vi. Preparing training plans/programmes for nurses at the service delivery department;
- viii. Facilitating the referral of patients and clients appropriately;

- ix. Facilitating patients' admission and initiate discharge plans;
- x. Keeping up-to-date records of nursing staff;
- xi. Facilitating availability of resources for keeping clinical environment tidy and safe;
- xii. Ensuring effective utilization and safety of assigned medical supplies and equipment;
- xiii. Coordinating school health programmes, occupational health activities and home-based care services;
- xiv. Conducting clinical teaching and assessment of nursing staff and students;
- xv. Conducting desk reviews on health reports and implementing recommendations related to nursing; and
- xvi. Analysing data for research and compiling reports.

PRINCIPAL NURSING OFFICER (THREE (3) POSITIONS) – ADVERT NO. 02/ PROM /2025/22

Basic Salary Scale: Ksh. **58,360 – 90,200** p.m.

CPSB 06 (J/G 'N')

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Chief Nursing Officer for a minimum period of three (3) years;
- ii. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from the Nursing Council of Kenya;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

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 settings;

- iii. Assessing, formulating, planning and implementing evidence-based nursing care for client/patient;
- iv. Ensuring a safe nursing care environment for client/patient;
- v. Conducting patient audits to improve client/patient care;
- vi. Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families;
- vii. Conducting nursing teaching and assessment of nursing staff and students;
- viii. Coordinate quality assurance activities for improvement of nursing care outcomes;
- ix. Evaluating community interventions and providing feedback;
- x. Managing nursing commodities and other resources;
- xi. Conducting studies and surveys in various health care areas and disseminating findings to improve care;
- xii. Coordinating occupational health and safety activities and preparing periodic reports;
- xiii. Ensuring effective utilisation and safety of assigned medical supplies and equipment;
- xiv. Developing standard operating procedures for the unit in collaboration with other stakeholders;
- xv. Conducting training needs assessment and developing training/induction programmes;
- xvi. Evaluating in-house training programmes and producing periodical reports;
- xvii. Implementing nursing programmes; mobilizing resources for implementation of nursing activities and projects;
- xviii. Conducting ward rounds and reviewing patients' conditions; and
- xix. Coaching and mentoring nursing staff.

**PRINCIPAL NUTRITION AND DIETETICS OFFICER (ONE (1) POSITIONS)
- ADVERT NO. 02/ PROM /2025/23**

Basic Salary Scale: Ksh. **58,360 – 90,200** p.m.

CPSB 06 (J/G 'N')

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Chief Nutrition and Dietetics Officer for a minimum period of three (3) years;
- ii. 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;
- iii. Certificate in Senior Management lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in Computer Application skills-- from recognized institutions;
- v. Registration by the Kenya Nutritionist and Dieticians Institute (KNDI);
- vi. Must have a valid practicing license from the Kenya Nutritionist and Dieticians Institute (KNDI); and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Initiating and reviewing nutrition programmes;
- ii. Providing guidelines on supplemental and therapeutic diets for existing and emerging diseases for hospital use and other institutions;
- iii. Developing nutrition information, education, promotion and communication materials;
- iv. Providing nutrition consultancy support;
- v. Developing specialized diets for special needs;
- vi. Providing nutrition services in specialized clinics;
- vii. Supporting inpatient and outpatient management;
- viii. Planning and preparing hospital menus;
- ix. Facilitating training in various training institutions;
- x. Conducting, monitoring and evaluating infant and young child feeding programmes;
- xi. Conducting research on nutrition and dietetics and preparing reports;
- xii. developing nutrition guidelines;
- xiii. Conducting data audits in the community and hospitals; and

- xiv. Guiding on procurement and distribution of nutrition equipment and commodities.

PRINCIPAL ASSISTANT OCCUPATIONAL THERAPIST (TWO (2) POSITIONS) – ADVERT NO. 02/ PROM /2025/24

Basic Salary Scale: Ksh. **58,360 – 90,200** p.m.

CPSB 06 (J/G ‘N’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

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

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. Analysing data for research;
- viii. Inducting students’ o practical training in occupational therapy services;
- ix. Preparing and compiling periodic reports; and
- x. Evaluating occupational therapy activities in the areas of deployment.

PRINCIPAL PHARMACEUTICAL TECHNOLOGIST (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/25

Basic Salary Scale: Ksh. **58,360 – 90,200** p.m.

CPSB 06 (J/G ‘N’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Chief Pharmaceutical Technologist for at least three (3) years;
- ii. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- iii. Certificate of Enrolment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- iv. Certificate in Management course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Quantifying drugs/medicines as per requirements;
- ii. Assessing drug requirements based on disease patterns and emergency outbreaks;
- iii. Ensuring manufactured products conform to the Pharmacopeia specifications for quality assurance;
- iv. Ensuring implementation of decisions of drug/medicine and therapeutic committees;
- v. Coordinating development and implementation of training programmes for Continuous Professional Development (CPD) for staff and other stakeholders;
- vi. Supervising and assessing students/interns;
- vii. Maintaining up-to-date records pertaining to drug/medicine transactions;
- viii. Preparing drug consumption reports;
- ix. Coordinating setting of targets, preparing work plans and budgets; and
- x. Coaching and mentoring of staff.

**PRINCIPAL ASSISTANT PHYSIOTHERAPIST (TWO (2) POSITION) -
ADVERT NO. 02/ PROM /2025/26**

Basic Salary Scale: Ksh. **58,360 – 90,200** p.m.

CPSB 06 (J/G 'N')

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Chief Assistant Physiotherapist for a minimum period of three (3) years;
- ii. Diploma in Physiotherapy from a recognized institution;
- iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate of Registration from the Physiotherapy Board of Kenya (PCK);
- v. Current Certificate of practice from Physiotherapy Board of Kenya (PCK);
- vi. Certificate in any computer application skills; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Treating and rehabilitating patients/clients using Physiotherapy interventions in clinical areas and the community;
- ii. Planning and organizing group Physiotherapy treatments/sessions for patients and clients;
- iii. Evaluating treatment outcomes for review, placement, referral or discharge;
- iv. Carrying out physical disability assessments for categorization, registration and other support;
- v. Providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living to prevent non-communicable diseases;
- vi. Maintaining information and records relating to patients;
- vii. Inducting students on practical training on Physiotherapy therapy services;
- viii. Requisitioning and ensuring availability and proper utilization of Physiotherapy supplies and equipment;
- ix. Giving support and health education to patients and relatives in hospital;
- x. Maintaining equipment and inventory;
- xi. Analysing data and preparing reports; and
- xii. Coaching and mentoring of staff.

**PRINCIPAL ASSISTANT PUBLIC HEALTH OFFICER (TWO (2) POSITION)
- ADVERT NO. 02/ PROM /2025/27**

Basic Salary Scale: Ksh. **58,360 – 90,200** p.m.

CPSB 06 (J/G 'N')

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Chief Assistant Public Health Officer for a minimum period of three (3) years;
- ii. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in Computer Application Skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Monitoring and evaluating the management of solid/liquid and other hazardous wastes;
- ii. Ensuring safety and quality of food and water for both domestic and industrial use;
- iii. Ensuring abatement of sanitary nuisances; carrying out surveillance on environmental health pollutants;
- iv. Promoting hygiene education including school health programmes;
- v. Implementing international health regulations and rules at ports, airports, frontiers and border posts;
- vi. Vetting and approving building plans;
- vii. Inspecting and issuing occupancy certificates of new buildings;
- viii. Inspecting of commercial and trading premises for maintenance of set standards;
- ix. Overseeing exhumation process and authorizing disposal of unclaimed bodies; and
- x. Carrying out surveillance and advising on prevention and control of disease incidences, outbreaks and disasters.

**PRINCIPAL PUBLIC HEALTH OFFICER (ONE (1) POSITION) – ADVERT
NO. 02/ PROM /2025/28**

Basic Salary Scale: Ksh. **58,360 – 90,200** p.m.

CPSB 06 (J/G ‘N’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Chief Public Health Officer for a minimum period of three (3) years;
- ii. Bachelor’s Degree in Environmental Health or Public Health from a recognized Institution;
- iii. Certificate of competence from the Association of Public Health Officers;
- iv. Certificate in Computer Application Skills from a recognized institution;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Monitoring and evaluating environmental health risks;
- ii. Implementing promotive 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 education including school health programmes;
- vi. Implementing international health regulations and rules at ports, airports, frontiers and border posts;
- vii. Educating the public on health and safety at work place;
- viii. Coordinating community-based health care programmes;
- ix. Carrying out surveillance on environmental health pollutants and advising on prevention and control of disease incidences and outbreaks;
- x. Liaising with other stakeholders in carrying out disaster preparedness and response;
- xi. Compiling research reports on public health;
- xii. Compiling and analysing public health data and reports; and

- xiii. Promoting modern information and communication technology in the provision of public health services.

**PRINCIPAL RADIOGRAPHER (ONE (1) POSITION) – ADVERT NO. 02/
PROM /2025/29**

Basic Salary Scale: Ksh. **58,360 – 90,200** p.m.

CPSB 06 (J/G ‘N’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Chief Radiographer, or in a comparable and relevant position in the Public Service for at least three (3) years;
- ii. Certificate in Senior Management Course lasting not less than Four (4) weeks from a recognized institution;
- iii. Certificate in Computer Application Skills from a recognized institution; and
- iv. Demonstrated considerable technical competence and administrative capabilities in organizing and providing radiographic services.

Duties and Responsibilities

- i. Coordinating and supervising the implementation of policies and regulations on Medical Imaging Services;
- ii. Ensuring safety and maintenance of all medical imaging equipment in the station;
- iii. Implementing Quality Assurance Programmes;
- iv. Establishing and maintaining radiation safety standards in the hospital;
- v. Initiating procurement and safe storage of Medical Imaging Supplies;
- vi. Organizing training programs for staff and/or students on attachment in the department.

**DEPUTY CHIEF COMMUNITY ORAL HEALTH OFFICER (TWO (2)
POSITIONS) – ADVERT NO. 02/ PROM /2025/30**

Basic Salary Scale: Ksh. **50,610 – 67,110** p.m.

CPSB 07 (J/G ‘M’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Senior Community Oral Health Officer for a minimum period of three (3) years;
- ii. Attended a management course lasting not less than four (4) weeks from a recognized institution; and
- iii. Considerable working knowledge and experience in the provision and management of community Oral Health Services.

Duties and Responsibilities

- i. Organizing and managing of community oral health services in the county or sub county hospital;
- ii. Ensuring adequate availability of supplies and equipment;
- iii. Undertaking technical evaluation of the impact of community oral health services;
- iv. Supervising training and developing staff in the county or in a medical training institution;

Other duties will include:

- v. Teaching, training and developing curriculum in community oral health in a medical institution where the officer may be deployed to head a department/faculty; and
- vi. Review of training and deployment of staff in a division.

**CHIEF MEDICAL ENGINEERING TECHNOLOGIST (TWO (2) POSITIONS)
- ADVERT NO. 02/ PROM /2025/31**

Basic Salary Scale: Ksh. 50,610 – 67,110 p.m.

CPSB 07 (J/G ‘M’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Senior Medical Engineering Technologist for a minimum of three (3) years;
- ii. Diploma in Medical Engineering or any other equivalent qualifications from a recognized institution;
- iii. Certificate in Supervisory Skills Course not lasting more than two (2) weeks from a recognized institution;

- iv. Certificate in Computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected in the work performance.

Duties and Responsibilities

- i. Providing specifications on procurement of appropriate medical equipment;
- ii. Installation, maintenance and repair of medium technology medical equipment/plant and furniture;
- iii. Decommissioning of basic medical equipment/plant;
- iv. Supervising medical engineering works in a health facility;
- v. Analysing information for research;
- vi. Verifying medical equipment's to ascertain quality and safety;
- vii. Preparing Planned Preventive Maintenance schedule (PPM);
- viii. Ensuring quality of medical equipment for performance and safety measures;
- ix. Maintaining information on medical engineering services for input into the Health Information Management System;
- x. Monitoring medical engineering programmes and projects;
- xi. Training users on the use of and maintenance of medical equipment; and
- xii. Coaching and mentoring of staff working under the officer.

CHIEF MEDICAL LABORATORY TECHNOLOGIST (TEN (10) POSITIONS) - ADVERT NO. 02/ PROM /2025/32

Basic Salary Scale: Ksh. 50,610 – 67,110 p.m.

CPSB 07 (J/G 'M')

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Senior Medical Laboratory Technologist for a minimum period of three (3) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);

- iv. Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;
- v. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- vi. Certificate in Computer Application skills from recognized institutions; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing laboratory policies, guidelines, strategies and programmes;
- ii. Preparing media for culture and sensitivity testing;
- iii. Requisitioning of laboratory consumables and apparatus;
- iv. Investigating disease outbreaks in liaison with other health care providers;
- v. Archiving specimens of medical importance for reference;
- vi. Mentoring and coaching trainees on practical attachment;
- vii. Coordinating the preparation of reagents, stains and examining specimens;
- viii. Verifying and approving results;
- ix. Screening for blood transfusion transmissible infections;
- x. Preparing blood products;
- xi. Preparing operational research proposals;
- xii. Supervising the disinfection, washing and sterilization of apparatus;
- xiii. Maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation;
- xiv. Preparing laboratory periodical reports; and
- xv. Validating and calibrating equipment.

CHIEF REGISTERED NURSE (THIRTY-FIVE (35) POSITIONS) – ADVERT NO. 02/ PROM /2025/33

Basic Salary Scale: Ksh. **50,610 – 67,110** p.m.

CPSB 07 (J/G ‘M’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Senior Registered Nurse for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid Practicing License from the Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization and reproductive health;
- iii. Providing health education and counselling to patients/clients and community on identified health needs;
- iv. Facilitating patients/client's referral appropriately;
- v. Ensuring tidy and safe clinical environment;
- vi. Conducting clinical teaching and assessment of nursing staff and students;
- vii. Evaluating healthcare outcomes on patients/clients and preparing individualised reports;
- viii. Conducting occupational health needs assessment and making appropriate recommendations;
- ix. Managing a health service delivery section/units;
- x. Ensuring effective utilisation and safety of assigned medical supplies and equipment;
- xi. Conducting desk reviews on health reports and implementing recommendations related to nursing;
- xii. Caring for patients at the health service delivery unit using the nursing process;

- xiii. Monitoring healthcare outcomes at the service delivery unit and preparing reports; and
- xiv. Analysing data for research and compiling reports.

CHIEF NUTRITION AND DIETETICS TECHNOLOGIST (ONE (1) POSITIONS) – ADVERT NO. 02/ PROM /2025/34

Basic Salary Scale: Ksh. 50,610 – 67,110 p.m.

CPSB 07 (J/G ‘M’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Senior Nutrition and Dietetics Technologist for a minimum period of three (3) years;
- ii. Diploma in Community nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- iii. Certificate in Supervisory Skills course lasting not less than two (2) weeks from a recognized institution;
- iv. Certificate in Computer Application skills from recognized institutions;
- v. Registration by the Kenya Nutritionist and Dieticians Institute (KNDI);
- vi. Must have a valid practicing license from the Kenya Nutritionist and Dieticians Institute (KNDI); and
- vii. Shown merit and ability as reflected in work performance and results.

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; initiating nutrition projects;
- iv. Providing nutrition services in Tuberculosis, diabetic and renal clinics;
- v. Providing specialized nutrition support for inpatient;
- vi. Conducting nutrition data audits in the facility;
- vii. Carrying out nutrition research and preparing reports for the station or facility;
- viii. Planning and formulating therapeutic diets for outpatient and in-patients;
- ix. Providing specifications for the procurement of nutrition equipment;
- x. Facilitating nutrition health and inter-sectoral teams; and

- xi. Assessing, implementing and reviewing nutrition health programmes in health care facilities.

**CHIEF NUTRITION AND DIETETICS OFFICER (ONE (1) POSITIONS) -
ADVERT NO. 02/ PROM /2025/35**

Basic Salary Scale: Ksh. 50,610 – 67,110 p.m.

CPSB 07 (J/G ‘M’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Senior Nutrition and Dietetics Officer for a minimum period of three (3) years;
- ii. 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;
- iii. Certificate in Computer Application skills from recognized institutions;
- iv. Registration by the Kenya Nutritionist and Dieticians Institute (KNDI);
- v. Must have a valid practicing license from the Kenya Nutritionist and Dieticians Institute (KNDI);
- vi. Demonstrated a high degree of professional competence and administrative capability.

Duties and Responsibilities

- i. Conducting nutrition advocacy;
- ii. Conducting nutrition assessments and reviews in health care facilities;
- iii. Developing, implementing and reviewing nutrition health care plans;
- iv. Providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home-based care and other institutions;
- v. Developing and disseminating nutrition information, education, promotion and communication materials;
- vi. Providing nutrition support in patient management in healthcare facilities;
- vii. Facilitating training on nutrition in various training institutions;
- viii. Conducting nutritional research and preparing reports; and
- ix. Guiding in the nutrition management of patients in specialized clinics including Tuberculosis, HIV/AIDS, diabetes and renal clinics.

**CHIEF ASSISTANT OCCUPATIONAL THERAPIST (ONE (1) POSITIONS) –
ADVERT NO. 02/ PROM /2025/36**

Basic Salary Scale: Ksh. 50,610 – 67,110 p.m.

CPSB 07 (J/G ‘M’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

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

Duties and Responsibilities

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

**DEPUTY CHIEF ORTHOPAEDIC TECHNOLOGIST (ONE (1) POSITIONS) –
ADVERT NO. 02/ PROM /2025/37**

Basic Salary Scale: Ksh. 50,610 – 67,110 p.m.

CPSB 07 (J/G ‘M’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served for at least three (3) years of service in the grade of Senior Orthopaedic Technologist.
- ii. Diploma in Orthopaedic Technology or its equivalent qualification from a recognized institution;
- iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in computer application skills from a recognized institution; and
- v. Demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing prosthetic and orthotic policies and guidelines;
- ii. Analysing body structure of patients/clients;
- iii. Determining muscle power, muscle tone and joint range of motion;
- iv. Identifying level of amputation;
- v. Determining the severity of the deformity and their related causes;
- vi. History taking and recording of the patient's/client's information;
- vii. Examining the patient/client to establish the cause and the level of disability;
- viii. Measuring the affected body part of the patient/client longitudinally, taking cast and profile tracing;
- ix. Analysing and drawing treatment plan of the patient/client;
- x. Selecting appropriate components based on the range of materials available;
- xi. Designing the type of mobility, prosthetic or orthotic device;
- xii. Identifying appropriate materials and components for fabrication of the device;
- xiii. Correcting the patient's/client's deformity embedded on the positive cast; and
- xiv. Modifying the negative imprints.

In addition, duties and responsibilities will include:-

- i. Conducting biomechanical alignment of the device in relation to normal body proportion;
- ii. Assembling the selected components using the principles of biomechanical alignment;
- iii. Examining the alignment of the assembled components and body proportions;

- iv. Analysing the rhythmical movement of human joint in relation to the device;
- v. Authorizing the patient/client to leave with the device with a follow-up plan;
- vi. Advising patients/clients on the importance of mobilization and immobilization device;
- vii. Counselling and educating on use, care and maintenance of the orthopaedic device;
- viii. Coaching on the use of prosthetic and/or orthotic devices for activities of daily living, inclusivity and accessibility;
- ix. Guiding the users of orthopaedic device on the procedure of donning and doffing;
- x. Cleaning and checking of the fasteners, harnesses and valves;
- xi. Identifying the patients in need of the service and appropriate referral;
- xii. Advising procurement of appropriate components and material for fabrication of device;
- xiii. Coaching and mentoring staff under the officer and students on attachment and internship;
- xiv. Guiding and counselling prosthetic and orthotic personnel;
- xv. Training the patients/clients with prosthetic and/or orthotic device on activities of daily living, inclusivity and accessibility;
- xvi. Screening of patients/clients for the conditions that require prosthetic and orthotic services; and
- xvii. Training of the community and clients on adaptation/re-adaptation to their environment.

**CHIEF PHARMACEUTICAL TECHNOLOGIST (THREE (3) POSITIONS) -
ADVERT NO. 02/ PROM /2025/38**

Basic Salary Scale: Ksh. **50,610 – 67,110** p.m.

CPSB 07 (J/G 'M')

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Senior Pharmaceutical Technologist for at least three (3) years;

- ii. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- iii. Certificate of Enrolment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- iv. Certificate in Management course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

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/register 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.

CHIEF ASSISTANT PHYSIOTHERAPIST (TWO (2) POSITIONS) – ADVERT NO. 02/ PROM /2025/39

Basic Salary Scale: Ksh. 50,610 – 67,110 p.m.

CPSB 07 (J/G ‘M’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Senior Assistant Physiotherapist for a minimum period of three (3) years;
- ii. Diploma in Physiotherapy from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

- iv. Certificate of Registration from the Physiotherapy Board of Kenya (PCK);
- v. Current Certificate of practice from Physiotherapy Board of Kenya (PCK);
- vi. Certificate in any computer application skills; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Treating and rehabilitating patients/clients using Physiotherapy interventions in clinical areas and the community;
- ii. Organizing group Physiotherapy treatments/sessions for patients and clients;
- iii. Evaluating treatment outcomes for review, placement, referral or discharge;
- iv. Carrying out physical disability assessments for categorization, registration and other interventions;
- v. Providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living to prevent non-communicable diseases;
- vi. Verifying and maintaining information and records relating to patients;
- vii. Ensuring availability of Physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital;
- viii. Maintaining patients/clients progress reports;
- ix. Analysing data for research; and
- x. Preparing periodic reports.

**CHIEF ASSISTANT PUBLIC HEALTH OFFICER (EIGHT (8) POSITIONS) –
ADVERT NO. 02/ PROM /2025/40**

Basic Salary Scale: Ksh. 50,610 – 67,110 p.m.

CPSB 09(J/G ‘M’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Senior Assistant Public Health Officer for a minimum period of three (3) years;
- ii. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- iii. Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

- iv. Certificate in Computer Application Skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing promotive and preventive health programmes;
- ii. Ensuring safety and quality of food and water for both domestic and industrial use;
- iii. Abating sanitary nuisances;
- iv. Promoting hygiene education including school health programmes;
- v. Implementing international health regulations and rules at ports, airports, frontiers and border posts;
- vi. Undertaking inspection for preventive maintenance of health facilities;
- vii. Vetting and approving building plans;
- viii. Inspecting and issuing occupancy certificates of new buildings;
- ix. Inspecting commercial and trading premises for maintenance of set standards;
- x. Overseeing exhumation process and authorizing disposal of unclaimed bodies;
- xi. Educating the public on health and safety at work place; and
- xii. Implementing community-based health care programmes.

CHIEF PUBLIC HEALTH OFFICER (TWELVE (12) POSITIONS) – ADVERT NO. 02/ PROM /2025/41

Basic Salary Scale: Ksh. 50,610 – 67,110 p.m.

CPSB 09(J/G ‘M’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Senior Public Health Officer for a minimum period of three (3) years;
- ii. Bachelor’s Degree in Environmental Health or Public Health from a recognized Institution;
- iii. Certificate of competence from the Association of Public Health Officers;
- iv. Certificate in Computer Application Skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Implementing promotive and preventive health programmes;
- ii. Monitoring compliance to urban and rural sanitation standards in dwellings, commercial premises and work places;
- iii. Monitoring the management of solid/liquid and other hazardous wastes;
- iv. Ensuring safety and quality of food and water for both domestic and industrial use;
- v. Carrying out surveillance on environmental health pollutants;
- vi. Promoting hygiene education including school health programmes;
- vii. Implementing international health regulations and rules at ports, airports, frontiers and border posts;
- viii. Carrying out surveillance and advising on prevention and control of disease incidences and outbreaks;
- ix. Liaising with other stakeholders in carrying out disaster preparedness and response;
- x. Compiling research reports on public health;
- xi. Compiling and analysing of public health data and reports; and
- xii. Promoting modern information and communication technology in the provision of public health services.

CHIEF RADIOGRAPHER (ONE (1) POSITIONS) – ADVERT NO. 02/ PROM /2025/42

Basic Salary Scale: Ksh. 50,610 – 67,110 p.m.

CPSB 09(J/G ‘M’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Senior Radiographer or in a comparable and relevant position in the Public Service for at least three (3) years;
- ii. Management course lasting not less than four (4) weeks from Kenya Institute of Administration or any other recognized institution;
- iii. Certificate in Computer Application Skills from a recognized institution; and
- iv. Demonstrated considerable technical competence and administrative capabilities in organizing radiographic services.

Duties and Responsibilities

- i. Implementing policies and regulations on Medical Imaging Services in the Hospital;
- ii. Ensuring safety of radiography equipment in the department;
- iii. Establishing and Co-ordinating procurement;
- iv. Ensuring safe custody of radiographic and photographic supplies in the department; and
- v. Supervising junior staff and/or students on attachment in the department.

SENIOR HOSPITALITY OFFICER (ONE (1) POSITION) – ADVERT NO. 02/PROM /2025/43

Basic Salary Scale: Ksh. 44,400 – 61,110 p.m.

CPSB 08 (J/G ‘L’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Hospitality Officer I for a minimum period of three (3) years;
- ii. Attended Supervisory Management/Management Skills Development Course from a recognised institution;
- iii. Certificate in computer application skills from a recognized institution;
- iv. Demonstrated merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Directing the daily operations of the hospitality services;
- ii. Ensuring the general welfare of clients;
- iii. Facilitating work flow in the hospitality service areas;
- iv. Supervision and management of staff;
- v. Taking appropriate action on any feedback received from customers; and
- vi. Ensuring full compliance to the standard operating procedures.

SENIOR HEALTH ADMINISTRATIVE OFFICER (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/44

Basic Salary Scale: Ksh. 44,400 – 61,110 p.m.

CPSB 08 (J/G ‘L’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Health Administrative Officer I or in a comparable position for a minimum period of three (3) years;
- ii. A Six (6) months certificate Course in either Health Management/ Administration/ Business Administration/Management from a recognized institution;
- iii. Certificate in Computer Application skills from recognized institutions;
- iv. Shown merit and ability as reflected in work performance and results.

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; and
- v. Supervision and development of staff

SENIOR MEDICAL LABORATORY TECHNICIAN I (THREE (3) POSITIONS) – ADVERT NO. 02/ PROM /2025/45

Basic Salary Scale: Ksh. 44,400 – 61,110 p.m.

CPSB 08 (J/G ‘L’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Senior Medical Laboratory Technician II for a minimum period of three (3) years;
- ii. Certificate in Medical Laboratory Science or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technician and Technologist Board;
- iii. Certificate of Good Clinical Laboratory Practice (GCLP) and specialized techniques from a recognized institution;
- iv. Registration certificate issued by Kenya Medical Laboratory Technician and Technologist Board;

- v. Valid practicing license issued by Kenya Medical Laboratory Technician and Technologist Board;
- vi. Certificate in computer skills application skills application from a recognized institution; and
- vii. Shown merit and ability as reflected in work performance and results.

Duties and responsibilities

- i. Processing and analysing specimens for special techniques such as viral load and CD4 count;
- ii. Undertaking quality control measures on working reagents to ensure conformity with set standards;
- iii. Writing and recording of results;
- iv. Verification of results;
- v. Sensitizing the community on importance blood donation with other health care providers recruiting, preparing and bleeding of blood donors;
- vi. Rearing and maintaining of laboratory animals for research; and
- vii. Mentoring and coaching of trainees on practical attachment.

SENIOR MEDICAL LABORATORY TECHNOLOGIST (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/46

Basic Salary Scale: Ksh. 44,400 – 61,110 p.m.

CPSB 08 (J/G ‘L’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Medical Laboratory Technologist I for a minimum period of three (3) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iv. Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;

- v. Certificate in Computer Application skills from recognized institutions; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Receiving and scrutinizing laboratory requisition forms and specimens;
- ii. Preparing clients for collection of specimens;
- iii. Receiving, collecting, labelling and registering specimens;
- iv. Disaggregating specimens for processing and analysis;
- v. Preparing reagents;
- vi. Supervising the disinfection, washing and sterilization of apparatus;
- vii. Maintaining equipment and reagents for vector insecticides application, monitoring and evaluation;
- viii. Preparing media for culture and sensitivity testing;
- ix. Examining specimens for quality;
- x. Writing and recording of laboratory findings and results;
- xi. Dispatching laboratory results for use in clinical management;
- xii. Preparing stains;
- xiii. Preparing blood products;
- xiv. Collecting and analysing data;
- xv. Processing the specimen according to the Specific Operating Procedures (SOP);
- xvi. Mentoring and coaching trainees on practical attachment; and
- xvii. Preparing periodical reports.

SENIOR ENROLLED NURSE I (ELEVEN (11) POSITIONS) – ADVERT NO. 02/ PROM /2025/47

Basic Salary Scale: Ksh. 44,400 – 61,110 p.m.

CPSB 08 (J/G ‘L’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Senior Enrolled Nurse II for a minimum period of three (3) years;
- ii. 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 training institution;
- iii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
 - iv. Enrolment Certificate issued by the Nursing Council of Kenya;
 - v. Valid practicing license from Nursing Council of Kenya;
 - vi. Certificate in computer application skills from a recognized institution;
 - vii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing nursing care interventions based on patients'/clients' health needs;
- iii. Providing health education and counselling on identified health and socio-economic needs to patients/clients! referring patients and clients appropriately;
- iv. Facilitating patients' admission and discharge in a health facility;
- v. Ensuring a tidy and safe clinical environment;
- vi. Ensuring safe custody of in-patients belongings;
- vii. Maintaining records on patients/clients personal and health condition/care;
- viii. Conducting assessment of school health needs;
- ix. Planning, implementing interventions and preparing periodic reports;
- x. Conducting occupational health needs assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports;
- xi. Providing appropriate healthcare services including immunization, reproductive health;
- xii. Guiding and orienting staff, students and health personnel; and
- xiii. Carrying out health outreach activities.

SENIOR REGISTERED NURSE (TWENTY (20) POSITIONS) – ADVERT NO. 02/ PROM /2025/48

Basic Salary Scale: Ksh. 44,400 – 61,110 p.m.

CPSB 08 (J/G 'L')

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Registered Nurse I for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from the Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization and reproductive health;
- iii. Providing health education and counselling to patients/clients and community on identified health needs;
- iv. Referring patients and clients appropriately;
- v. Facilitating patients' admission and initiating discharge plans;
- vi. Maintaining records on patients/clients health condition and care;
- vii. Ensuring tidy and safe clinical environment; conducting home visits;
- viii. Conducting nursing teaching and assessment of nursing staff and students;
- ix. Evaluating healthcare outcomes on patients/clients and preparing individualised report;
- x. Conducting assessment of school health needs;
- xi. Planning, implementing interventions and preparing periodic reports;
- xii. Conducting occupational health needs assessment and making appropriate recommendations;
- xiii. Managing a health service delivery unit;

- xiv. Ensuring effective utilisation and safety of assigned medical supplies and equipment; and
- xv. Implementing recommendations of research findings for improvement of nursing care.

SENIOR ORTHOPEDIC TRAUMA TECHNOLOGIST (TWO (2) POSITIONS) – ADVERT NO. 02/ PROM /2025/49

Basic Salary Scale: Ksh. 44,400 – 61,110 p.m.

CPSB 08 (J/G ‘L’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Orthopaedic Trauma Technologist I for a minimum period of three (3) years;
- ii. Diploma in Orthopaedic Plaster Technology from a recognized institution;
- iii. Certificate in computer application skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

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. Counselling patients/clients on issues regarding orthopaedic trauma;
- v. Correcting congenital Talipes Equino-Varus (C.T.E.VV.);
- 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' pins and skull callipers;
- x. Removing external fixators; and
- xi. Carrying out research on orthopaedic and trauma techniques and trends.

Further duties and responsibilities will entail:

- i. Carrying out community outreach to identify orthopaedic and trauma deformities in liaison with other health workers and stakeholders;
- ii. Sensitizing and creating awareness on orthopaedic trauma conditions to the communities;
- iii. Providing orthopaedic and trauma assistance during orthopaedic surgical operations;
- iv. Cleaning and treating simple wounds resulting from orthopaedic trauma;
- v. Preparing orthopaedic and trauma case summaries; and
- vi. Making follow-ups of orthopaedic and trauma cases in the wards and out-patient clinics.

SENIOR PHARMACEUTICAL TECHNOLOGIST (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/50

Basic Salary Scale: Ksh. 44,400 – 61,110 p.m.

CPSB 08 (J/G ‘L’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Pharmaceutical Technologist I for at least three (3) years;
- ii. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- iii. Certificate of Enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- iv. Certificate in computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

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 reaction;
- vii. Receiving and reporting poor quality medicine; and
- viii. Guiding and counselling staff working under the officer.

SENIOR PUBLIC HEALTH OFFICER (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/51

Basic Salary Scale: Ksh. 44,400 – 61,110 p.m.

CPSB 08 (J/G ‘L’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Public Health Officer for a minimum period of three (3) years;
- ii. Bachelor’s Degree in Environmental Health or Public Health from a recognized Institution;
- iii. Certificate of Competence from the Association of Public Health Officers;
- iv. Certificate in Computer Application Skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Identifying environmental health issues at community level; assessing health needs of the community; coordinating sanitation and hygiene programmes in the community;
- ii. Sensitizing communities on food and water safety measures;
- iii. Conducting Training for Public Health Trainees, Community Own Resource Persons (CORPS), Community-based Health Workers (CHWs) and Community Health Committees (CHCs) on Public Health issues;
- iv. Implementing environmental health programmes and projects;
- v. Collecting water and food samples for bacteriological and chemical analysis;
- vi. Initiating and implementing Community Based Health Care Programmes;
- vii. Implementing integrated mosquito control and other public health strategies;
- viii. Following up on proper collection and disposal of solid waste in markets and other dwelling premises in towns;
- ix. Carrying out disease surveillance, prevention and control; and
- x. Coordinating immunization programmes.

SENIOR RADIOGRAPHER (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/52

Basic Salary Scale: Ksh. 44,400 – 61,110 p.m.

CPSB 08 (J/G ‘L’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Radiographer I or in a comparable and relevant position in the Public Service for at least three (3) years;
- ii. Certificate in Computer Application Skills from a recognized institution; and
- iii. Demonstrated considerable technical competence and administrative capabilities in organizing radiographic services.

Duties and Responsibilities

- i. Implementing policies and regulations on medical imaging services in the hospital;
- ii. Undertaking basic maintenance and ensuring safety of radiography equipment in the department;
- iii. Establishing and co-ordinating procurement and ensuring safe custody of radiographic and photographic supplies in the department;
- iv. Organizing and supervising staff and/or students on attachment in the department.

ASSISTANT COMMUNITY HEALTH OFFICER I (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/53

Basic Salary Scale: Ksh. 39,700 – 52,960 p.m.

CPSB 09 (J/G ‘K’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Assistant Community Health Officer II for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counselling, Social Work, Community development or Health Promotion and Education from a recognized institution;

- iii. Certificate in Computer Application Skills from a recognized institution; and
- iv. Demonstrated merit and ability as reflected in work performance and results;

Duties and Responsibilities

- i. Coordinating community health activities;
- ii. Collating health data from households for analysis;
- iii. Sensitizing community members on health issues;
- iv. Recommending appropriate action for identified defaulters of health interventions;
- v. Planning and coordinating community health meetings in liaison with other stakeholders in the health sector;
- vi. Identifying and taking action for common ailments and minor injuries;
- vii. Collecting data during community diagnosis;
- viii. Conducting community psychosocial counselling; and
- ix. Training Community Health Workers and Community Health Committees on community health issues.

COMMUNITY ORAL HEALTH OFFICER I (ONE (1) POSITION) – ADVERT NO. 02/PROM /2025/54

Basic Salary Scale: Ksh. 39,700 – 52,960 p.m.

CPSB 09 (J/G ‘K’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Community Oral Health Officer II for a minimum period of three (3) years.
- ii. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Managing oral health clinics by organizing and scheduling clinic days, patient flows and referrals;
- ii. Teaching and supervising students/interns on practicals;
- iii. Supervising Community Oral Health Officers at health centres and sub-county and district hospitals.

- iv. Other duties will include ordering dental materials, equipment and instruments for use in the hospitals/clinics.
- v. In a medical training institution, an officer will be expected to;
- vi. Teach, train, counsel and guide students;
- vii. Participate in curriculum development, implementation, and evaluation; and
- viii. Admission and orientation of new students.

MEDICAL LABORATORY TECHNOLOGIST I (FIVE (5) POSITIONS) – ADVERT NO. 02/ PROM /2025/55

Basic Salary Scale: Ksh. 39,700 – 52,960 p.m.

CPSB 09 (J/G ‘K’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Medical Laboratory Technologist II for a minimum period of three (3) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iv. Valid practising license from Kenya Medical Laboratory Technicians and Technologists Board;
- v. Certificate in Computer Application skills from recognized institutions; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Recruiting, preparing and bleeding of blood donors for transfusion services;
- ii. Performing blood grouping;
- iii. Storing blood products according to their requirements;
- iv. Screening for blood transfusion infections;
- v. Issuing blood and blood products to peripheral health facilities;
- vi. Preparing blood products;
- vii. Collecting and analysing laboratory findings and resultant data;

- viii. Processing the specimen according to Specific Standard Operating Procedures (SOP);
- ix. Supervising the disinfection, washing and sterilization of apparatus;
- x. Mentoring and coaching trainees on practical attachment;
- xi. Receiving and scrutinizing laboratory requisition forms and specimens;
- xii. Preparing clients for collection of specimens for correctness;
- xiii. Receiving, collecting, labelling and registering specimens;
- xiv. Disaggregating specimens for processing and analyses;
- xv. Preparing reagents;
- xvi. Examining specimens for quality;
- xvii. Writing and recording of laboratory findings and results;
- xviii. Dispatching laboratory results for use in clinical management; and
- xix. Preparing stains and reagents.

SENIOR ENROLLED NURSE II (SIX (6) POSITIONS) – ADVERT NO. 02/PROM/2025/56

Basic Salary Scale: Ksh. 39,700 – 52,960 p.m. **CPSB 09 (J/G ‘K’)**

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Enrolled Nurse I for a minimum period of three (3) years;
- ii. 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 training institution;
- iii. Enrolment Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing nursing care interventions based on patients'/clients' health needs;

- iii. Providing health education and counselling on identified health and socio-economic needs to patients/clients;
- iv. Referring patients and clients appropriately;
- v. Facilitating patients' admission and discharge in a health facility;
- vi. Making appropriate discharge plan for patients;
- vii. Ensuring a tidy and safe clinical environment;
- viii. Ensuring safe custody of in-patients belongings;
- ix. Maintaining records on patients/clients personal and health condition/care;
- x. Conducting assessment of school health needs;
- xi. Planning, implementing interventions and preparing periodic reports;
- xii. Conducting occupational health needs assessment;
- xiii. Providing appropriate healthcare services including immunization, reproductive health;
- xiv. Guiding and orienting staff and students; and
- xv. Carrying out health outreach activities.

REGISTERED NURSE I (SIXTEEN (16) POSITIONS) – ADVERT NO. 02/ PROM /2025/57

Basic Salary Scale: Ksh. 39,700 – 52,960 p.m.

CPSB 09 (J/G 'K')

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Registered Nurse II for a minimum period of three (3) years;
- ii. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from the Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Diagnosing common health conditions;
- iii. Providing appropriate healthcare services including Integrated Management of Childhood Illness (IMCI), Intergrated Management of Adolescents and Adulthood illness (IMAI), immunization and reproductivity;
- iv. Providing health education and counselling to patients/clients and community on identified health needs;
- v. Referring patients and clients appropriately;
- vi. Facilitating patients' admission and initiating discharge plans;
- vii. Maintaining records on patients/clients health condition and care;
- viii. Ensuring a tidy and safe clinical environment;
- ix. Collecting and collating data for research;
- x. Evaluating healthcare outcomes on patients/clients and preparing individualised reports;
- xi. Conducting assessment of schools' health needs;
- xii. Planning, implementing interventions and preparing periodic reports; and
- xiii. Identifying occupational health needs and making appropriate recommendations.

NUTRITION AND DIETETICS TECHNOLOGIST I (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/58

Basic Salary Scale: Ksh. 39,700 – 52,960 p.m.

CPSB 09 (J/G 'K')

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Nutrition and Dietetics Technologist II for a minimum period of three (3) years;
- ii. Diploma in Community nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution.
- iii. Certificate in Computer Application skills from recognized institutions;
- iv. Registration by the Kenya Nutritionist and Dieticians Institute (KNDI);

- v. Must have a valid practicing license from the Kenya Nutritionist and Dieticians Institute (KNDI);
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Providing nutrition services in health care facilities;
- ii. Conducting nutrition assessments;
- iii. Undertaking ward rounds and supervising administration of inpatient feeding;
- iv. Collating and analysing nutrition data;
- v. Counselling patients with specific nutritional needs;
- vi. Implementing and monitoring outpatient and inpatient supplementary and therapeutic feeding programmes;
- vii. Promoting maternal, infant and young children feeding programmes;
- viii. Conducting nutrition health education and demonstrations;
- ix. Disseminating nutrition and dietetic information, education and communication materials;
- x. Facilitating district health and nutrition steering groups;
- xi. Supervising and implementing baby friendly hospital initiatives;
- xii. Assessing and reviewing nutrition of referral cases;
- xiii. Overseeing the nutrition management of patients in health care facilities; and
- xiv. Preparing monthly nutrition reports in health care facilities.

ASSISTANT OCCUPATIONAL THERAPIST I (ONE (1) POSITION) – ADVERT NO. 02/PROM/2025/59

Basic Salary Scale: Ksh. 39,700 – 52,960 p.m.

CPSB 09 (J/G ‘K’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Assistant Occupational Therapist II for a minimum period of three (3) years;
- ii. Diploma in Occupational Therapy from a recognized institution;
- iii. Certificate in Computer Application Skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assessing formulating and implementing patients' treatment plan;
- ii. Carrying out clients functional assessments and formulating necessary interventions;
- iii. Maintaining records and data relating to patients;
- iv. Providing health education to patients and care givers;
- v. Carrying out home environmental assessment;
- vi. Following up on patients' progress;
- vii. Collecting and compiling data for research; and
- viii. Preparing periodic reports.

ORTHOPAEDIC TRAUMA TECHNOLOGIST I (ONE (1) POSITION) – ADVERT NO. 02/PROM/2025/60

Basic Salary Scale: Ksh. 39,700 – 52,960 p.m.

CPSB 09 (J/G 'K')

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Orthopaedic Trauma Technologist II for at least 3 (three) year;
- ii. Diploma in Orthopaedic Technology or its equivalent qualification from a recognized institution;
- iii. Certificate in computer applications skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Interpreting radiological images of orthopaedic and trauma cases;
- ii. Manipulating and reducing fractures and dislocations; fixing and removing casts, bandages and tractions to and from patients;
- iii. Correcting congenital Talipes Equino-Varus;
- iv. Documenting orthopaedic and trauma cases; assessing and referring patients with Musculo-skeletal conditions;
- v. Carrying out minor orthopaedic operative techniques involving insertion and removal of Steinman's pins and skull calipers; and removing external fixators.

Further duties and responsibilities entail;

- i. Cleaning and treating simple wounds resulting from orthopaedic trauma;
- ii. Making follow-ups of orthopaedic and trauma cases in the wards and out-patient clinics;
- iii. Participating in the management of minor orthopaedic and trauma cases in emergencies and accidents;
- iv. Sensitizing and creating awareness on orthopaedic trauma conditions to the communities;
- v. And providing orthopaedic and trauma assistance during orthopaedic surgical operations.

PHARMACEUTICAL TECHNOLOGIST I, (ONE (1) POSITION) – ADVERT NO. 02/PROM /2025/61

Basic Salary Scale: Ksh. 39,700 – 52,960 p.m.

CPSB 09 (J/G 'K')

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Pharmaceutical Technologist II for at least three (3) years;
- ii. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- iii. Certificate of Enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- iv. Certificate in Computer application skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.

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 drugs/medicines;
- vi. Receiving complaints and reporting adverse drug reaction; and
- vii. Receiving and reporting poor quality medicine.

SENIOR PUBLIC HEALTH ASSISTANT (TWO (2) POSITIONS) – ADVERT NO. 02/PROM /2025/62

Basic Salary Scale: Ksh. **39,700 – 52,960** p.m.

CPSB 09 (J/G ‘K’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Public Health Assistant I for a minimum period of three (3) years;
- ii. Certificate in Environmental Health Science or Public Health Technology from a recognized institution;
- iii. Certificate in Computer Application Skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Mobilizing, sensitizing and advising communities on matters related to environmental health;
- ii. Carrying out immunizations;
- iii. Defaulter tracing and reporting of Tuberculosis and other immunizable diseases;
- iv. Referring health cases to relevant health facilities;
- v. Identifying environmental health issues at household level;
- vi. Organizing community health days to advise communities on common public health issues;
- vii. Maintaining and updating records of public health data;
- viii. Assessing health needs of the community;
- ix. Sensitizing communities on food and water safety measures;
- x. Inspecting homesteads, markets, commercial premises, trading centres to ensure that general cleanliness and sanitary requirements are maintained; and
- xi. Issuing of intimation and statutory notices.

ASSISTANT PUBLIC HEALTH OFFICER I, (SIX (6) POSITIONS) – ADVERT NO. 02/PROM/2025/63

Basic Salary Scale: Ksh. **39,700 – 52,960** p.m.

CPSB 09 (J/G ‘K’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Assistant Public Health Officer II for a minimum period of three (3) years;
- ii. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- iii. Certificate in Computer Application Skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Mobilizing, sensitizing and advising communities on matters related to environmental health;
- ii. Carrying out immunization;
- iii. Defaulter tracing and reporting of Tuberculosis and other immunizable diseases;
- iv. Identifying environmental health issues at community level;
- v. Implementing vector, vermin and rodent control measures;
- vi. Implementing integrated mosquito control strategies;
- vii. Sitting of homesteads, pit latrines, grain stores, trading centres, emergency camps and giving advice on vermin and rodent control;
- viii. Implementing sanitation and hygiene standards in the community;
- ix. Undertaking inspection for preventive maintenance at the health facility, hospital sanitation and health care waste management;
- x. Issuing of intimation and statutory notices; and
- xi. Inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water.

ENROLLED NURSE I (FIVE (5) POSITIONS) – ADVERT NO. 02/PROM /2025/64

Basic Salary Scale: Ksh. **32,700 – 42,690** p.m.

CPSB 10 (J/G ‘J’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Enrolled Nurse II for a minimum period of three (3) years;
- ii. 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 training institution;
- iii. Enrolment Certificate issued by the Nursing Council of Kenya;
 - iv. Valid practicing license from Nursing Council' of Kenya;
 - v. Certificate in computer application skills from a recognized institution; and
 - vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing nursing care interventions based on patients'/clients' health needs;
- iii. Providing appropriate healthcare service, including immunization, Prevention of Mother to Child Transmission of HIV (PMTCT), ante-natal care and delivery, providing Health education and counselling on identified Health and socio-economic needs to patients'/clients';
- iv. Referring patients and clients appropriately;
- v. Facilitating patients' admission and discharge in a health facility;
- vi. Ensuring a tidy and safe clinical environment;
- vii. Ensuring safe custody of in-patients belongings;
- viii. Maintaining records on patients/clients personal and health condition/care;
- ix. Evaluating healthcare outcomes on patients/clients and preparing individualised reports;
- x. Conducting assessment of school health needs;
- xi. Planning, implementing interventions and preparing periodic reports; and guiding and orienting students.

ORTHOPAEDIC TRAUMA TECHNICIAN (ONE (1) POSITION) – ADVERT NO.02/PROM/2025/65

Basic Salary Scale: Ksh. **32,700 – 42,690** p.m.

CPSB 10 (J/G 'J')

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Orthopaedic Trauma Technician II for a minimum period of three (3) years;

- ii. Certificate in either Orthopaedic Plaster and Traction Technology or Orthopaedic Plaster Technology from a recognized institution;
- iii. Certificate in computer application skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and result.

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 orthopedic and trauma cases in emergencies and accidents;
- ix. Sensitizing and creating awareness on orthopedic trauma conditions to the communities; and
- x. Counselling patients/clients with orthopedic trauma needs.

PUBLIC HEALTH ASSISTANT I (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/66

Basic Salary Scale: Ksh. 32,700 – 42,690 p.m. **CPSB 10 (J/G ‘J’)**

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served in the grade of Public Health Assistant II for a minimum period of three (3) years;
- ii. Certificate in Environmental Health Science or Public Health Technology from a recognized institution;
- iii. Certificate in Computer Application Skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i. Mobilizing, sensitizing and advising communities on matters related to environmental health;
- ii. Referring health cases to relevant health facilities;
- iii. Carrying out immunization;
- iv. Identifying environmental health issues at household level;
- v. Organizing community health days to advise communities on common public health issues;
- vi. Collecting and maintaining up to date records of services rendered;
- vii. Assessing health needs of the community; and
- viii. Sensitizing communities on food and water safety measures.

MORTICIAN I (ONE (1) POSITION) – ADVERT NO. 02/ PROM /2025/67

Basic Salary Scale: Ksh. **32,700 – 42,690** p.m. **CPSB 10 (J/G ‘J’)**

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, a candidate must have:

- i. Served for at least three (3) years in the grade of Mortician II;
- ii. Show merit and ability as reflected in work performance and results.
- iii. Proficiency in computer applications.

Duties and Responsibilities

- i. Receiving bodies and preparing them for embalming, washing and disinfecting bodies to prevent deterioration and infection;
- ii. embalm the bodies;
- iii. completing the necessary paper work required;
- iv. proper storage of human remains, making sure the mortuary is fully stocked, restoring the appearance of bodies.
- v. work closely with funeral arrangers to make sure the families' wishes are met.
- vi. Receiving bodies and placing them into cold storage unit;
- vii. Standing by at the post-mortem operation and passing instruments such as scalpels to the pathologist, cleaning and sterilizing all instruments;

- viii. weighing each organ as the pathologist removes it and taking samples for toxicology and histopathology analysis, afterwards helping replace all the organs in the body, embalming, reconstructing, stitching up and cleaning the body.
- ix. Keeping accurate computer records of the identity of the body, ensuring a high standard of presentation of the body following post mortem, so that the body is suitable for viewing;
- x. Liaising with doctors, police and funeral directors;
- xi. Assisting with documents for death certificates;
- xii. Taking out the bodies for relatives to view and perhaps identify and giving them information and support.
- xiii. Keeping the mortuary clean and enforcing health and safety regulations;
- xiv. Supervision and counselling of staff and students attached to funeral home.

MORTICIAN II/MORTUARY SUPERINTENDENT (ONE (1) POSITION) – ADVERT NO. 02/PROM /2025/68

Basic Salary Scale: Ksh. **26,900 – 35,380** p.m.

CPSB 11 (J/G ‘H’)

Allowances as per the SRC Circulars attached to the position

For appointment to this grade, an officer must have:

- i. Served for at least three (3) years in the grade of Mortician III;
- ii. Must have attended a minimum of three months training in mortuary science or funeral service education in a recognized institution;
- iii. Proficiency in computer skills.
- iv. Show merit and ability as reflected in work performance and results;

Duties and Responsibilities

- i. Securing information for legal documents;
- ii. Filing death certificates and other legal papers;
- iii. Assisting survivors with details for filing claims for death benefits;
- iv. Ensure and check that all proper documents have been completed for interment, cremation, directs funerals ceremonies by liaising with clergy or celebrants;
- v. Transport the casket from the service to the burial or cremation;
- vi. Organize all notices of the death and funeral arrangements and repatriation;

- vii. The officer will provide support to the bereaved during initial stages of their grief, they will work closely with funeral arrangers to make sure the families' wishes are met.

HOW TO APPLY

Interested and qualified candidates are required to make applications by downloading and completing a **Promotion Application Form (PSB FORM-2 (Revised 2023))** from the County Government of Nakuru website www.nakuru.go.ke/careers

A duly filled promotion application form and **certified copies of National ID, KCSE, Diploma/Degree/Masters Certificates, Professional Registration certificates and Valid Practicing License (where applicable)** should be sent through the **POST OFFICE or COURIER SERVICES** in a sealed envelope **on or before 20th May, 2025** at 5.00 p.m. **(No hand delivered applications will be accepted and also applications sent through the email address will not be considered).**

Clearly indicate the Advert number and position applied for on top of the envelope and address to;

The Secretary

Nakuru County Public Service Board

Public Works Building- Prisons Road

P.O Box 2870-20100 NAKURU

The County Government of Nakuru is an equal opportunity employer.

The Board and the County Government of Nakuru is committed to Zero Tolerance to Corruption. We caution applicants not to fall victim to fraudsters and impersonators who solicit for money with a promise of influencing the outcome. **The Board shall bear no responsibility for any personal loss arising from such unlawful dealings.** Such cases should be reported to the Police and other relevant Law Enforcement Agencies.

Any communication from the County Public Service Board SHALL be through the above address and official cellphone number: **0796848192.**

Canvassing in any form will lead to automatic disqualification. Only shortlisted candidates will be contacted.

Secretary/CEO

Nakuru County Public Service Board