



PUBLIC SERVICE COMMISSION

Our Vision

“A citizen-centric public service”

Our Mission

“To reform and transform the public service for efficient and effective service delivery”

VACANT POSITIONS IN THE PUBLIC SERVICE - MINISTRY OF HEALTH (UNIVERSAL HEALTH COVERAGE PROGRAMME)

The Public Service Commission (PSC) in conjunction with the Ministry of Health is pleased to announce to the general public the recruitment of the following health care workers drawn from various cadres of health personnel on a three (3) years contract based on identified needs in the two levels of government.

Terms of Service: Three (3) years Contract

Remuneration Package (Consolidated package):

Diploma Holders - Ksh.50,000 p.m

Certificate Holders - Ksh.40,000 p.m

I. VACANCIES AVAILABLE IN THE MINISTRY OF HEALTH (NATIONAL HEALTH FACILITIES)

(Interested and qualified persons are requested to make their applications ONLINE through the Commission website: www.publicservice.go.ke or jobs portal: www.psckjobs.go.ke so as to reach the Commission on or before 20th May 2020 at 5.00 p.m).

REGISTERED CLINICAL OFFICER III (CSG 12) - TEN (10) POSTS - V/NO.81/2020

For appointment to this grade, a candidate must have:

- (i) a Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution and
- (ii) Certificate of Registration by Clinical Officers' Council

Duties and responsibilities

Duties and responsibilities at this level will include:

- (i) taking history, examining, diagnosing and treating patients' common ailments at an out-patient or in-patient health facility;
- (ii) implementing Community Health Care activities in liaison with other health workers; guiding and counseling patients, clients and staff on health issues;
- (iii) sensitizing patients and clients on preventive and promotive health;

- (iv) carrying out minor surgical procedures as per training and skill;
- (v) collecting and compiling clinical data; and
- (vi) referring patients and clients to appropriate health facilities.

REGISTERED NURSE III (CSG 12) - FIFTY (50) POSTS - V/NO.82/2020

For appointment to this grade, a candidate must have:

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

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- (ii) providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counseling to patients/clients and community on identified health needs;
- (iii) referring patients and clients appropriately;
- (iv) facilitating patients' admission and initiating discharge plans;
- (v) maintaining records on patients/clients health condition and care;
- (vi) ensuring a tidy and safe clinical environment; and
- (vii) collecting and compiling data.

ENROLLED NURSE III (CSG 13) - FIFTY FIVE (55) POSTS- V/NO.83/2020

For appointment to this grade, a candidate must have:

- (i) Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enroll Nurse/Midwife from a recognized institution;
- (ii) Enrolment Certificate issued by the Nursing Council of Kenya; and
- (iii) Valid practicing license from Nursing Council of Kenya.

Duties and responsibilities:

Duties and responsibilities at this level will entail;

- (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 providing appropriate healthcare service, including immunization, ante-natal care, delivery, referring patients and clients appropriately;
- (iv) evaluating health care outcomes on patients/clients preparing individualized reports;

- (v) making appropriate discharge plan for patients;
- (vi) conducting assessment of school health needs;
- (vii) planning implementing interventions and preparing periodic reports;
- (viii) maintaining records on patients/clients personal and health condition/care;
- (ix) ensuring a tidy and safe clinical environment;
- (x) ensuring safe custody for in-patients belongings;
- (xi) conducting home visits, following up discharged patients/clients and providing continuity of care; and
- (xii) treating minor ailments.

PHARMACEUTICAL TECHNOLOGIST III (CSG 12) - FOUR(4) POSTS-NO.84/2020

For appointment to this grade, a candidate must have:

- (i) Diploma in Pharmaceutical Technology from a recognized training institution;
- (ii) Certificate of Registration as a Pharmaceutical Technologist by the Pharmacy and Poisons Board;
- (iii) Valid practicing license from Pharmacy and Poisons Board.

Duties and Responsibilities:

At this level an officer is expected to provide pharmaceutical services under guidance of a senior officer in providing pharmaceutical services in the hospital including compounding and dispensing medicine and record keeping.

MEDICAL LABORATORY TECHNOLOGIST III(CSG 12) - TWENTY(20) POSTS-NO.85/2020

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

- (i) Diploma in Medical Laboratory Technology from a recognized institution;
- (ii) Registration Certificate issued by the Medical Laboratory Technicians and Technologist Board of Kenya;
- (iii) Valid practicing license from the Medical Laboratory Technicians and Technologist Board of Kenya;

Duties and Responsibilities:

Duties and responsibilities at this level will entail:-

- (i) Coordinating provision of laboratory services in a number of units/sections;
- (ii) Preparing work plans and programs for laboratory activities;
- (iii) Submitting samples to reference laboratories and institutes for further analysis;
- (iv) Preparing laboratory manuals and quality specifications;
- (v) Supervising safe laboratory waste disposal;
- (vi) Carrying out efficacy tests; Initiating requisition proposals and undertaking technical evaluation for laboratory supplies/equipment; and
- (vii) Formulating technical laboratory standards.

COMMUNITY ORAL HEALTH OFFICER III - (CSG 12) - TWO (2) POSTS-NO.86/2020

For appointment to this grade, a candidate must have:

- i) Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) and C (Plain) in English/ Kiswahili and Biology/Biological Sciences and C-(Minus) grade in either chemistry, physics/physical sciences, mathematics or general sciences; and
- ii) Diploma in Community Oral Health from Kenya Medical Training College or its equivalent from a recognized institution.

Requirement for appointment:

Duties and responsibilities at this level will entail;

- (i) participation in oral health demonstrations, exhibitions and giving lectures to communities and schools;
- (ii) collecting data for fluoride testing in water samples, analyzing and interpreting results and advising the relevant authorities accordingly;
- (iii) diagnosis and treatment of common dental conditions;
- (iv) Temporary and permanent dental restorations;
- (v) reducing simple fractures of jaws;
- (vi) extractions and disimpactions;
- (vii) drainage of dental abscess, suturing to stop bleeding; and
- (viii) prescription of analgesics and anti-biotics.

RADIOGRAPHER III - (CSG 12) - TEN(10) POSTS-NO.87/2020

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) in English/Kiswahili, Biology/ Biological Sciences or Physics/ Physical Sciences and C-(minus) in Mathematics; and
- (ii) Diploma in any of the following; Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy And Digital Medical imaging equipment or its equivalent from a recognized university.

Duties and Responsibilities:

Duties and responsibilities at this level will entail:

- (i) Providing radiographic services to patients;
- (ii) Processing, verifying and maintaining information relating to patients; and
- (iii) Ordering and maintaining records of radiographic and photographic supplies.

ASSISTANT PUBLIC HEALTH OFFICER (CSG 12) - FIVE(5) POSTS-NO.88/2020

For appointment to this grade, an officer must have Diploma in either Environmental Health Sciences or Public Health Inspection from a recognized institution.

Duties and Responsibilities

Duties and responsibilities at this level will entail:-

- (i) mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities;
- (ii) carrying out immunization; identifying environmental health issues at community level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date records of services rendered;
- (iii) assessing health needs of the community;
- (iv) implementing vector, vermin and rodent control measures ; and
- (v) implementing integrated mosquito control strategies.

ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER III (CSG 12) - EIGHT (8) POSTS-NO.89/2020

For appointment to this grade, a candidate must have:

- (i) Diploma in Health Records and Information Technology from a recognized institution; and
- (ii) Certificate of Registration from Association of Medical Records Officers' Kenya (AMRO-K).

Duties and Responsibilities:

Duties and responsibilities at this level will entail:

- (i) receiving and documenting patients at hospital reception;
- (ii) registering and booking appointment for patients to clinics and consultants;
- (iii) storing and retrieving medical records documents;
- (iv) preparing clinics;
- (v) updating bed bureau;
- (vi) editing of patient case records;
- (vii) gathering data from different sources;
- (viii) capturing data from service points;
- (ix) maintaining record safety and confidentiality;
- (x) storing and retrieving medical records;
- (xi) balancing daily bed returns;
- (xii) creating and maintaining master index;
- (xiii) updating patient master index; directing patients to relevant clinics;
- (xiv) scheduling of patients to the consultants and speciality clinics; and
- (xv) assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine.

NUTRITION AND DIETETICS TECHNOLOGIST III (CSG 12) - SIX(6) POSTS-NO.90/2020

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

- (i) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized training institution; and

(iii) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND)

Duties and Responsibilities:

Duties and responsibilities at this level will include:

- (i) implementing nutrition programmes; providing nutrition services in health care facilities; conducting nutrition assessments;
- (ii) collecting and compiling nutrition data;
- (iii) providing nutrition health education and demonstrations;
- (iv) counseling of patients with specific nutritional needs;
- (v) monitoring preparation of therapeutic feeds;
- (vi) implementing outpatient and inpatient supplementary and therapeutic feeding programmes; promoting maternal, infant and young children feeding programmes; and
- (vii) providing micronutrient supplementation.

ASSISTANT OCCUPATIONAL THERAPIST III (CSG 12) - SIX (6) POSTS-NO.91/2020

For appointment to this grade, a candidate must have a Diploma in Occupational Therapy from a recognized institution.

Duties and Responsibilities

Duties and responsibilities at this level will entail;

- (i) maintaining records and data relating to patients;
- (ii) collecting data for operational research;
- (iii) sensitizing the community on occupational therapy issues; and preparing periodic reports.

ORTHOPAEDIC TRAUMA TECHNICIAN III (CSG13)- FIVE(5) POSTS -NO.92/2020

For appointment to this grade, a candidate must have a Certificate in either Orthopaedic Plaster and Traction Technology or Orthopaedic Plaster Technology from a recognized institution.

Duties and Responsibilities:

Duties and responsibilities at this level will entail;

- (i) manipulating and reducing fractures and dislocations;
- (ii) fixing and removing casts and bandages; correcting congenital talipes equino-Varus (C.T.E.V); participating in management of minor orthopaedic and trauma cases in emergencies and accidents;
- (iii) sensitizing the community on orthopaedic and trauma conditions ;and
- (iv) counselling patients/clients on issues regarding orthopaedic and trauma.

ASSISTANT PHYSIOTHERAPIST III (CSG12 - SEVEN (7) POSTS-V/NO.93/2020

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

- (i) Diploma in Physiotherapy from a recognized institution;
- (ii) Registration Certificate issued by the Physiotherapy Council of Kenya (PCK); and
- (iii) Valid practicing license from Physiotherapy Council of Kenya (PCK)

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Providing Physiotherapy services to inpatients and outpatients at an outpatient unit /ward/ health institution;
- (ii) assessing patient needs including rehabilitation;
- (iii) verifying and maintaining information and records relating to patients;
- (iv) screening, assessing and providing therapeutic exercises ,manual therapy, electrotherapy and hydrotherapy as per the patients /clients formulated treatment plan;
- (v) collecting data for operational research;
- (vi) sensitizing the community on Physiotherapy services issues ;and
- (vii) preparing periodic reports.

ASSISTANT HEALTH PROMOTION OFFICER III (CSG 12) - SEVEN (7) POSTS V/NO.94/2020- SEVEN (7) POSTS

For appointment to this grade, a candidate must have a Diploma in Health Promotion and Education from a recognized institution from a recognized institution

Duties and Responsibilities:

Duties and responsibilities at this level will entail:

- (i) implementation of community health promotion projects, programs and activities;
- (ii) working with the community in identifying and prioritizing health needs;
- (iii) conducting school health promotion programs;
- (iv) conducting patient and community health education;
- (v) creating awareness on prevention and control of diseases;
- (vi) providing support to community health workers on health promotion;
- (vii) carrying out training for community health workers on community health promotion;
- (viii) mobilizing and educating community groups on priority health promotion issues;
- (ix) developing and disseminating health information and materials; and
- (x) mobilizing local resources for implementation of health promotion programs.

II. VACANCIES AVAILABLE IN NAIROBI METROPOLITAN SERVICES, BARINGO COUNTY, KIRINYAGA COUNTY, KITUI COUNTY, LAMU COUNTY AND MOMBASA COUNTY.

(Interested and qualified persons are requested to make their applications ONLINE through the Commission website: www.publicservice.go.ke or jobs portal: www.psckjobs.go.ke so as to reach the Commission on or before 20th May 2020 at 5.00 p.m).

REGISTERED CLINICAL OFFICER III (CSG 12) - FORTY FOUR (44) POSTS - V/NO.95/2020

For appointment to this grade, a candidate must have:

- (i) a Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution and
- (ii) Certificate of Registration by Clinical Officers' Council

Duties and responsibilities

Duties and responsibilities at this level will include:

- (i) taking history, examining, diagnosing and treating patients' common ailments at an out-patient or in-patient health facility;
- (ii) implementing Community Health Care activities in liaison with other health workers; guiding and counseling patients, clients and staff on health issues;
- (iii) sensitizing patients and clients on preventive and promotive health;
- (iv) carrying out minor surgical procedures as per training and skill;
- (v) collecting and compiling clinical data; and
- (vi) referring patients and clients to appropriate health facilities.

REGISTERED NURSE III (CSG 12) - ONE HUNDRED AND FIVE (105) POSTS - V/NO. 96/2020

For appointment to this grade, a candidate must have:

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

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- (ii) providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counseling to patients/clients and community on identified health needs;
- (iii) referring patients and clients appropriately;
- (iv) facilitating patients' admission and initiating discharge plans;

- (v) maintaining records on patients/clients health condition and care;
- (vi) ensuring a tidy and safe clinical environment; and
- (vii) collecting and compiling data.

ENROLLED NURSE III (CSG 13) - EIGHTY (80) POSTS- V/NO.97/2020

For appointment to this grade, a candidate must have:

- (i) Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enroll Nurse/Midwife from a recognized institution;
- (ii) Enrolment Certificate issued by the Nursing Council of Kenya; and
- (iii) Valid practicing license from Nursing Council of Kenya.

Duties and responsibilities:

Duties and responsibilities at this level will entail;

- (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 providing appropriate healthcare service, including immunization, ante-natal care, delivery, referring patients and clients appropriately;
- (iv) evaluating health care outcomes on patients/clients preparing individualized reports;
- (v) making appropriate discharge plan for patients;
- (vi) conducting assessment of school health needs;
- (vii) planning implementing interventions and preparing periodic reports;
- (viii) maintaining records on patients/clients personal and health condition/care;
- (ix) ensuring a tidy and safe clinical environment;
- (x) ensuring safe custody for in-patients belongings;
- (xi) conducting home visits, following up discharged patients/clients and providing continuity of care; and
- (xii) treating minor ailments.

PHARMACEUTICAL TECHNOLOGIST III (CSG 12) - FORTY SIX (46) POSTS- NO.98/2020

For appointment to this grade, a candidate must have:

- (i) Diploma in Pharmaceutical Technology from a recognized training institution;
- (ii) Certificate of Registration as a Pharmaceutical Technologist by the Pharmacy and Poisons Board;
- (iii) Valid practicing license from Pharmacy and Poisons Board.

Duties and Responsibilities:

At this level an officer is expected to provide pharmaceutical services under guidance of a senior officer in providing pharmaceutical services in the hospital including compounding and dispensing medicine and record keeping.

**MEDICAL LABORATORY TECHNOLOGIST III(CSG 12) – SIXTY TWO (62) POSTS
- V/NO.99/2020**

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

- (i) Diploma in Medical Laboratory Technology from a recognized institution;
- (ii) Registration Certificate issued by the Medical Laboratory Technicians and Technologist Board of Kenya;
- (iii) Valid practicing license from the Medical Laboratory Technicians and Technologist Board of Kenya.

Duties and Responsibilities:

Duties and responsibilities at this level will entail:-

- (i) Coordinating provision of laboratory services in a number of units/sections;
- (ii) Preparing work plans and programs for laboratory activities;
- (iii) Submitting samples to reference laboratories and institutes for further analysis;
- (iv) Preparing laboratory manuals and quality specifications;
- (v) Supervising safe laboratory waste disposal;
- (vi) Carrying out efficacy tests; Initiating requisition proposals and undertaking technical evaluation for laboratory supplies/equipment; and
- (vii) Formulating technical laboratory standards.

**COMMUNITY ORAL HEALTH OFFICER III - (CSG 12) - TWO (2) POSTS-
NO.100/2020**

For appointment to this grade, a candidate must have:

- i) Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) and C (Plain) in English/ Kiswahili and Biology/Biological Sciences and C-(Minus) grade in either chemistry, physics/physical sciences, mathematics or general sciences; and
- ii) Diploma in Community Oral Health from Kenya Medical Training College or its equivalent from a recognized institution.

Requirement for appointment:

Duties and responsibilities at this level will entail;

- (i) participation in oral health demonstrations, exhibitions and giving lectures to communities and schools;
- (ii) collecting data for fluoride testing in water samples, analyzing and interpreting results and advising the relevant authorities accordingly;
- (iii) diagnosis and treatment of common dental conditions;
- (iv) Temporary and permanent dental restorations;
- (v) reducing simple fractures of jaws;
- (vi) extractions and disimpactions;
- (vii) drainage of dental abscess, suturing to stop bleeding; and
- (viii) prescription of analgesics and anti-biotics.

RADIOGRAPHER III - (CSG 12) - THIRTY FIVE(35) POSTS - V/NO.101/2020

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) in English/Kiswahili, Biology/ Biological Sciences or Physics/ Physical Sciences and C- (minus) in Mathematics; and
- (ii) Diploma in any of the following; Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy And Digital Medical imaging equipment or its equivalent from a recognized university.

Duties and Responsibilities:

Duties and responsibilities at this level will entail:

- (i) Providing radiographic services to patients;
- (ii) Processing, verifying and maintaining information relating to patients; and
- (iii) Ordering and maintaining records of radiographic and photographic supplies.

COMMUNITY HEALTH EXTENSION WORKER (CSG13) - TWO HUNDRED AND FIFTY (250) POSTS - V/NO.102/2020

For appointment to this grade, a candidate must have a Certificate in any of the following disciplines: Community Health, or Community Health and Development from a recognized institution.

Duties and Responsibilities:

Duties and responsibilities at this level will include:

- (i) collect and collate the Community Health House Hold Data to be uploaded to Kenya Health Information System;
- (ii) supervise the Community Health Volunteers (CHVs) when collecting data in the households; train Community Health Volunteers (CHVs) on the thirteen Community Health Volunteers Modules;
- (iii) conduct Community Health dialogues and Community Health action days; and
- (iv) give technical support to Community Health Committees.

ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER III (CSG 12) - THIRTY NINE (39) POSTS - V/NO.103/2020

For appointment to this grade, a candidate must have:

- (i) Diploma in Health Records and Information Technology from a recognized institution; and
- (ii) Certificate of Registration from Association of Medical Records Officers' Kenya (AMRO-K).

Duties and Responsibilities:

Duties and responsibilities at this level will entail:

- (i) receiving and documenting patients at hospital reception;

- (ii) registering and booking appointment for patients to clinics and consultants;
- (iii) storing and retrieving medical records documents;
- (iv) preparing clinics;
- (v) updating bed bureau;
- (vi) editing of patient case records;
- (vii) gathering data from different sources;
- (viii) capturing data from service points;
- (ix) maintaining record safety and confidentiality;
- (x) storing and retrieving medical records;
- (xi) balancing daily bed returns;
- (xii) creating and maintaining master index;
- (xiii) updating patient master index; directing patients to relevant clinics;
- (xiv) scheduling of patients to the consultants and speciality clinics; and
- (xv) assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine.

NUTRITION AND DIETETICS TECHNOLOGIST III (CSG 12) - FIFTEEN (15) POSTS - V/NO.104/2020

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

- (i) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized training institution; and
- (iii) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND)

Duties and Responsibilities:

Duties and responsibilities at this level will include:

- (i) implementing nutrition programmes; providing nutrition services in health care facilities; conducting nutrition assessments;
- (ii) collecting and compiling nutrition data;
- (iii) providing nutrition health education and demonstrations;
- (iv) counseling of patients with specific nutritional needs;
- (v) monitoring preparation of therapeutic feeds;
- (vi) implementing outpatient and inpatient supplementary and therapeutic feeding programmes; promoting maternal, infant and young children feeding programmes; and
- (vii) providing micronutrient supplementation.

NUTRITION AND DIETETICS TECHNICIAN III (CSG 13) - EIGHT (8) POSTS-V/NO.105/2020

For appointment to this grade, a candidate must have:

- (i) a Certificate in Community Nutrition or its equivalent qualification from a recognized institution and
- (ii) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND).

Duties and Responsibilities:

Duties and responsibilities at this level will include:

- (i) assessing community nutrition needs; following-up on discharge cases from hospitals;
- (ii) screening for deficiency diseases and chronic
- (iii) illnesses related to nutrition in a community setting and referring them to various
- (iv) existing programs;
- (v) collecting data on nutrition and dietetics;
- (vi) promoting baby friendly
- (vii) community initiatives;
- (viii) conducting community growth, monitoring and promotion
- (ix) activities;
- (x) assisting in community interventions on diet and lifestyle disease prevention
- (xi) and control;
- (xii) promoting optimal infant and young child feeding programmes;
- (xiii) assisting
- (xiv) in running out patient supplementary feeding programs and outpatient therapeutic
- (xv) feeding programs;
- (xvi) following up and counseling of patients in home-based disease
- (xvii) management; and
- (xviii) carrying out nutrition health education.

ASSISTANT OCCUPATIONAL THERAPIST III (CSG 12) - TEN (10) POSTS - V/NO.106/2020

For appointment to this grade, a candidate must have a Diploma in Occupational Therapy from a recognized institution.

Duties and Responsibilities

Duties and responsibilities at this level will entail;

- (i) maintaining records and data relating to patients;
- (ii) collecting data for operational research;
- (iii) sensitizing the community on occupational therapy issues; and preparing periodic reports.

ORTHOPAEDIC TRAUMA TECHNICIAN III (CSG13) - NINE (9) POSTS - NO.107/2020

For appointment to this grade, a candidate must have a Certificate in either Orthopaedic Plaster and Traction Technology or Orthopaedic Plaster Technology from a recognized institution.

Duties and Responsibilities:

Duties and responsibilities at this level will entail;

- (i) manipulating and reducing fractures and dislocations;

- (ii) fixing and removing casts and bandages; correcting congenital talipes equino-Varus (C.T.E.V); participating in management of minor orthopaedic and trauma cases in emergencies and accidents;
- (iii) sensitizing the community on orthopaedic and trauma conditions ;and
- (iv) counselling patients/clients on issues regarding orthopaedic and trauma.

ASSISTANT PHYSIOTHERAPIST III (CSG12) - FOURTEEN (14) POSTS-V/NO.108/2020

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

- (i) Diploma in Physiotherapy from a recognized institution;
- (ii) Registration Certificate issued by the Physiotherapy Council of Kenya (PCK); and
- (iii) Valid practicing license from Physiotherapy Council of Kenya (PCK).

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Providing Physiotherapy services to inpatients and outpatients at an outpatient unit /ward/ health institution;
- (ii) assessing patient needs including rehabilitation;
- (iii) verifying and maintaining information and records relating to patients;
- (iv) screening, assessing and providing therapeutic exercises ,manual therapy, electrotherapy and hydrotherapy as per the patients /clients formulated treatment plan;
- (v) collecting data for operational research;
- (vi) sensitizing the community on Physiotherapy services issues ;and
- (vii) preparing periodic reports.

III. VACANCIES AVAILABLE IN OTHER COUNTIES

(Interested and qualified persons are requested to submit their applications to the respective County Public Service Boards so as to be received on or before 20th May 2020 at 5.00 p.m (East African Time).

REGISTERED CLINICAL OFFICER III (CSG 12) - THREE HUNDRED AND FOURTY SEVEN (347) POSTS - V/NO.CG/1/2020

For appointment to this grade, a candidate must have:

- (i) a Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution and
- (ii) Certificate of Registration by Clinical Officers' Council

Duties and responsibilities

Duties and responsibilities at this level will include:

- (vii) taking history, examining, diagnosing and treating patients' common ailments at an out-patient or in-patient health facility;

- (viii) implementing Community Health Care activities in liaison with other health workers; guiding and counseling patients, clients and staff on health issues;
- (ix) sensitizing patients and clients on preventive and promotive health;
- (x) carrying out minor surgical procedures as per training and skill;
- (xi) collecting and compiling clinical data; and
- (xii) referring patients and clients to appropriate health facilities.

**REGISTERED NURSE III (CSG 12) - SIX HUNDRED AND TWENTY SIX (626)
POSTS - V/NO.CG/2/2020**

For appointment to this grade, a candidate must have:

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

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- (ii) providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counseling to patients/clients and community on identified health needs;
- (iii) referring patients and clients appropriately;
- (iv) facilitating patients' admission and initiating discharge plans;
- (v) maintaining records on patients/clients health condition and care;
- (vi) ensuring a tidy and safe clinical environment; and
- (vii) collecting and compiling data.

**ENROLLED NURSE III (CSG 13) - FIVE HUNDRED AND EIGHTY SIX (586)
POSTS - V/NO.CG/3/2020**

For appointment to this grade, a candidate must have:

- (i) Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enroll Nurse/Midwife from a recognized institution;
- (ii) Enrolment Certificate issued by the Nursing Council of Kenya; and
- (iii) Valid practicing license from Nursing Council of Kenya.

Duties and responsibilities:

Duties and responsibilities at this level will entail;

- (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 providing appropriate healthcare service, including immunization, ante-natal care, delivery, referring patients and clients appropriately;
- (iv) evaluating health care outcomes on patients/clients preparing individualized reports;
- (v) making appropriate discharge plan for patients;
- (vi) conducting assessment of school health needs;
- (vii) planning implementing interventions and preparing periodic reports;
- (viii) maintaining records on patients/clients personal and health condition/care;
- (ix) ensuring a tidy and safe clinical environment;
- (x) ensuring safe custody for in-patients belongings;
- (xi) conducting home visits, following up discharged patients/clients and providing continuity of care; and
- (xii) treating minor ailments.

PHARMACEUTICAL TECHNOLOGIST III (CSG 12) - THREE HUNDRED AND THIRTEEN (313) POSTS - V/NO.CG/4/2020

For appointment to this grade, a candidate must have:

- (i) Diploma in Pharmaceutical Technology from a recognized training institution;
- (ii) Certificate of Registration as a Pharmaceutical Technologist by the Pharmacy and Poisons Board;
- (iii) Valid practicing license from Pharmacy and Poisons Board.

Duties and Responsibilities:

At this level an officer is expected to provide pharmaceutical services under guidance of a senior officer in providing pharmaceutical services in the hospital including compounding and dispensing medicine and record keeping.

MEDICAL LABORATORY TECHNOLOGIST III(CSG 12) - FOUR HUNDRED AND FORTY SIX (446) POSTS -V/NO.CG/5/2020

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

- (i) Diploma in Medical Laboratory Technology from a recognized institution;
- (ii) Registration Certificate issued by the Medical Laboratory Technicians and Technologist Board of Kenya;
- (iii) Valid practicing license from the Medical Laboratory Technicians and Technologist Board of Kenya.

Duties and Responsibilities:

Duties and responsibilities at this level will entail:-

- (i) Coordinating provision of laboratory services in a number of units/sections;
- (ii) Preparing work plans and programs for laboratory activities;
- (iii) Submitting samples to reference laboratories and institutes for further analysis;
- (iv) Preparing laboratory manuals and quality specifications;
- (v) Supervising safe laboratory waste disposal;
- (vi) Carrying out efficacy tests; Initiating requisition proposals and undertaking technical evaluation for laboratory supplies/equipment; and

(vii) Formulating technical laboratory standards.

COMMUNITY ORAL HEALTH OFFICER III - (CSG 12) - FORTY SEVEN (47) POSTS - V/NO.CG/6/2020

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) and C (Plain) in English/ Kiswahili and Biology/Biological Sciences and C-(Minus) grade in either chemistry, physics/physical sciences, mathematics or general sciences; and
- (ii) Diploma in Community Oral Health from Kenya Medical Training College or its equivalent from a recognized institution.

Requirement for appointment:

Duties and responsibilities at this level will entail;

- (i) participation in oral health demonstrations, exhibitions and giving lectures to communities and schools;
- (ii) collecting data for fluoride testing in water samples, analyzing and interpreting results and advising the relevant authorities accordingly;
- (iii) diagnosis and treatment of common dental conditions;
- (iv) Temporary and permanent dental restorations;
- (v) reducing simple fractures of jaws;
- (vi) extractions and disimpactions;
- (vii) drainage of dental abscess, suturing to stop bleeding; and
- (viii) prescription of analgesics and anti-biotics.

RADIOGRAPHER III - (CSG 12) - TWO HUNDRED AND SIXTY TWO (262) POSTS -V/NO.CG/7/2020

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) in English/Kiswahili, Biology/ Biological Sciences or Physics/ Physical Sciences and C- (minus) in Mathematics; and
- (ii) Diploma in any of the following; Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy And Digital Medical imaging equipment or its equivalent from a recognized university.

Duties and Responsibilities:

Duties and responsibilities at this level will entail:

- (i) Providing radiographic services to patients;
- (ii) Processing, verifying and maintaining information relating to patients; and
- (iii) Ordering and maintaining records of radiographic and photographic supplies.

COMMUNITY HEALTH EXTENSION WORKER (CSG13) - ONE THOUSAND SEVEN HUNDRED AND SEVENTY ONE (1771) POSTS - V/NO.CG/8/2020

For appointment to this grade, a candidate must have a Certificate in any of the following disciplines: Community Health, or Community Health and Development from a recognized institution.

Duties and Responsibilities:

Duties and responsibilities at this level will include:

- (i) collect and collate the Community Health House Hold Data to be uploaded to Kenya Health Information System;
- (ii) supervise the Community Health Volunteers (CHVs) when collecting data in the households; train Community Health Volunteers (CHVs) on the thirteen Community Health Volunteers Modules;
- (iii) conduct Community Health dialogues and Community Health action days; and
- (iv) give technical support to Community Health Committees.

ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER III (CSG 12) - THREE HUNDRED AND TWENTY EIGHT (328) POSTS- V/NO.CG/9/2020

For appointment to this grade, a candidate must have:

- (i) Diploma in Health Records and Information Technology from a recognized institution; and
- (ii) Certificate of Registration from Association of Medical Records Officers' Kenya (AMRO-K).

Duties and Responsibilities:

Duties and responsibilities at this level will entail:

- (i) receiving and documenting patients at hospital reception;
- (ii) registering and booking appointment for patients to clinics and consultants;
- (iii) storing and retrieving medical records documents;
- (iv) preparing clinics;
- (v) updating bed bureau;
- (vi) editing of patient case records;
- (vii) gathering data from different sources;
- (viii) capturing data from service points;
- (ix) maintaining record safety and confidentiality;
- (x) storing and retrieving medical records;
- (xi) balancing daily bed returns;
- (xii) creating and maintaining master index;
- (xiii) updating patient master index; directing patients to relevant clinics;
- (xiv) scheduling of patients to the consultants and speciality clinics; and
- (xv) assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine.

NUTRITION AND DIETETICS TECHNOLOGIST III (CSG 12) - ONE HUNDRED AND TWENTY ONE (121) POSTS - V/NO.CG/10/2020

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

- (i) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized training institution; and
- (iii) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND)

Duties and Responsibilities:

Duties and responsibilities at this level will include:

- (i) implementing nutrition programmes; providing nutrition services in health care facilities; conducting nutrition assessments;
- (ii) collecting and compiling nutrition data;
- (iii) providing nutrition health education and demonstrations;
- (iv) counseling of patients with specific nutritional needs;
- (v) monitoring preparation of therapeutic feeds;
- (vi) implementing outpatient and inpatient supplementary and therapeutic feeding programmes; promoting maternal, infant and young children feeding programmes; and
- (vii) providing micronutrient supplementation.

NUTRITION AND DIETETICS TECHNICIAN III (CSG 13) - FIFTY FOUR (54) POSTS - V/NO.CG/11/2020

For appointment to this grade, a candidate must have:

- (i) a Certificate in Community Nutrition or its equivalent qualification from a recognized institution and
- (ii) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND).

Duties and Responsibilities:

Duties and responsibilities at this level will include:

- (i) assessing community nutrition needs; following-up on discharge cases from hospitals;
- (ii) screening for deficiency diseases and chronic
- (iii) illnesses related to nutrition in a community setting and referring them to various existing programs;
- (iv) collecting data on nutrition and dietetics;
- (v) promoting baby friendly community initiatives;
- (vi) conducting community growth, monitoring and promotion activities;
- (vii) assisting in community interventions on diet and lifestyle disease prevention and control;
- (viii) promoting optimal infant and young child feeding programmes;
- (ix) assisting in running out patient supplementary feeding programs and outpatient therapeutic feeding programs;
- (x) following up and counseling of patients in home-based disease management; and
- (xi) carrying out nutrition health education.

**ASSISTANT OCCUPATIONAL THERAPIST III (CSG 12) - FORTY SIX (46) POSTS
- V/NO.CG/12/2020**

For appointment to this grade, a candidate must have a Diploma in Occupational Therapy from a recognized institution.

Duties and Responsibilities

Duties and responsibilities at this level will entail;

- (i) maintaining records and data relating to patients;
- (ii) collecting data for operational research;
- (iii) sensitizing the community on occupational therapy issues; and preparing periodic reports.

**ORTHOPAEDIC TRAUMA TECHNICIAN III (CSG13) - FORTY SIX (46) POSTS --
V/NO.CG/12/2020**

For appointment to this grade, a candidate must have a Certificate in either Orthopaedic Plaster and Traction Technology or Orthopaedic Plaster Technology from a recognized institution.

Duties and Responsibilities:

Duties and responsibilities at this level will entail;

- (i) manipulating and reducing fractures and dislocations;
- (ii) fixing and removing casts and bandages; correcting congenital talipes equino-Varus (C.T.E.V); participating in management of minor orthopaedic and trauma cases in emergencies and accidents;
- (iii) sensitizing the community on orthopaedic and trauma conditions ;and
- (iv) counselling patients/clients on issues regarding orthopaedic and trauma.

**ASSISTANT PHYSIOTHERAPIST III (CSG12) - NINETY SIX (96) POSTS -
V/NO.CG/12/2020**

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

- (i) Diploma in Physiotherapy from a recognized institution;
- (ii) Registration Certificate issued by the Physiotherapy Council of Kenya (PCK); and
- (iii) Valid practicing license from Physiotherapy Council of Kenya (PCK).

Duties and Responsibilities

Duties and responsibilities at this level will entail:

- (i) Providing Physiotherapy services to inpatients and outpatients at an outpatient unit /ward/ health institution;
- (ii) assessing patient needs including rehabilitation;
- (iii) verifying and maintaining information and records relating to patients;
- (iv) screening, assessing and providing therapeutic exercises ,manual therapy, electrotherapy and hydrotherapy as per the patients /clients formulated treatment plan;

- (v) collecting data for operational research;
- (vi) sensitizing the community on Physiotherapy services issues ;and
- (vii)preparing periodic reports.

SECRETARY/CEO
PUBLIC SERVICE COMMISSION