

COUNTY GOVERNMENT OF TRANS-NZOIA



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KITALE

19-02-2025

COUNTY PUBLIC SERVICE BOARD

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Transforming the public service workforce

INTERNAL ADVERT FOR PROMOTION OF STAFF

The Trans-Nzoia County Public Service Board invites applications from suitably qualified serving officers to submit their applications **ONLINE** through the County Public Service Board's website: www.cpsbtransnzoia.co.ke/internal to fill the following positions:

**1. SENIOR ASSISTANT DIRECTOR, NURSING SERVICES, JOB GROUP 'Q'- POSTS:
TWO (2)**

SALARY SCALE: Ksh: 102,860 x 5,070 - 107,930 x 5,300 - 113,230 x 5,560 - 118,790 x 5,840 - 124,630 x 6,070 - 130,700 x 6,370 - 137,070 p.m.

Duties and Responsibilities

Duties and responsibility at this level will entail: Developing of policies, standards and guidelines in the provision of nursing services; Ensuring application of nursing process at the service delivery unit; Carrying out comprehensive health needs assessment in a health facility and community; Designing training needs assessment tools, curriculum and programmes; Formulating interventions to address identified health needs; Monitoring and evaluating health care services in a health facility and community; Managing nursing services at a health facility and community; Coordinating preparation of training plans/programmes for nurses; Providing quantification and specifications for procurement of medical supplies and equipment; Conducting research; advising health or Hospital Management Team (HMT) on matters relating to Nursing Services; Coordinating development of strategic/work planning and performance contracts for Nurses.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i) Served in the grade of Assistant Director, Nursing Services for a minimum period of three (3) years;
- ii) Bachelor's degree in either Nursing or Midwifery from a recognized institution;

OR

Higher Diploma in any of the following discipline: Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-Operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;

OR

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

- i) Masters Degree in any of the following disciplines: Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management or Geriatric Nursing from a recognized institution;

2. ASSISTANT DIRECTOR, NURSING SERVICES, JOB GROUP 'P' – POSTS: ONE (1)

SALARY SCALE: Ksh: 90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will entail:- Coordinating development of policies, standards and guidelines in the provision of nursing services; Ensuring application of the nursing process at the service delivery unit of specialization; Carrying out comprehensive

health needs assessment in the area of specialization; Formulating interventions to address identified health needs; Monitoring and evaluating health care services in a health facility; coordinating implementation of nursing related projects and programmes; 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; coordinating preparation of training plans/programmes for nurses at the service delivery Unit; providing quantification and specifications for procurement of medical supplies and equipment; conducting research and preparing reports; advising Health/Hospital Management Team (HMT) on matters relating to Nursing Services; Implementing continuing professional development programmes for nurses; Preparing strategic/annual work plans in a health facility; Coaching and mentoring staff.

Requirement for appointment

- 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;

OR

- i) Higher Diploma in any of the following disciplines:- Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution;

OR

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

- 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 practising 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; and
- viii) Demonstrated a high degree of professional competence and administrative capability

3. CHIEF NURSING OFFICER, JOB GROUP 'M' – POSTS: EIGHTEEN (18)

SALARY SCALE: Ksh: 50,610 x 2,350 – 52,960 x 2,550 – 55,510 x 2,850 – 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 67,110 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will entail:- Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; Performing a comprehensive physical examination within various settings; Assessing, formulating, planning and implementing evidence-based nursing care for client/patient; ensuring a safe nursing care environment for client/patient; Conducting clinical audits to improve client/patient care; Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; Conducting a community health risk assessment and providing outcome based interventions; conducting clinical teaching and assessment of nursing staff and students; Referring patients and clients appropriately; Facilitating patients' admission and initiating discharge plans; Maintaining nursing records on patients/clients personal and health condition/care; Conducting assessment of school health needs, planning, implementing interventions and preparing periodic reports; Organizing home visits and following up on discharged patients/clients to provide continuity of care; conducting community diagnosis and

providing feedback; Conducting desk reviews, collecting and collating data; Implementing recommendations of findings for improvement of nursing care; Conducting ward rounds and reviewing patients' conditions; and Coaching and mentoring nursing staff.

Requirements for Appointment.

- i) Bachelor's degree in either Nursing or Midwifery from a recognized Institution;
- ii) Registration Certificate issued by the Nursing Council of Kenya;
- iii) Valid Practising License from the Nursing Council of Kenya;
- iv) Certificate in computer application skills; and
- v) Shown merit and ability as reflected in work performance and results.
- vi) Served in the grade of Senior Nursing Officer for a minimum period of three (3) years;

4. SENIOR NURSING OFFICER, JOB GROUP 'L' POSTS: FOUR (4)

SALARY SCALE: Kshs. 44,400 × 1,920 - 46,320 × 2,000 - 48,320 × 2,290 - 50,610 × 2,350 - 52,960 × 2,550 - 55,510 × 2,850 - 58,360 × 2,750 - 61,110 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will entail; Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; Performing a comprehensive physical examination within various settings; Assessing, formulating, planning and implementing evidence-based nursing care for client/patient; creating and maintaining a safe nursing care environment for client/patient; Carrying out clinical audits to improve client/patient care; Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; Documenting interventions and nursing outcomes; Conducting a community health risk assessment and providing outcome based interventions; Participating in quality improvement and quality assurance procedures; Diagnosing common health conditions and recommending necessary interventions; Referring patients and clients appropriately; Facilitating patients' admission and initiating discharge plans; Maintaining records on patients/clients personal and health condition/care; Following up convalescing patients referred from higher facilities for continuity of care; Conducting assessment of school

health needs, plan, implement interventions and preparing periodic reports; Conducting home visits and following up discharged patients/clients to provide continuity of care; providing home-based care services including home delivery; Conducting occupational health needs assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports; Conducting community diagnosis and providing feedback; Conducting desk review, collecting data and implementing recommendations of the findings for improvement of nursing care.

Requirements for Appointment

- i) Served in the grade of Nursing Officer for a minimum period of one (1) year
- ii) Registration Certificate issued by the Nursing Council of Kenya;
- iii) Valid practicing license from Nursing Council of Kenya;
- iv) Certificate in computer application skills; and
- v) Shown merit and ability as reflected in work performance and results.

5. SENIOR PRINCIPAL REGISTERED NURSE J.G 'P' – POSTS: TWO (2)

SALARY SCALE: Ksh. 90,200 x 3,220 – 93,420 x 4,520 – 97,940 x 4,920 – 102,860 x 5,070 – 107,930 x 5,300 – 113,230 x 5,560 – 118,790 x 5,840 – 124,630p.m.

Duties and Responsibilities

Duties and responsibilities at this level will entail: Initiating development of nursing policies, standards and guidelines in the provision of nursing; Services in area of specialization; Implementing projects and programmes in area of specialization; Ensuring application of Nursing process at the service delivery point/area; Coordinating provision of appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI); Integrated Management of Adolescents and Adulthood Illnesses (IMAI), Immunization, Reproductive health, Designing health education and; Counselling interventions for patients/clients and community on identified health needs; Managing a service delivery Unit; Monitoring and evaluating health care at the service delivery Unit; Preparing training plans/programmes for nurses at the service delivery Unit; Facilitating the referral of patients and clients appropriately; Facilitating patients' admission and initiate discharge plans; Keeping up-to-date records of nursing staff; Facilitating availability

of resources for keeping clinical environment tidy and safe; Ensuring effective utilization and safety of assigned medical supplies and equipment; Coordinating school health programmes, occupational health activities and home based care services; Conducting clinical teaching and assessment of nursing staff and students; Conducting desk reviews on health reports and implementing recommendations related to nursing; analysing data for research and compiling reports; and coaching and mentoring of staff.

Requirements for Appointment.

- i) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized Institution;
- ii) Higher Diploma in any of the following disciplines: - Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Pediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing, Kenya Registered Palliative Nursing, or any other equivalent Qualification from a recognized institution;

OR

- i) Diploma in Advanced Nursing in any of the following disciplines: Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution.
- ii) Registration Certificate issued by the Nursing Council of Kenya; Valid practicing license from the Nursing Council of Kenya;
- iii) Certificate in Supervisory Skills Course lasting not less than two (2) Weeks from a recognized institution;
- iv) Certificate in computer application skills

- v) 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.

6. PRINCIPAL REGISTERED NURSE, JOB GROUP 'N' – POSTS: SIX (6)

SALARY SCALE: Ksh: 58,360 x 2,750 – 61,110 x 2,920 – 64,030 x 3,080 – 61,110 x 3,540- 70,650 x 3,690 – 74,340 x 3,890 – 78,230 x 3,900 – 82,130 x 4,010 – 86,140 x 4,060 – 90,200 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will entail; Implementing application of the nursing process at the service delivery point; Diagnosing common health conditions and prescribing appropriate care; Coordinating the provision of appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), Immunization, reproductive health; Designing health education and counseling interventions for patients/clients and community on identified health needs; Managing a service delivery Department; Monitoring and evaluating health care at the health service delivery Department; Preparing training plans/ programmes for nurses at the service delivery; facilitating the referral of patients and clients appropriately; facilitating patients 'admission and initiate discharge plans; Keeping up-to-date records of nursing staff; facilitating availability of resources for keeping clinical environment tidy and safe; ensuring effective utilization and safety of assigned medical supplies and equipment; coordinating school health programmes, occupational health activities and home based care services; conducting clinical teaching and assessment of nursing staff and students; conducting desk reviews on health reports and implementing recommendations related to nursing; analyzing data for research and compiling reports; Guiding and counseling of staff.

Requirements for Appointment

- i) Served in the grade of Chief Registered Nurse for a minimum period of three (3) years;
- ii) Registration Certificate issued by the Nursing Council of Kenya;

- iii) 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;
- iv) Valid practicing license from the Nursing Council of Kenya;
- v) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- vi) Certificate in computer application skills; and
- viii) 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.

7. CHIEF REGISTERED NURSE, JOB GROUP 'M' – POSTS: THIRTY-THREE (33)

SALARY SCALE: SALARY SCALE: Ksh: 50,610 x 2,350 - 52,960 x 2,550 - 55,510 x 2,850 - 58,360 x 2,750 - 61,110 x 2,920 - 64,030 x 3,080 - 67,110 p.m.

Duties and Responsibilities.

Duties and responsibilities at this level will entail; Assessing, planning, implementing nursing interventions and evaluating patient's outcomes; Diagnosing common health conditions, prescribing and administering treatment; Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health; Providing health education and counselling to patients/clients and community on identified health needs; Facilitating patients/clients referral appropriately; Ensuring tidy and safe clinical environment; Conducting clinical teaching and assessment of nursing staff and students; Evaluating health care outcomes on patients/clients and preparing individualized reports; Conducting occupational health needs assessment and making appropriate recommendations; managing service delivery section/units; Ensuring effective utilization and safety of assigned medical supplies and equipment; Conducting desk reviews on health reports and implementing recommendations related to nursing; caring for patients at the service delivery unit using the nursing process; Monitoring

healthcare outcomes at the service delivery unit and preparing reports; and analysing data for research; and Compiling reports.

Requirements for Appointment

- 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 Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- vi) Certificate in computer application skills; and
- viii) Shown merit and ability as reflected in work performance and results.

8. SENIOR REGISTERED NURSE, JOB GROUP 'L' - POSTS: THIRTY-EIGHT (38)

SALARY SCALE: Kshs. 44,400 × 1,920 - 46,320 × 2,000 - 48,320 × 2,290 - 50,610 × 2,350 - 52,960 × 2,550 - 55,510 × 2,850 - 58,360 × 2,750 - 61,110 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will entail; Assessing, planning, implementing nursing interventions and evaluate patient's outcomes; Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health; Providing health education and counselling to patients/clients and community on identified health needs; Referring patients and clients appropriately; Facilitating patients' admission and initiating discharge plans; Maintaining records on patients/ clients health condition and care; Ensuring tidy and safe clinical environment; Conducting home visits, providing home-based care services and following up on discharged patients/clients to provide continuity of care; conducting clinical teaching and

assessment of nursing staff and students; Evaluating healthcare outcomes on patients/clients and preparing individualized report; Conducting assessment of school health needs, planning, implementing interventions and preparing periodic reports; Conducting occupational health needs assessment and making appropriate recommendations; managing a service delivery unit; Ensuring effective utilization and safety of assigned medical supplies and equipment; Implementing recommendations of research findings for improvement of nursing care.

Requirements for Appointment

- i) Diploma in any of the following disciplines: - Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya
- ii) 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 Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;
- vi) Certificate in computer application skills; and
- vii) Shown merit and ability as reflected in work performance and results.

9. REGISTERED NURSE I, JOB GROUP 'K' - POSTS: FORTY-THREE (43)

SALARY SCALE: Kshs. 39,700 × 1,470 - 41,170 × 1,520 - 42,690 × 1,710 -44,400 × 1,920 - 46320 × 2,000 - 48,320 × 2,290 - 50,610 × 2,350 - 52,960 p.m.

Duties and Responsibilities

Duties at this level will entail:- Assessing, planning, implementing nursing interventions and evaluating patient's outcomes; Diagnosing common health conditions, prescribing and administering treatment; Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health; Providing health education and counselling to patients/clients and community on identified health needs; referring patients and clients appropriately; Facilitating patients' admission and initiating

discharge plans; Maintaining records on patients/clients health condition and care; Ensuring a tidy and safe clinical environment; Conducting home visits, providing home based care services and following up discharged patients/clients to provide continuity of care; Conducting clinical teaching and assessment of students; Collecting and collating data for research; Evaluating healthcare outcomes on patients/clients and preparing individualized reports; Conducting assessment of school health needs, planning, implementing interventions and preparing periodic reports; Identifying occupational health needs and making appropriate recommendations.

Requirements for Appointment

- 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
- iii) Registered Nursing/Mental Health and Psychiatry 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 computer application skills; and
- vii) Shown merit and ability as reflected in work performance and results.

10. REGISTERED NURSE II, JOB GROUP 'J' - POSTS: NINETEEN (19)

SALARY SCALE: Kshs. 32,700 × 1,300 - 34,000 × 1,380 - 35,380 × 1,390 - 36,770 × 1,460 - 38,230 × 1,470 - 39,700 × 1,470 - 41,170 × 1,520 - 42,690 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will entail: Assessing, planning, implementing nursing interventions and evaluating patient's outcomes; Diagnosing common health conditions prescribe and administer treatment; Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization, reproductive health, administration of treatment, dispensing drugs; providing health education and counselling to patients/clients and community on identified health needs; implementing

recommendations from research findings for improvement of care; Referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; Maintaining records on patients/clients health condition and care; Ensuring a tidy and safe clinical environment; Conducting assessment of school health needs, planning, implementing interventions and preparing periodic reports; Conducting home visits, providing home-based care services and following up discharged patients/clients to provide continuity of care; Identifying occupational health needs and making recommendations; Conducting clinical teaching and assessing nursing students.

Requirements for Appointment.

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

11. SENIOR ENROLLED NURSE I, JOB GROUP 'L' POSTS: FOUR (4)

SALARY SCALE: Kshs. 44,400 × 1,920 - 46,320 × 2,000 - 48,320 × 2,290 - 50,610 × 2,350 - 52,960 × 2,550 - 55,510 × 2,850 - 58,360 × 2,750 - 61,110 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will entail: Assessing patients and clients and establishing health care needs; Planning and implementing nursing care interventions based on patients'/clients' health needs; providing health education and counselling on identified health and socio-economic needs to patients/clients; Referring patients and clients appropriately; Facilitating patients' admission and discharge in a health facility; Ensuring a tidy and safe clinical environment; ensuring safe custody of in-patients belongings; Conducting home visits, following up discharged patients/clients and providing

continuity of care; Diagnosing, prescribing and administering treatment for common health conditions; Maintaining records on patients/clients personal and health condition/care; Conducting assessment of school health needs, planning, implementing interventions and preparing periodic reports; Conducting occupational health needs assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports; Providing appropriate healthcare services including immunization, reproductive health, administer medication and dispensing drugs; guiding and orienting staff, students and health personnel; Carrying out health outreach activities.

Requirements for Appointment.

- i) Certificate in any of the following Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;
- ii) Enrolment Certificate issued by the Nursing Council of Kenya;
- iii) Valid practicing license from Nursing Council of Kenya;
- iv) Certificate in computer application skills; and
- v) Shown merit and ability as reflected in work performance and results.

12. SENIOR ENROLLED NURSE II, JOB GROUP 'K' CPSB 9, POSTS: 19 (NINETEEN)

SALARY SCALE: Kshs. 39,700 × 1,470 - 41,170 × 1,520 - 42,690 × 1,710 - 44,400 × 1,920 - 46,320 × 2,000 - 48,320 × 2,290 - 50,610 × 2,350 - 52,960 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will entail:- Assessing patients and clients and establishing health care needs; Planning and implementing nursing care interventions based on patients'/clients' health needs; Providing health education and counseling on identified health and socio-economic needs to patients/clients; Referring patients and clients appropriately; Facilitating patients' admission and discharge in a health facility; Making appropriate discharge plan for patients; Ensuring a tidy and safe clinical environment; ensuring safe custody of inpatients belongings; conducting home visits; Following up discharged patients/clients and providing continuity of care; Diagnosing, prescribing and administering treatment for common health conditions; Maintaining records on patients/clients personal and health condition/care; Conducting assessment of

school health needs, planning, implementing interventions and preparing periodic reports; Conducting occupational health needs assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports; Providing appropriate healthcare services including immunization, reproductive health, administering medication and dispensing drugs; Guiding and orienting staff and students; and carrying out health outreach activities.

Requirements for Appointment

- i) Served in the grade of Enrolled Nurse I, for a minimum period of three (3) Years;
- ii) Kenya Enrolled Nurse, Kenya; Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution; Served in the grade of Enrolled Nurse I for a minimum period of three (3) Years.
- 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; and
- vi) Shown merit and ability as reflected in work performance and results.

13. ENROLLED NURSE I JOB GROUP 'J' POSTS: THREE (3)

SALARY SCALE: Kshs. 32,700 × 1,300 – 34,000 × 1,380 – 35,380 × 1,390 – 36,770 × 1,460 – 38,230 × 1,470 – 39,700 × 1,470 – 41,170 × 1,520 – 42,690 p.m.

Duties and Responsibilities

Duties and responsibilities at this level will entail:- Assessing patients and clients and establishing health care needs; Planning and implementing nursing care interventions based on patients'/clients' health needs; providing appropriate healthcare service, including immunization, Prevention of Mother to Child Transmission of HIV (PMTCT), ante-natal care, delivery, administration of medication, dispensing drugs; Providing health education and counselling on identified health and socio-economic needs to patients'/clients'; Referring patients and clients appropriately; Facilitating patients' admission and discharge in a health facility; Ensuring a tidy and safe clinical environment; Ensuring safe custody of in-patients belongings; Conducting home visits, following up

discharged patients/clients and providing continuity of care; Diagnosing, prescribing and administering treatment for common health conditions; Maintaining records on patients/clients personal and health condition/care; Evaluating healthcare outcomes on patients/clients and preparing individualized reports;

Requirements for Appointment

- 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; and
- vi) Shown merit and ability as reflected in work performance and results.

IMPORTANT INFORMATION TO ALL APPLICANTS

- A. Each document to be attached should be scanned individually in PDF format before uploading.
- B. All applications **MUST** be received on or before 7th March, 2025 by 5.00 p.m.
- C. Trans Nzoia County Public Service Board does not charge any fee at any stage of the recruitment or promotion processes.
- D. Our official communication channels are email address cpsbtransnzoia@gmail.com and phone number: **0713635352** and ***not any other.***
- E. **ONLY** applicants who meet ALL the requirements will be shortlisted and contacted.
- F. Shortlisted candidates **MUST** present their original academic and professional certificates during the interview.
- G. **Canvassing in any form will lead to automatic disqualification.**
- H. **Please note that these are internal promotions for serving employees ONLY.**

THE CHAIRPERSON
TRANS NZOIA COUNTY PUBLIC SERVICE BOARD
P.O. BOX 4210 - 30200
KITALE