

## COUNTY GOVERNMENT OF TRANS-NZOIA

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KITALE



01/07/2025  
*[Signature]*

### COUNTY PUBLIC SERVICE BOARD

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*Transforming the public service workforce*

## VACANCIES FOR PROMOTION

The Trans Nzoia County Public Service Board invites applications from suitably qualified serving officers to fill the following positions competitively. Applications should be submitted online through the County Public Service Board's website: [cpsbtransnzoia.co.ke/internal](http://cpsbtransnzoia.co.ke/internal).

## VIII. HEALTH SERVICES AND SANITATION

### 1. PRINCIPAL NURSING OFFICER, JOB GROUP 'N' – POSTS: Eight (8) Posts

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; 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 clinical teaching and assessment of nursing staff and students; Coordinate quality assurance activities for improvement of nursing care outcomes; Evaluating community interventions

and providing feedback; Managing nursing commodities and other resources; Conducting studies and surveys in various health care areas and disseminating findings to improve care; Coordinating occupational health and safety activities and preparing periodic reports; Ensuring effective utilization and safety of assigned medical supplies and equipment; Developing standard operating procedures for the unit in collaboration with other stakeholders; conducting training needs assessment and developing training/induction programmes; Evaluating in-house training programmes and producing periodical reports; Implementing nursing programmes; Mobilizing resources for implementation of nursing activities and projects; Conducting ward rounds and reviewing patients' conditions; and coaching and mentoring nursing staff.

***Requirements for Appointment***

- a. Served in the grade of Chief Nursing Officer for minimum period of Three years
- b. Bachelor's degree in either Nursing or Midwifery from a recognized institution;
- c. Registration Certificate issued by the Nursing Council of Kenya;
- d. Valid practicing license from the Nursing Council of Kenya;
- e. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- f. Certificate in computer application skills; and
- g. Shown merit and ability as reflected in work performance and results.

**2. SENIOR MEDICAL SPECIALIST (JOB GROUP 'R') – (2 POSTS)**

**Ksh121,430x6,070-127,500x6,370-133,870x6,570-140,440x6,770-147,210x6,960-154,170x7,160-161,330x7,810-169,140 P.M.**

***Duties and responsibilities***

Specialist's responsibilities will entail provision of health services in the various disciplines of medicine and surgery. A Specialist will also be expected to provide professional guidance and training to Doctors and Health personnel working under him/her to ensure maintenance of highest standards of health care in the

Hospital; ensure adherence and compliance with National Clinical Standards and Guidelines in areas of their specialization. In addition, the specialist will ensure collection, analysis and transmission of Clinical related data/information to the County Health Authorities including conducting quality assurance audit in the field of specialization.

### ***Requirement for Appointment***

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

- (i) Served in the grade of Medical Specialist I (Job Group 'Q') for a minimum period of three (3) years
- (ii) Master's degree in the field of specialization or any other equivalent and relevant qualification from a recognized institution
- (iii) Attended a six (6) week Strategic Leadership Course at Kenya School of Government or any recognized institution
- (iv) Valid registration from the Medical and Dentist Practitioner's Board
- (v) Shown merit and ability as reflected in work performance and results.

### **3. MEDICAL SPECIALIST I (JOB GROUP 'Q') – (1 POST)**

**Ksh99,900x5,010-104,910x5,240-110,150x5,500-115,650x5,780-121,430x6,070-127,500x6,370-133,870P.M**

### ***Duties and responsibilities***

Specialist's responsibilities will entail provision of health services in the various disciplines of medicine and surgery. A Specialist will also be expected to provide professional guidance and training to Doctors and Health personnel working under him/her to ensure maintenance of highest standards of health care in the Hospital; ensure adherence and compliance with National Clinical Standards and Guidelines in areas of their specialization. In addition the specialist will ensure collection, analysis and transmission of Clinical related data/information to the County Health Authorities including conducting quality assurance audit in the field of specialization.

### ***Requirement for Appointment***

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

- (i) Served in the grade of Medical Specialist II(Job Group 'P') for a minimum period of three(3) years

- (ii) Master's degree in the field of specialization or any other equivalent and relevant qualification from a recognized institution
- (iii) Attended a six (6) week Strategic Leadership Course at Kenya School of Government or any recognized institution.
- (iv) Valid registration from the Medical and Dentist Practitioner's Board.
- (v) Shown merit and ability as reflected in work performance and results.

#### 4. ASSISTANT DIRECTOR, MEDICAL SERVICES JOB GROUP P – (5 POSTS)

**Ksh87,360x3,190-90,550x4,490-95,040x4,860-99,900x5,010-104,910x5,240-110,150x5,500-115,650x5,780-121,430 P.M**

##### ***Duties and responsibilities***

Duties and responsibilities will involve organization, coordination, planning, management and implementation of disaster mitigation and response services in the Health Services sector in the County; developing disease outbreak and response systems in the County; team leader in the investigation of all disease outbreak and control.

##### ***Requirement for Appointment***

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

- (i) Served in the grade of Senior Medical Officer (Job Group 'N') for a minimum period of three (3) years
- (ii) Master's degree in the field of specialization or any other equivalent and relevant qualification from a recognized institution
- (iii) Valid registration from the Medical and Dentist Practitioner's board; and,
- (iv) Shown merit and ability as reflected in work performance and results

#### 5. SENIOR ASSISTANT DIRECTOR, MEDICAL SERVICES JOB GROUP Q- (3 POSTS)

**Ksh99,900x5,010-104,910x5,240-110,150x5,500-115,650x5,780-121,430x6,070-127,500x6,370-133,870P.M**

##### ***Duties and responsibilities***

Duties and responsibilities will involve organization, coordination, planning, management and implementation of disaster mitigation and response services in the Health Services sector in the County; developing disease outbreak and response systems in the County; team leader in the investigation of all disease outbreak and control.

### ***Requirement for Appointment***

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

- (i) Served in the grade of Assistant Director, Medical Services (Job Group 'P') for a minimum period of three(3) years.
- (ii) Master's degree in the field of specialization or any other equivalent and relevant qualification from a recognized institution.
- (iii) Attended a six (6) week Strategic Leadership Course at Kenya School of Government or any recognized institution.
- (iv) Valid registration from the Medical and Dentist Practitioner's board; and,
- (v) Shown merit and ability as reflected in work performance and results.

## **6. DEPUTY DIRECTOR, MEDICAL SERVICES JOB GROUP R – (1 POST)**

**Ksh121,430x6,070-127,500x6,370-133,870x6,570-140,440x6,770-147,210x6,960-154,170x7,160-161,330x7,810-169,140 P.M**

### ***Duties and Responsibilities***

At this level will be similar to those of Senior Assistant Director of Medical Services / Medical Specialist I and will cover divisions / departments / sections at facility level, district, county or national level in the specialized area of clinical practice. The officer will also be expected to provide the necessary guidance, training and development of support services to professional and technical staff in clinical practice in his own specialty. He should also, in addition, offer subspecialized services to patients with the expected expertise and guidance and mentorship to his junior colleagues in his field. The officer is expected to encourage, initiate and participate in research, operational or otherwise, and utilize research findings to improve the quality-of-service delivery in the region – as clinicians.

### ***Requirement for Appointment***

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

- (i) Served in the grade of Senior Assistant Director, Medical Services (Job Group 'Q') for a minimum period of three (3) years
- (ii) Master's degree in the field of specialization or any other equivalent and relevant qualification from a recognized institution
- (iii) Attended a six (6) week Strategic Leadership Course at Kenya School of Government or any recognized institution
- (iv) Valid registration from the Medical and Dentist Practitioner's Board
- (v) Shown merit and ability as reflected in work performance and results

## 7. SENIOR DENTAL OFFICER, JOB GROUP 'N' ONE (1) POST

**Ksh56,370x2,750-59,120x2,920-62,040x3080-65,120x3440-68,560x3,590-72,10x3,790-75,940x3,800-79,740x3,810-83,550x3,810-87,360 P.M**

### ***Duties and responsibilities***

Duties and responsibilities at this level will entail: admitting patients, undertaking minor oral and maxillofacial surgery; prosthetics, orthodontics pedodontics, perinatology and conservative dentistry; carrying out dental examinations ,age assessment, and writing dental reports; participating in community sensitization and updating dental health information system; providing informal training and supervising other health workers; writing discharge summaries and follow-up of patients; diagnosing, investigating, treating patients and assisting in the theatre activities; and acting as the first on call on duty.

### ***Requirements for Appointment***

For Appointment to this grade, an officer must have:

- (i) Served in the grade of Dental Officer for a minimum period of one (1);
- (ii) Bachelors of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists
- (iii) Certificate of Registration by the medical practitioners and Dentists Board
- (iv) Valid practicing license from medical practitioners and Dentists 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) Shown ability and demonstration merit as reflected in work performance and results.

## 8. SENIOR ASSISTANT DIRECTOR OF DENTAL SERVICES /DENTAL SPECIALIST I, JOB GROUP 'Q' – (2 POSTS)

**Ksh99,900 x 5010-104910 x 5240-110150 x 5500-115650 x 5780-121430 x 6070 -127500 x 6370-133870 p.m.**

### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail:- performing specific dental procedures; being on call to review and manage dental health patients; undertaking medico-legal duties which include filling P3 forms; undertaking dental examinations ,age ,assessment ,and writing dental reports; conducting outreach community oral health services; referring complex cases; educating and creating awareness on prevention of dental diseases and dental health; maintaining up-to-date dental health patients' records and bio data; supervising ,training, and coaching dental interns and students; ensuring that dental health reports are prepared and submitted promptly; coordinating preparation of annual work plans and ensuring they are adhered to; coordinating capacity building and deployment of dental personnel

### ***Requirements for Appointment***

For appointment to this grade, an officer must have,

- (i) Served in the grade of Assistant Director Dental/Dental Specialist II for a minimum period of three [3] years
- (ii) Bachelor of Dental Surgery [DS]degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board
- (iii) Masters of Dental Surgery degree in any of the required field or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentist Board
- (iv) Certificate of Registration by the Medical Practitioners and Dentists 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
- (viii) Demonstrated ability and competence in organizing, performing and discharging the dental function

## 9. ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES/PHARMACEUTICAL SPECIALIST II, JOB GROUP 'P' – (5 POSTS)

**Ksh87,360x3,190-90,550x4,490-95,040x4,860-99,900x5,010-104,910x5,240-110,150x5,500-115,650x5,780-121,430 P.M**

### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail :- selecting, quantifying, procuring, and warehousing of medical supplies; monitoring effective storage of specialized medical supplies requiring cold storage; making entries into the relevant inventory management records and registers; participating in ward rounds to monitor medicine use, interactions and adverse drug reactions; carrying out continuing medical education for health workers in general; conducting health education on appropriate use of medicines to patients; participating in multidisciplinary clinical team activities of patient care; reporting adverse drug reactions and poor quality medicines; timely preparation of relevant monthly reports and submission to relevant offices; training and mentoring of interns and students attached to the facility; keeping safe custody and maintenance of up-to-date narcotic and psychotropic substance records; running of poison information centers; disseminating and providing new drug information to health workers and the general public; supervising pharmaceutical services at lower level health facilities.

### ***Requirements for Appointment***

For appointment to this grade, an officer must have;

- (i) Served in the grade of Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist II for a minimum period of three [3] years
- (ii) Bachelor of Pharmacy [B Pharm] degree from an institution recognized by the Pharmacy and Poisons Board
- (iii) Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board
- (iv) Valid practicing 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
- (vii) Shown merit and ability as reflected in work performance and results



## 10. SENIOR ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES/PHARMACEUTICAL SPECIALIST I, JOB GROUP 'Q' – (2 POSTS)

**Ksh99,900x5,010-104,910x5,240-110,150x5,500-115,650x5,780-121,430x6,070-127,500x6,370-133,870P.M.**

### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail:- coordinating pharmaceutical services in a health facility; coordinating Medicine and Therapeutics Committee activities in a health facility; developing and reviewing standard operating procedures for all pharmaceutical services in the facility; conducting research on medicine utilization; providing continuous professional development education to pharmacists; evaluating appropriateness of donated medical supplies; maintaining pharmaceutical inventories; participating in facility management committees; providing medicinal information in preparation of patient drug management therapies; coordinating preparation of annual work plans and ensuring they are adhered to; coordinating capacity building and deployment of dental personnel

### ***Requirements for Appointment***

For appointment to this grade, an officer must have;

- (i) Served in the grade of Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist II for a minimum period of three [3] years.
- (ii) Bachelor of Pharmacy [B Pharm] degree from an institution recognized by the Pharmacy and Poisons Board.
- (iii) Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board.
- (iv) Valid practicing 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.
- (vii) Shown merit and ability as reflected in work performance and results.

## 11. DEPUTY DIRECTOR OF PHARMACEUTICAL SERVICES /SENIOR PHARMACEUTICAL SPECIALIST, JOB GROUP 'R' – (1 POST)

**Ksh121,430x6,070-127,500x6,370-133,870x6,570-140,440x6,770-147,210x6,960-154,170x7,160-161,330x7,810-169,140 P.M**

### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail:- analyzing reports on adverse drug reactions and poor quality medicines; setting up and running poison information centers; conducting research and dissemination of the findings on medicine utilization; assessing and evaluating research proposals involving medicine use; analyzing medicines for quality assurance; coordinating pharmaceutical services in public health programs; monitoring and evaluating effectiveness of medication therapy; facilitating detection ,prevention response and provision of information on global public health crisis as per International Health Regulations; preparing work/strategic plans; supervising and training staff

### ***Requirements for Appointment***

For appointment to this grade, an officer must have;

- (i) Served in the grade of Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist II for a minimum period of three [3] years
- (ii) Bachelor of Pharmacy [B Pharm] degree from an institution recognized by the Pharmacy and Poisons Board
- (iii) Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board
- (iv) Valid practicing license from Pharmacy and Poisons Board
- (v) Certificate in Senior Management Course lasting not less than four[6]weeks from a recognized institution
- (vi) Certificate in computer application skills from a recognized institution
- (vii) Shown merit and ability as reflected in work performance and results.

## **12. ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES/PHARMACEUTICAL SPECIALIST II, JOB GROUP 'P' – (2 POSTS)**

**Ksh87,360x3,190-90,550x4,490-95,040x4,860-99,900x5,010-104,910x5,240-110,150x5,500-115,650x5,780-121,430 P.M**

### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail :- selecting, quantifying, procuring, and warehousing of medical supplies; monitoring effective storage of specialized medical supplies requiring cold storage; making entries into the relevant inventory management records and registers; participating in ward rounds to monitor medicine use, interactions and adverse drug reactions; carrying out continuing medical

education for health workers in general; conducting health education on appropriate use of medicines to patients; participating in multidisciplinary clinical team activities of patient care; reporting adverse drug reactions and poor quality medicines; timely preparation of relevant monthly reports and submission to relevant offices; training and mentoring of interns and students attached to the facility; keeping safe custody and maintenance of up-to-date narcotic and psychotropic substance records; running of poison information centers; disseminating and providing new drug information to health workers and the general public; supervising pharmaceutical services at lower level health facilities.

### ***Requirements for Appointment***

For appointment to this grade, an officer must have;

- (i) Served in the grade of Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist II for a minimum period of three [3] years
- (ii) Bachelor of Pharmacy [B Pharm] degree from an institution recognized by the Pharmacy and Poisons Board
- (iii) Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board
- (iv) Valid practicing 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
- (vii) Shown merit and ability as reflected in work performance and results

### **13. CHIEF PHARMACEUTICAL TECHNOLOGIST, JOB GROUP 'M' (1 POST)**

**Ksh49,000x2,170-51,170x2,550-53,720x2650-56,370x2,750-59,120x2,920-62,040x3,080**

**65,120 P.m.**

### ***Duties and Responsibilities***

Duties and responsibility at this level will include: Preparing and executing plans to ensure efficient running of a health facility; preparing and submitting reports on drug/medicine ;providing health educating to patients and other health personnel; promoting rational drug/medicines use: developing and evaluating training programs and preparing reports ; assessing and supervising interns and students ;maintaining books /register of drugs/medicines in a health facility; stock taking of drugs /medicines and non-pharmaceuticals; providing health education to patients on drug /medicine issue.

### ***Requirements for Appointment***

For appointment to this grade an officer 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 Enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and poisons Board (PPB);
- (iv) Certificate in Management course lasting not less than (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.

### **14. SENIOR PHARMACEUTICAL TECHNOLOGIST, JOB GROUP 'L' – (2 POSTS)**

**Ksh42,970x1, 920-44,890x2, 000-46,890x2, 110-49,000x2 170-51,170X2, 550-53,720x2, 650-56,370x2, 750-59120 P.M.**

### ***Duties and Responsibilities***

Duties and responsibility at this level will involve: Receiving, interpreting, and processing of prescription: assessing and supervising interns and students on attachment evaluating training programs and preparing reports: providing health education to patients on drugs use; sampling and reporting finding for submitted specimens for quality control purposes; receiving complaints and reporting adverse drug reaction; receiving and reporting poor quality medicine; and guiding and counselling staff working under the officer.

### ***Requirements for Appointment***

For appointment to this grade an officer 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 (PP);
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

## 15. PHARMACEUTICAL TECHNOLOGIST I, JOB GROUP 'K' – (3 POSTS)

**Ksh38,270x1,470-39,740x1,520-41,260x1,710-42,970x1,920-44,890X2000-46,890X2,110-49,000X2,170-51,170 P.M.**

### ***Duties and Responsibilities***

Duties and responsibility at this level will involve: Receiving, interpreting, and processing of prescription; promoting rational drug/medicines use; acquiring of drugs/medicines for the health facility; preparing and submitting reports; providing health education on rational use of drugs/medicines; receiving complaints and reporting adverse drug reaction; and receiving and reporting poor quality medicine.

### ***Requirements for Appointment***

For appointment to this grade an officer 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 (PP);
- (iv) Certificate in computer application skills from a recognized institution; and
- (v) Shown merit and ability as reflected in work performance and results.

## 16. PRINCIPAL REGISTERED CLINICAL OFFICER 1, JOB GROUP 'P'- (10 POSTS)

**Ksh87,360x3,190-90,550x4,490-95,040x4,860-99,900x5,010-104,910x5,240-110,150x5,500-115,650x5,780-121,430 P.M.**

### ***Duties and Responsibilities***

This will be the highest grade for the Diploma cadre. An officer at this level may be deployed to head Special Clinical Health Care Programmes including and not limited to: Disease Surveillance, Quality Assurance, HIV/AIDS, TB, Malaria, Integrated Management of Childhood Illnesses (IMCI) Programmes/Units at the National/County level.

*Duties and responsibilities at this level will include:*

Implementing clinical services policies, procedures and guidelines;

- (i) Maintaining standards, ethics and quality assurance systems in the provision of clinical services;
- (ii) Leading and organizing health management teams and convening health management committee meetings at level 4 and 5 health facilities;
- (iii) Providing clinical and Clinical Services care services in health institutions and communities;
- (iv) Reviewing medico-legal standards and guidelines in the provision of clinical services;
- (v) Undertaking research on critical health issues and emerging trends; (vii) implementing referral strategies and guidelines in liaison with other stakeholders;
- (vi) Providing specialized services including and not limited to Ear, Nose and Throat (ENT/Audiology), Ophthalmology and Cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Medical Education, Mental Health and Psychiatry, Family and Community Health Services;
- (vii) Training and capacity building for clinical services; and
- (viii) Coaching and mentoring of students and staff.

### ***Requirements for Appointment***

For Higher National Diploma holders, for appointment to this grade, an officer must have: -

Cumulative service period of nine (9) three (3) in the grade of Principal Registered Clinical Officer II or in a comparable position in the Public or Private sector;

- (i) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;
- (ii) Certificate of Registration from the Clinical Officers' Council;
- (iii) Valid Professional Practice License from the Clinical Officers' Council;
- (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized Institution;
- (v) Proficiency in computer applications; and

- (vi) Demonstrated professional competence and managerial capability as reflected in work performance and results.

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

Cumulative service period of twelve (12) years three (3) in the grade of Principal Registered Clinical Officer II or in a comparable position in the Public or Private sector;

- (i) Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution;
- (ii) Certificate of Registration from the Clinical Officers' Council;
- (iii) Valid Professional Practice License from the Clinical Officers' Council;
- (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized Institution.
- (v) Proficiency in computer applications; and
- (vi) Demonstrated professional competence and managerial capability as reflected in work performance and results.

#### 17. CHIEF REGISTERED CLINICAL OFFICER JOB GROUP 'M' – (12 POSTS)

**Ksh49,000x2,170-51,170x2,550-53,720x2650-56,370x2,750-59,120x2,920-62,040x3,080-65,120 P.m.**

##### ***Duties and Responsibilities***

at this level will include:

- (i) Providing clinical services in a health facility;
- (ii) History taking, examining, diagnosing, treating and managing diseases and conditions in an outpatient or inpatient health facility;
- (iii) Reviewing and making appropriate referrals;
- (iv) Carrying out surgical procedures as per training and skill;
- (v) Offering specialized clinical services including, Ear, Nose and Throat /Audiology, Ophthalmology, Cataract Surgery and Refraction/Low Vision Therapy, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma, Epidemiology, Lung and Skin, Chest Medicine, Reproductive Health, Medical Education, Dermatology and Venereology, Oncology and Palliative Care, Sonography, Nephrology, Emergency and Critical Care, Chronic Disease Management, Mental Health and Psychiatry, Family Medicine;

- (vi) Monitoring and evaluation of clinical services; coordinating health programmes;
- (vii) Compiling and analyzing data; implementing community health care activities in liaison with other health workers;
- (viii) Guiding and counseling patients, clients and staff on health issues; sensitizing patients and clients on preventive and promotive health;
- (ix) Providing clinical outreach and school health services;
- (x) Assessing, preparing and presenting medico-legal reports; coaching and mentoring students on attachment;
- (xi) Organizing, convening and heading health management teams;
- (xii) Carrying out disease surveillance, and recommending appropriate control measures; and
- (xiii) Financial management.

### ***Requirements for Appointment***

Promotion for Higher National Diploma holders

For appointment to this grade a candidate must have:-

- (i) Served for a period of three (3) of which should have been in the grade of Senior Registered Clinical Officer or in a comparable position in the Public or Private sector;
- (ii) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;
- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results

Promotion for Diploma holders

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



- (i) Served for three (3) years grade of Senior Registered Clinical Officer or in a comparable position in the Public or Private sector;
- (ii) Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution;
- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council; o Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

## 18. SENIOR REGISTERED CLINICAL OFFICER, JOB GROUP 'L' – (12 POSTS)

**Ksh42,970x1, 920-44,890x2,000-46,890x2, 110-49,000x2170-51,170X2, 550-53,720x2, 650-56,370x2,750-59,120 P.M.**

### ***Duties and Responsibilities***

Duties and responsibilities at this level will include: -

- (i) Providing community health care services in liaison with other health workers;
- (ii) Taking history, examining, diagnosing, treating and managing diseases and conditions of patients in an outpatient or inpatient health facility;
- (iii) Sensitizing patients and clients on preventive and promotive health;
- (iv) Providing clinical outreach and school health services;
- (v) Coaching and mentoring students on attachment;
- (vi) Carrying out surgical procedures as per the scope of training;
- (vii) Guiding and counseling patients, clients and staff on health issues;
- (viii) Preparing medico-legal briefs;
- (ix) Leading and organizing health management teams and convening health management committee meetings at level 2 health facilities; and
- (x) Conducting ward rounds, reviewing and making appropriate referrals.

### ***Requirements for Appointment***

Promotion for Higher National Diploma holders

For appointment to this grade a candidate must have: -

- (i) Served for a period of three (3) of which should have been in the grade of Registered Clinical Officer I or in a comparable position in the Public or Private sector;

- (ii) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;
- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

#### Promotion for Diploma holders

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

- (i) Served for three (3) years grade of Registered Clinical Officer I or in a comparable position in the Public or Private sector;
- (ii) Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution;
- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council; Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

### 19. REGISTERED CLINICAL OFFICER 1, JOB GROUP 'K' – (30 POSTS)

**Ksh38,270x1,470-39,740x1,520-41,260x1,710-42,970x1,920-44,890X2000-46,890X2,110-49,000X2,170-51,170 P.M**

#### *Duties and Responsibilities*

Taking history, examining, diagnosing, ordering laboratory and imaging investigations;

- (i) Interpreting laboratory and imaging results;
- (ii) Treating patients' common ailments at an outpatient or inpatient health facility; providing community health care services in liaison with other health workers;

- (iii) Guiding and counseling patients, clients and staff on health issues;
- (iv) Sensitizing patients and clients on preventive and promotive health;
- (v) Carrying out surgical procedures as per training and skill;
- (vi) Collecting and compiling clinical data;
- (vii) Providing clinical outreach'; and school health services;
- (viii) Organizing health management teams and convening health management committee meetings;
- (ix) Preparing medico-legal briefs on clinical services; and
- (x) Referring patients and clients to appropriate health facilities.

### ***Requirements for appointment***

Direct appointment for Higher National Diploma Holders

For appointment to this grade a candidate must have:-

- (i) Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;
- (ii) Certificate of Registration from the Clinical Officers' Council;
- (iii) Valid Professional Practice License from the Clinical Officers' Council; and
- (iv) Proficiency in computer applications.

Promotion for Diploma Holders

For appointment to this grade a candidate must have: -

- (i) Served for a period of three (3) of which should have been in the grade of Registered Clinical Officer II or in a comparable position in the Public or Private sector;
- (ii) Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution;
- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council;
- (v) Proficiency in computer applications; and

- (vi) Shown merit and ability in work performance and results.

## 20. CHIEF CLINICAL OFFICER JOB GROUP 'M' – (7 POSTS)

**Ksh49,000x2,170-51,170x2,550-53,720x2650-56,370x2,750-59,120x2,920-62,040x3,080-65,120 P.M.**

### ***Duties and Responsibilities at this level will include:***

Providing clinical services in a health facility; Taking history, examining, diagnosing and treating patients' ailments at an outpatient or inpatient health facility; Reviewing and making appropriate referrals; Carrying out surgical procedures as per training and skills; o Managing special clinics including but not limited to wellness clinics, accident and emergency units, gender based violence and recovery center; Collecting data and compiling reports; Conducting research; Implementing community health care activities in liaison with other health workers; Guiding and counseling patients, clients and staff; Sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services; Assessing, preparing and presenting medico-legal reports; Organizing, convening and heading health management teams; Carrying out disease surveillance and recommending appropriate control measures; Providing emergency clinical care during disasters; Coordinating health programmes; Coaching and mentoring staff and students; and Financial management.

### ***Requirements for Appointment***

For appointment to this grade a candidate must have:-

- (i) Served for a period of three (3) of which should have been in the grade of Senior Clinical Officer or in a comparable position in the Public or Private sector;
- (ii) Bachelor's Degree in Clinical Medicine and Community Health or its equivalent qualification from a recognized Institution.

**OR**

Bachelor's Degree in any of the following disciplines: Community Health and Development, Psychology, Public Health, Medical Education, Health Systems Management, Health Profession Education, Medical Sociology, Comprehensive Ophthalmology and Cataract Surgery, Sports Medicine or Health Promotion from a recognized Institution plus a Diploma in Clinical Medicine and Surgery or its equivalent qualification from a recognized Institution;

**OR**

Higher Diploma in Clinical Medicine and Surgery in any of the following disciplines: Ear, Nose, Throat, Head and Neck Surgery, Audiology and Hearing Care, Speech and Language Pathology, Ophthalmology (Cataract Surgery/Advanced Refraction and Low Vision), Emergency and Critical Care, Pediatric Emergency and Critical care, Nephrology, Oncology, Cardiology, Cardio-Pulmonary perfusion, Palliative and Hospice Care, Mental Health and Psychiatry, Clinical Services, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma Surgery, Epidemiology, Chest Medicine, Chronic Disease Management, Reproductive Health, Medical Education, Dermatology and Venereology, Family Health, Sonography or any other equivalent qualification from a recognized Institution;

- (iii) Certificate of Registration from the Clinical Officers' Council;
- (iv) Valid Professional Practice License from the Clinical Officers' Council; o Proficiency in computer applications; and
- (v) Shown merit and ability as reflected in work performance and results.

## **21. SENIOR ASSISTANT DIRECTOR, PUBLIC HEALTH, JOB GROUP Q - (2 POSTS)**

**Ksh99,900 x 5010-104910 x 5240-110150 x 5500-115650 x 5780-121430 x 6070 -127500 x 6370-133870 P.M.**

### ***Duties and Responsibilities***

Monitoring and evaluating the implementation of statutory provisions and other relevant legislations on public health; implementing public health policies, guidelines, standards and procedures and programme; monitoring the implementation of public health projects and programmes; overseeing enforcement of international health regulations and rules; preparing research proposals on public health needs; preparing proposals for resource mobilization; identifying relevant partners and agencies in support of public resources; coordinating the development of modern information communication technology in the department; overseeing the development of strategic/work plans, performance targets and contracts in the department; coaching and mentoring of staff

### ***Requirements for Appointment***

For appointment to this grade, an Officer must have.

Served in the grade of Assistant Director, public Health for a minimum period of three (3) years.

- (i) Post Graduate Diploma in any of the following disciplines, Food Science and Inspection, Solid waste Management, Occupational Health and safety, Epidemiology, health promotion and Education or equivalent qualification from a recognized institution,

OR

Master Degree in any of the following, Environmental Health, Public Health, epidemiology, Food safety and Quality, Food science and Technology, Community health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution.

- (i) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- (ii) Certificate in Computer application skills from a recognized institution and
- (iii) Demonstrated professional Competence and ability as reflected in work performance and results.

## 22. ASSISTANT DIRECTOR, PUBLIC HEALTH JOB GROUP 'P' - (8 POSTS)

**Ksh87,360x3,190-90,550x4,490-95,040x4,860-99,900x5,010-104,910x5,240-110,150x5,500-115,650x5,780-121,430 P.M**

### ***Duties and Responsibilities***

An officer at his level will be responsible for the following duties and responsibilities, monitoring, enforcing and implementing statutory provisions and other relevant legislations on public health, setting standards and guidelines in the provision of public health services, monitoring the implementation of public health projects and programmes, enforcing international health regulations and rules, carrying out research on public health needs, monitoring the development and management of public and private mortuaries, cemeteries and crematoria, preparing proposals for resource mobilization, organizing programmes and projects, planning and budgeting for the departmental resources, integrating modern information communication technology in the department and developing strategic work plans, performance targets and contracts in the department.

### ***Requirements for Appointment***

For appointment to this grade, an officer must have

- (i) Served in the grade of Principal Public Health Officer or Principal Assistant Public Health Officer for a minimum period of three (3) years.

- (ii) Post Graduate Diploma in any of the following disciplines, Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or Equivalent Qualification from a Recognized Institution.

OR

Bachelor's Degree in either Environmental Health or Public Health or equivalent qualification from a recognized institution

- (iii) Master's degree in any of the following Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Health Promotion and Education, Solid Waste Manage or Disaster Management from a recognized institution.
- (iv) Certificate in Senior Management Course lasting not less than four weeks from a recognized institution.
- (v) Certificate in Computer Application Skills from a recognized institution.
- (vi) Demonstrated professional competence and ability as reflected in work performance and results.

### 23. CHIEF PUBLIC HEALTH OFFICER (JOB GROUP 'M') - (2 POSTS)

**Ksh49,000x2, 170-51,170x2,550-53,720x2650-56,370x2,750-59,120x2,920-62,040x3,080-65,120 P.M**

#### ***Duties and Responsibilities***

An officer at this level will coordinate environmental health activities in the area of deployment. Specific duties and responsibilities will include: implementing promotive and preventive health programmes; monitoring compliance to urban and rural sanitation standards in dwellings, commercial premises and work places; monitoring the management of solid/liquid and other hazardous wastes; ensuring safety and quality of food and water for both domestic and industrial use; carrying out surveillance on environmental health pollutants; promoting hygiene education including school health programmes; implementing international health regulations and rules at ports, airports, frontiers and border posts; carrying out surveillance and advising on prevention and control of disease incidences and outbreaks; liaising with other stakeholders in carrying out disaster preparedness and response; compiling research reports on public health; compiling and analyzing of public health data and reports; and promoting modern information and communication technology in the provision of public health services.

#### ***Requirements for Appointment***

For appointment to this grade, an officer 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.

#### **24. PRINCIPAL ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP 'N' - (8 POSTS)**

**Ksh56,370x2,750-59,120x2,920-62,040x3080-65,120x3440-68,560x3,590-72,10x3,790-75,940x3,800-79,740x3,810-83,550x3,810-87,360 P.M.**

##### ***Duties and Responsibilities***

An Officer at this level will be responsible for the following duties; monitoring and evaluating the management of solid\liquid and other hazardous wastes; ensuring safety and quality of food and water for both domestic and industrial use; ensuring abatement of sanitary nuisances; carrying out surveillance on environmental health pollutants; promoting hygiene education including school health programmes ;implementing international health regulations and rules at ports,airports,frontiers and border posts; vetting and approving buildings;insepecting of commercial and trading premises for maintenance of set standards; overseeing exhumation process and authorizing disposal of unclaimed bodies; and carrying out surveillance and advising on prevention and control of disease incidences outbreaks and disasters.

##### ***Requirements for Appointment***

For Appointment to this grade, an Officer must have,

- (i) Served in the grade of chief assistant officer environmental health sciences or 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 public health officer for a minimum of three 3 years
- (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 Show merit and ability as reflected in work performance and results.



## 25. CHIEF ASSISTANT PUBLIC HEALTH OFFICER JOB GROUP 'M' – (4 POSTS)

**Ksh49,000x 2,170-51,170x2,550-53,720x2650-56,370x2,750-59,120x2,920-62,040x3,080-65,120P.M**

### ***Duties and Responsibilities***

An officer at this level will coordinate environmental health activities in the area of deployment. Specific duties and responsibilities will include: implementing promotive and preventive health programmes; ensuring safety and quality of food and water for both domestic and industrial use; abating sanitary nuisances; promoting hygiene education including school health programmes; implementing international health regulations and rules at 'ports, airports, frontiers and border posts; undertaking inspection for preventive maintenance of health facilities; vetting and approving building plans; inspecting and issuing occupancy certificates of new buildings; inspecting commercial and trading premises for maintenance of set standards; overseeing exhumation process and authorizing disposal of unclaimed bodies; educating the public on health and safety at work place; and implementing community based health care programmes.

### ***Requirements for Appointment***

For appointment to this grade, an officer 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.

## 26. PRINCIPAL PUBLIC HEALTH OFFICER JOB GROUP 'N'- (3 POSTS)

**Ksh56,370x2,750-59,120x2,920-62,040x3080-65,120x3440-68,560x3,590-72,10x3,790-75,940x3,800-79,740x3,810-83,550x3,810-87,360 P.M**

### ***Duties and responsibilities***

An officer at this level will be responsible for the following duties: monitoring and evaluating environmental health risks, implementing promotive and preventive health programmes, monitoring and evaluating compliance to urban and rural sanitation standards in dwellings, commercial premises and work places, monitoring and evaluating the management of solid/liquid and other hazardous wastes, promoting hygiene, education including school health programmes, implementing international health relations and rules at ports, airports frontiers and border posts, educating the public on health and safety at work place, coordinating community based health care programmes, carrying out surveillance on environmental health pollutants and advising on prevention and control of disease incidences and outbreaks, liaising with other stakeholders in carrying out disaster preparedness and response, compiling research reports on public health, compiling and analyzing public health data in the provision of public health services

### ***Requirements for appointment***

For appointment to this grade, an officer 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 in Computer Application Skills from a recognized institution
- (iv) Certificate of competence from the Association of Public Health Officers
- (v) Certificate in Senior Management Course lasting not less than four weeks from a recognized institution and
- (vi) Shown merit and ability as reflected in work performance and results.

## **27. SENIOR ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP 'L' – (9 POSTS)**

**Ksh42,970x1,920-44,890x2,000-46,890x2,110-49,000x2170-51,170**

**X2,550-53,720x2,650-56,370x2,750-59120 P.M.**

### ***Duties and Responsibilities***

An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: identifying environmental health issues at community level; maintaining up to date records of services rendered; implementing vector, vermin and, rodent control measures; implementing integrated mosquito control strategies; issuing of and statutory notices; inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water; undertaking inspection for preventive maintenance of health care facilities; overseeing construction of sanitary facilities in schools trading centers and commercial premises; collecting water and food samples

for bacteriological and chemical analysis; carrying out immunizations; initiating and implementing Community Based Health Care Programmes; implementing integrated mosquito control and other public health strategies; and following up on proper collection and disposal of solid waste.

### ***Requirements for Appointment***

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Public Health Officer 1 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
- (i) Shown merit and ability as reflected in work performance and results.

## **28. ASSISTANT PUBLIC HEALTH OFFICER [1] JOB GROUP K – (12 POSTS)**

**Ksh38,270x1,470-39,740x1,520-41,260x1,710-42,970x1,920-44,890X2000-46,890X2,110-49,000X2,170-51,170 P.M**

### ***Duties and Responsibilities***

An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: mobilizing, sensitizing and advising communities on matters related to environmental health; carrying out immunization; defaulter tracking and reporting of Tuberculosis and other immunizable diseases; identifying environmental health issues at community level; implementing vector, vermin and rodent control measures; implementing integrated mosquito control strategies; siting of homesteads, pit latrines, grain stores, trading centres, emergency camps and giving advice on vermin and rodent control; implementing sanitation and hygiene standards in the community; undertaking inspection for preventive maintenance at the health facility, hospital sanitation and health care waste management; issuing of intimation and statutory notices; and inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water.

### ***Requirements for Appointment***

For appointment to this grade, an officer 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.

## 29. ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER I, JOB GROUP 'K' – (8 POSTS)

**Ksh38,270x1,470-39,740x1,520-41,260x1,710-42,970x1,920-44,890x2,000-46,890x2,110-49,000x2,170-51,170 P.M**

### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail:- updating bed bureau; editing of patient case records; capturing data from service points; maintaining record safety and confidentiality; balancing daily bed returns; preparing and maintaining patient master index; creating and updating patient master index; directing patients to relevant clinics; scheduling patients to the consultants and speciality clinics; assigning codes to diseases and surgical procedures; indexing diseases and surgical procedures according to the international classification of diseases and procedures in medicine; compiling bio data ;analyzing medical data ;preparing Health Records and Information reports

### ***Requirements for Appointment***

For appointment to this grade, an officer must have;

- (i) Served in the grade of Assistant Health Records and Information Management Officer II for a minimum period of three [3] years
- (ii) Diploma in Health Records and Information Technology from a recognized institution
- (iii) Certificate in computer application skills from a recognized institution
- (iv) Shown merit and ability as reflected in work performance and results

## 30. ASSISTANT DIRECTOR HEALTH RECORDS AND INFORMATION MANAGEMENT, JOB GROUP 'P' (1 POST)

**Ksh87,360x3,190-90,550x4,490-95,040x4,860-99,900x5,010-104,910x5,240-110,150x5,500-115,650x5,780-121,430 P.M**

## ***Duties and Responsibilities***

Duties and responsibilities at this level will entail:- implementing health records and information policies and procedures; implementing medico legal rules and regulations; providing and disseminating policy guidelines / procedures that affect the health records and information services; initiating policy issues and procedures; designing health records monitoring and evaluation tools; organizing field supervision; formulating ,monitoring and evaluation frameworks; measuring performance of health records management indicators; providing guidelines on disclosure, confidentiality, safety, security and exchange of health records and information; coding diseases and surgical procedures according to the international classification of diseases and procedure in medicine; indexing diseases and surgical procedure; coordinating and implementing training programmes; instructing / lecturing on health records and information in medical training institutions

## ***Requirements for Appointment***

For appointment to this grade, an officer must have;

- (i) Served in the grade of Principal Health Records and Information Management Officer for a minimum period of three [3] years
- (ii) Bachelor's degree in Health Records and Information Management from a recognized institution
- (iii) Master's degree in any of the following disciplines: Health Records and Information Management, Health Systems Management, Public Health, Health Informatics, Health Services Management, Health Economics, Health Monitoring and Evaluation, Epidemiology, Information Technology, Information Science, Biostatics or Computer Science from a recognized institution
- (iv) Certificate in Senior Management Course lasting not less than four [4] weeks from a recognized institution
- (v) Certificate in computer application skills from a recognized institution
- (vi) Demonstrated outstanding administrative capabilities in work performance and results.

## **31. SENIOR ASSISTANT DIRECTOR, HEALTH RECORDS AND INFORMATION MANAGEMENT, JOB GROUP 'Q' – (1 POST)**

**Ksh99,900 x 5010-104910 x 5240-110150 x 5500-115650 x 5780-121430 x 6070 -127500 x 6370-133870 p.m.**

## ***Duties and Responsibilities***

Duties and responsibilities at this level will entail:- formulating health records and information policies and procedures ;formulating and interpreting medico legal rules and regulations ;providing and disseminating policy guidelines / procedures that affect the health records and information services ;communicating policy issues and procedures on health records and information management; developing health records standard operating procedures; designing health records monitoring and evaluation tools; providing guidelines on disclosure, confidentiality, safety, security and exchange of health records and information; coordinating training and development of health records and information personnel in collaboration with relevant government departments and agencies; coordinating performance management in health records and information management; collaborating with other health workers in the provision of health record services; instructing / lecturing on health records and information in medical training institutions

### ***Requirements for Appointment***

For appointment to this grade, an officer must have;

- (i) Served in the grade of Assistant Director Health Records and Information Management Officer for a minimum period of three [3] years
- (ii) Bachelor's degree in Health Records and Information Management from a recognized institution
- (iii) Master's degree in any of the following disciplines : Health Records and Information Management, Health Systems Management , Public Health, Health Informatics, Health Services Management, Health Economics, Health Monitoring and Evaluation ,Epidemiology ,Information Technology ,Information Science, Biostatics or Computer Science from a recognized institution
- (iv) Certificate in Strategic Leadership Development Program [SLDP] lasting not less than six [6] weeks from a recognized institution
- (v) Certificate in computer application skills from a recognized institution
- (vi) Clear understanding of the National Development Goals Vision 2030, Millennium Development Goals and the role of Health Records and Information in achievement of the same
- (vii) Demonstrated professional competence, managerial and leadership capability as reflected in work performance and results.

## **32. PRINCIPAL HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JOB GROUP N – (1 POST)**

**Ksh56,370x2,750-59,120x2,920-62,040x3080-65,120x3440-68,560x3,590-72,10x3,790-75,940x3,800-79,740x3,810-83,550x3,810-87,360 P.M**

### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail: implementing health records and information policies and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information system review; designing medical and surgical indices ;developing health data quality audit tools; designing medical surgical indices ;developing data quality audit tools; designing monitoring and evaluation tools; disseminating health information ;maintaining master index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine ; and indexing diseases and surgical procedures.

### ***Requirements for Appointment***

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Health Records and Information Management Officer I or Senior Health Records Information Management Assistant for a minimum period of three (3) years;
- (ii) Diploma in Health Records and Information 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.

### **33. ASSISTANT DIRECTOR LABORATORY SERVICES, JOB GROUP 'P' - (1 POST)**

**Ksh87,360x3,190-90,550x4,490-95,040x4,860-99,900x5,010-104,910x5,240-110,150x5,500-115,650x5,780-121,430 P.M**

### ***Duties and Responsibilities***

Duties at this level will entail efficient organization, control, coordination and management of medical laboratory services at the Department headquarters. The officer may be deployed to deputize the Chief Medical Laboratory Technologist as the technical expert in charge of either the Division of Vector Borne Diseases, clinical services or laboratory services administration. Specifically, at the Division of Vector Borne Diseases, the officer will be responsible for coordinating all activities at the national level. The Senior Deputy Chief Medical Laboratory Technologist will be responsible for procurement and distribution of chemicals, reagents and equipment used in laboratories and development of laboratory standards. The Senior Deputy Chief Medical Laboratory Technologist (Administration) will be responsible for administration and personnel matters affecting medical laboratory personnel.

### ***Requirements for Appointment***

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

- (i) (i)served in the grade of Principal Laboratory Technologist for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following fields:- Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology, Food Science and Technology in any of the following fields:- (Analytical Chemistry, Industrial Chemistry, Biology 1 Civil Engineering, Civil) from a recognized institution;
- (iii) Masters Degree in any of the following:- Biological Sciences, Immunology, Molecular Biology, Microbiology, Bacteriology, Virology, Mycology, Biochemistry, Biotechnology, Analytical Chemistry, Organic Chemistry, Environmental Chemistry, Industrial Chemistry, Forensic Science, Public Health, Epidemiology and Disease Control, Epidemiology and Population Health, Infection and Disease Control, Food Science and Technology, Highways, Environmental and Goetechnical. Engineering, Technology (with specialization in any of the following fields:- Analytical Chemistry, Industrial Chemistry, Biology, Civil Engineering) from a recognized institution;
- (iv) Certificate in Senior Management Course lasting not less than four (4)
- (v) weeks from a recognized institution;
- (vi) Certificate in computer application skills from a recognized institution;
- (vii) demonstrated a high degree of professional competence and managerial capabilities in initiating and implementing laboratory services; and
- (viii) shown merit and ability as reflected in work performance and results

#### 34. SENIOR ASSISTANT DIRECTOR LABORATORY SERVICES, JOB GROUP 'Q' – (1 POST)

**Ksh99,900 x 5010-104910 x 5240-110150 x 5500-115650 x 5780-121430 x 6070 -127500 x 6370-133870 P.M.**

#### ***Duties and Responsibilities***

The Chief Medical Laboratory Technologist will be the head of Medical Laboratory Services and will be stationed at the Departmental Health Headquarters. The officer will be responsible for formulation and implementation of policy on development and delivery of medical laboratory services. Duties and responsibilities will include planning, implementation and evaluation of laboratory services in liaison with other Departments and vital missionary institutions on all matters relating to medical laboratory services.



Other duties include staff development, staff appraisal, coordinating training of students attached to laboratories and conducting research. The officer will also be the Registrar of the Kenya Medical Laboratory Technicians and Technologists Board to ensure that its provisions and functions are implemented and carried out effectively.

### **Requirements for Appointment**

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

- (i) Served in the grade of Assistant Director, Laboratory Services for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following fields:- Laboratory Sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology, Food Science and Technology in any of the following, fields :- (Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, Civil) from a recognized institution;
- (iii) Masters Degree in any of the . following:- Biological Sciences, Immunology, Molecular Biology, Microbiology, Bacteriology, Virology, Mycology, Biochemistry, Biotechnology, Analytical Chemistry, Organic Chemistry, Environmental Chemistry, Industrial Chemistry, Forensic Science, Public Health, Epidemiology and Disease Control, Epidemiology and Population Health, Infection and Disease Control, Food Science, and Technology, Highways, Environmental and Geotechnical Engineering, Technology (with specialization in any of the following fields:- Analytical Chemistry, Industrial Chemistry, Biology, Civil Engineering) from a recognized institution;
- (iv) Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks from a recognized institution;
- (v) Certificate in Computer application skills from a recognized institution and
- (vi) shown outstanding managerial capabilities and demonstrated a high degree of professional competence required in managing laboratory

### **35. PRINCIPAL MEDICAL LABORATORY TECHNOLOGIST, JOB GROUP 'N' – (1 POST)**

**Ksh56,370x2,750-59,120x2,920-62,040x3080-65,120x3440-68,560x3,590-72,10x3,790-75,940x3,800-79,740x3,810-83,550x3,810-87,360 P.M**

### ***Duties and Responsibilities***

An officer at this level may be deployed as a Provincial Medical Laboratory Technologist or be in- charge of a Division Vector Borne Disease services at the province. At the Division of Vector Borne Disease (DVBD) headquarters, the officer may be deployed to be in charge of entomological or parasitological activities or central of Scientific Viral Support Infection. At the National Public Health Laboratory, the officer may be deployed to manage either National Blood Transfusion Services, Tuberculosis (T.B.) and Leprosy Laboratory, Public Health Bacteriology, Media Preparation Laboratory, vaccine production unit, Quality control Laboratory, Medico Legal Services, blood safety at National Aids control Programme (NASCOP), animal house or be the technical advisor to the division of disease outbreak monitoring unit.

### ***Requirements for Appointment***

For appointment to this grade, an officer must have;

- (i) Served for at least three (3) years in the grade of Assistant Chief Medical Laboratory Technologist;
- (ii) Attended a management course lasting not less than one (1) month from a recognized institution;
- (iii) Demonstrated capability and efficiency in organizing work and discharging medical laboratory functions

## **36. CHIEF LABORATORY TECHNOLOGIST JOB GROUP 'M' – (3 POSTS)**

**Ksh49,000x2, 170-51,170x 2,550-53,720x2650-56,370x2,750-59,120x2,920-62,040x3,080-65,120 P.M**

### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail: implementing laboratory policies, guidelines, strategies and programmes in a Referral Hospital or in a Sub-County; preparing media for culture and sensitivity testing; requisitioning of laboratory consumables and apparatus; investigating disease outbreaks in liaison with other health service providers; archiving specimens of medical importance for reference; mentoring and coaching trainees on practical attachment; verifying and approving results; screening for blood transfusion transmissible infections; preparing blood products; preparing operational research proposals; supervising the disinfection, washing and stylization of apparatus; maintaining equipment and reagents for vector and insecticide application, monitoring and evaluation periodical laboratory reports and validating and calibrating equipment.

### ***Requirements for Appointment***

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 its equivalent qualification from a recognized institution;
- (iii) Registration by the Kenya Medical Laboratory Technicians and Technologists Board;
- (iv) Valid practicing 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 a recognized institution; and
- (vii) Shown merit and ability as reflected in work performance and results;

### **37. SENIOR MEDICAL LABORATORY TECHNOLOGIST JOB GROUP 'L' - (6 POSTS)**

**Ksh42,970x1,920-44,890x2,000-46,890x2,110-49,000x2,170-51,170x2,550-53,720x2,650-56,370x2,750-59,120 P.M.**

#### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail: receiving and scrutinizing laboratory requisition forms and specimens; preparing clients for collection of specimens; receiving, collecting, labeling and registering specimens; disaggregating specimens for processing and analysis; preparing reagents, supervising the disinfection, washing and sterilization of apparatus; preparing media for culture and sensitivity testing; examining specimens for quality; writing and recording of laboratory findings and results; dispatching laboratory results for use in clinical management; preparing blood products; processing the specimen according to the specific standard operating procedures and preparing operational research proposals and periodical laboratory reports.

#### ***Requirements for Appointment***

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 relevant and equivalent qualification from a recognized institution;
- (iii) Registration by the Kenya Medical Laboratory Technicians and Technologists Board
- (iv) Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board
- (v) Certificate in computer application skills from a recognized institution; and,

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

### **38. LABORATORY TECHNOLOGIST I, JOB GROUP 'K' – (4 POSTS)**

**Ksh38,270x1,470-39,740x1,520-41,260x1,710-42,970x1,920-44,890x2,000-46,890x2,110-49,000x2,170-51,170 P.M.**

#### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail: receiving and scrutinizing laboratory requisition forms and specimens; preparing clients for collection of specimens; receiving, collecting, labeling and registering specimens; disaggregating specimens for processing and analysis; preparing reagents, supervising the disinfection, washing and sterilization of apparatus; preparing media for culture and sensitivity testing; examining specimens for quality; writing and recording of laboratory findings and results; dispatching laboratory results for use in clinical management; preparing blood products; processing the specimen according to the specific standard operating procedures and preparing operational research proposals and periodical laboratory reports.

#### ***Requirements for Appointment***

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 relevant and equivalent qualification from a recognized institution;
- (iii) Registration by the Kenya Medical Laboratory Technicians and Technologists Board
- (iv) Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board
- (v) Certificate in computer application skills from a recognized institution; and,
- (vi) Shown merit and ability as reflected in work performance and results

### **39. MEDICAL LABORATORY TECHNICIAN, JOB GROUP 'K' – (2 POSTS)**

**Ksh38,270x1,470-39,740x1,520-41,260x1,710-42,970x1,920-44,890X2000-46,890X2,110-49,000X2,170-51,170 P.M**

#### ***Duties and Responsibilities***

Work at this level will involve advanced diagnostic investigations in a laboratory. The officer may be deployed to head a section in a County hospital laboratory or to head a sub- County hospital laboratory or a section of the Division of Vector Borne Disease laboratory. The officer will also be expected to demonstrate laboratory work to students attached to the laboratory.

### ***Requirements for Appointments***

For appointment to this grade, an officer must have;

- (i) Served for at least three (3) years in the grade of Medical Laboratory Technician I and;
- (ii) Shown merit and ability as reflected in work performance and results.

#### **40. CHIEF MEDICAL LABORATORY TECHNICIAN, JOB GROUP 'M' – (4 POSTS)**

**Salary Scale: 49,000x2,170-51,170x2,550-53,720x2650-56,370x2,750-59,120x2,920-62,040x3,080 - 65,120 P.m.**

### ***Duties and Responsibilities***

This is the highest grade for this cadre. Work at this level will involve overseeing all laboratory analytical work including procedures. The officer will also supervise Medical Laboratory Technicians attached to their laboratories and may also be deployed as a team leader in the Division of Vector Borne Disease (DVBD) surveillance.

### ***(b)Requirements for Appointment***

For appointment to this grade, an officer must have;

- (i) Served for at least three (3) years in the grade of Deputy Chief Medical Laboratory Technician
- (ii) Attended a management course Technician
- (iii) Attended a management course lasting not less than one (1) month
- (iv) Demonstrated administrative capability, professional competence and have a thorough understanding of medical laboratory functions

#### **41. LABORATORY TECHNICIAN [1] JOB GROUP 'J' – (3 POSTS)**

**Ksh31,270x1,300-32,570x1,380-33,950x1,390-35,340x1,460-36,800x1,470-38,270 x1,470-39,740x1,520-41,260p.m.**

### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail: processing and analyzing specimens for special techniques such as viral load and CD4 count; undertaking quality control measures on working reagents to ensure conformity with set standards; writing and recording of results; verification of results; sensitizing the community on importance of blood donation with other health care providers; recruiting, preparing and bleeding of blood donors; rearing and maintaining of laboratory animals for research; and monitoring and coaching of trainees on practical attachment.

### ***Requirements for Appointment***

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

- (i) Served in the grade of Senior Medical Laboratory Technician [2] for a minimum period of three (3) years;
- (ii) Certificate in Medical Laboratory Sciences or any other relevant and equivalent qualification from a recognized institution by the Kenya Medical Laboratory Technicians and Technologists Board;
- (iii) Certificate of Good Clinical Laboratory Practice [GCLP] and specialized techniques from a recognized institution;
- (iv) Registration by the Kenya Medical Laboratory Technicians and Technologists Board;
- (v) Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board
- (vi) Certificate in computer application skills from a recognized institution; and,
- (vii) Shown merit and ability as reflected in work performance and results

## **42. ASSISTANT OCCUPATIONAL THERAPIST JOB GROUP 'K' (3 – POSTS)**

**Ksh38,270x1,470-39,740x1,520-41,260x1,710-42,970x1,920-44,890X2000-46,890 X2,110-49,000X2,170-51,170 P.M**

### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail: assessing formulation and implementing patients' treatment plan; carrying out client's functional assessments and formulate necessary interventions; maintaining records and data relating to patients; providing health education to patients and care givers; carrying out home environmental assessments; following up on patient's progress; collecting and compiling data for research; and preparing periodic reports.

### ***Requirements for Appointment***

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

- (i) Served in the grade of Assistant Occupational Therapist [2] 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;
- (iv) Shown merit and ability as reflected in work performance and results;

#### 43. SENIOR ASSISTANT OCCUPATIONAL THERAPIST JOB GROUP 'L' – (1 POST)

**Ksh42,970x1, 920-44,890x2, 000-46,890x2, 110-49,000x2 170-51,170 X2, 550-53,720x2, 650-56,370x2, 750-59,120 P.M.**

##### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail: assessing formulation and implementing patients treatment plan; carrying out functional and special needs education assessments and formulating necessary interventions; maintaining records and data relating to patients; providing health education to patients and care givers; requisitioning and ensuring proper utilization of Occupational therapy supplies and equipment's; following up on patients progress; collecting and compiling data for research; inducting students on practical training on occupational therapy services and compiling periodic reports.

##### ***Requirements for Appointment***

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

- (i) Served in the grade of Assistant Occupational Therapist [1] 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;
- (iv) Shown merit and ability as reflected in work performance and results;

#### 44. CHIEF ASSISTANT OCCUPATIONAL THERAPIST JOB GROUP 'M' – (2 POSTS)

**Ksh49,000x2, 170-51,170x2, 550-53,720x2 650-56,370x2, 750-59,120x2, 920-62,040 x 3080-65,120 p.m.**

##### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail: assessing formulation and implementing patients treatment plan; carrying out functional and vocational assessments and formulate necessary interventions; maintaining records and data relating to patients; preparing occupational therapy health education materials; promoting health education in the area of disability; following up on patients progress; compiling

and analyzing data for research; inducting students on practical training on occupational therapy services and compiling periodic reports.

### ***Requirements for Appointment***

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 institution;
- (iii) Certificate in supervisory Skills Course not lasting less than two [2] weeks from a recognized institution;
- (iv) Certificate in computer application skills from a recognized institution;
- (v) Shown merit and ability as reflected in work performance and results;

### **45. OCCUPATIONAL THERPAIST, JOB GROUP 'K' – (1 POST)**

**Ksh38,270x1,470-39,740x1,520-41,260x1,710-42,970x1,920-44,890X2000-46,890X 2,110 - 49,000X2,170-51,170 P.M**

### ***Duties and Responsibilities***

This is will be the entry grade into the Occupational Therapy Cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: assessing, formulating and implementing patients' treatment plan, carrying out clients' functional assessments and formulating necessary interventions, maintaining records and data relating to patients providing health education to patients and care givers, following up on patients fabricating of assistive devices, carrying out home, work and environmental modifications, collecting and compiling data for research and preparing periodic reports.

### ***Requirements for Appointment***

For appointment to this grade a candidate must have:

- (i) Bachelor's Degree in Occupational Therapy from a recognized institution.
- (ii) Certificate in Computer Application Skills from a recognized institution.



#### 46. SENIOR OCCUPATIONAL THERAPIST, JOB GROUP 'L' – (1 POST)

**Ksh42,970x1, 920-44,890x2, 000-46,890x2, 110-49,000x2 170-51,170 X 2, 550-53,720x2, 650-56,370x2, 750-59,120 P.M.**

##### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail: carrying out community based rehabilitation activities, designing and fabricating of assistive devices, carrying out home, work and environmental modifications, assessing formulating and special needs education assessment and formulating necessary interventions, maintain records and data relating to patients, providing health education to patients and care givers, following up on patients progress, collecting and compiling data for research, including students on practical training on occupational therapy services and compiling reports.

##### ***Requirements for Appointment***

For appointment to this grade, an officer must have:

- (i) Served in the grade of Occupational Therapist for minimum period of three (3) years.
- (ii) Bachelor's Degree 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.

#### 47. CHIEF OCCUPATIONAL THERAPIST, JOB GROUP 'M' – (1 POST)

**Ksh49,000x2,170-51,170x2,550-53,720x2 650-56,370x2,750-59,120x2,920-62,040 x3,080-65,120 P.m.**

##### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail: assessing formulating and implementing patients treatment plan, carrying out functional and vocational assessments and formulate necessary interventions, maintaining records and data relating to patients, preparing occupational therapy health education materials, promoting health education in the area of disability, following up on practical training on occupational therapy services, advocating for disability mainstreaming setting up of model occupational therapy clinics and maintaining an up-to-date data for occupational therapy services for input into the integrated health information system.

##### ***Requirements for Appointment***

For appointment to this grade, an officer must have:

- (i) Served in the grade of senior Occupational Therapist from a minimum period of three (3) years.
- (ii) Bachelor's degree 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.

#### 48. PRINCIPAL OCCUPATIONAL THERAPIST, JOB GROUP 'N' – (1 POST)

**Ksh56,370x2,750-59,120x2,920-62,040x3080-65,120x3440-68,560x3,590-72,10x3,790-75,940x3,800-79,740x3,810-83,550x3,810-87,360 P.M**

##### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail: assessing, formulating and implementing patients treatment plan, carrying out vocational assessments and recommending appropriate placement, maintaining up-to-date records, keeping information relating to patients/clients, preparing occupational therapy health education materials, following up on patients progress, analyzing data and preparing reports, advocating for disability mainstreaming, inducting students on practical training on occupational therapy services for input into the integrated health information system, supervising of students on practical training, evaluating occupational therapy programmes and projects and coaching and mentoring staff.

##### ***Requirements for Appointment***

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Occupational Therapist from a minimum period of three (3) years.
- (ii) Bachelor's degree in Occupational Therapy from a recognized institution.
- (iii) Certificate in Senior 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.

#### 49. ASSISTANT DIRECTOR, OCCUPATIONAL THERAPIST, JOB GROUP 'P'- (1 POST)

**Ksh87,360x3,190-90,550x4,490-95,040x4,860-99,900x5,010-104,910x5,240-110,150x5,500-115,650x5,780-121,430 P.M**

### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail: assessing, formulating and implementing patients treatment plan, developing functional, educational and vocational assessments tools, establishing a data base of information on occupational therapy, initiating preparation of occupational therapy health education materials, assessing students on practical training , reviewing functional, educational and vocational assessments tools, conducting research, designing occupational therapy programs and projects, coordinating occupational therapy services in area of deployment, coaching and monitoring staff in the department providing specifications for procurement of occupational therapy facilities and equipment and preparing reports on occupational therapy activities.

### ***Requirements for Appointment***

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Occupational Therapist from a minimum period of three (3) years.
- (ii) Bachelor's degree in Occupational Therapy from a recognized institution.
- (iii) Masters Degree in any of the following fields: Occupational Therapy, Gerontology, Hand Therapy, Community Health and Development, Clinical Psychology, Occupational Health and safety or Mental Health from a recognized institution.
- (iv) Certificate in Senior Management course lasting not less than four (4) weeks from a recognized institution.
- (vii) Certificate in computer application skills from a recognized institution and
- (viii) Demonstrated professional competence and ability as reflected in work performance and results.

### **50. CHIEF PHYSIOTHERAPIST, JOB GROUP 'M'- (3 POSTS)**

**Ksh49, 000x2, 170-51,170x2, 550-53,720x2 650-56,370x2,750-59,120 x 2,920 -62,040  
x3080-65,120 p.m.**

### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail: treating and rehabilitating patients/clients using Physiotherapist interventions i.e. electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical areas and the community; organizing group Physiotherapist treatments/sessions for patients and clients; evaluating treatment outcomes for review, placement, referral or discharge; carrying

out physical disability assessments for categorization, registration and other interventions; providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living to prevent non-communicable diseases; verifying and maintaining information and records relating to patients; ensuring availability of Physiotherapist supplies and equipment as well as giving support and health education to patients and relatives in hospital; maintaining patients/clients progress reports; analyzing data for research; and preparing periodic reports.

### ***Requirements for Appointment***

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

- (i) Served in the grade of Senior Physiotherapist for a minimum period of three (3) years;
- (ii) Diploma in Physiotherapy from a recognized institution;
- (iii) Certificate of Registration from the Kenya Society of Physiotherapists (KSP);
- (iv) Current Certificate of Practice from, the Kenya Society of Physiotherapists (KSP).
- (v) Attended two (2) weeks Supervisory Skills Course from Kenya School of Government (KSG) or any other 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

## **51. PRINCIPAL MEDICAL ENGINEERING TECHNOLOGIST, JOB GROUP 'N' (1 POST)**

**Ksh56,370x2,750-59,120x2,920-62,040x3080-65,120x3440-68,560x3,590-72,10x3,790-75,940x3,800-79,740x3,810-83,550x3,810-87,360 P.M**

### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail; providing specifications on procurement of appropriate medical equipment ;installing ,maintaining and repairing medium technology medical equipment /plant and furniture ;supervising installations and commissioning /decommissioning of medium technology medical equipment; supervising medical Engineering works in a health facility; analyzing information for research; preparing planned preventive Maintenance schedule (PPM);ensuring quality of medical equipment in terms of performance and safety ;maintaining information on medical engineering services for input into the Health information management system; training users and maintenance of medical equipment; and coaching and mentoring of staff working under the officer.

### ***Requirements for Appointment***

For appointment to this officer must have;

- (i) Served in the grade of Chief Medical Engineering Technologist for a minimum period of three (3) years;
- (ii) Diploma in medical Engineering or any other 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) Shown merit and ability as reflected in work performance.

## 52. MEDICAL ENGINEERING TECHNOLOGIST I, JOB GROUP 'K' – (4 POSTS)

Ksh38,270x1,470-39,740x1,520-41,260x1,710-42,970x1,920-44,890x2,000-46,890 x 2,110-49,000x2,170-51,170 P.M.

### ***Duties and Responsibilities***

Duties and responsibilities at this level will involve: undertaking Medical equipment, plants, instruments and projects; providing users support; undertaking preventive maintenance and repairs of medical /hospital equipment, and furniture and instruments; installing basic medical equipment and furniture; compiling information for research; compiling information on medical engineering services for input into the Health information management system; carrying out minor repairs of health facilities and utilities; ordering for spare parts and consumables; and taking /maintaining inventory of medical/ hospital equipment, furniture and plants.

### ***Requirements for Appointment***

For appointment to this grade, an officer must have:

- (i) Served in the grade of Medical Engineering Technician I for a minimum period of three (3) years;
- (ii) Certificate in Medical Engineering or any other equivalent qualification from a recognized institution;
- (iii) Certificate in computer a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results.

## 53. MEDICAL ENGINEERING TECHNICIAN I, JOB GROUP 'J' – (1 POST)

Ksh31,270x1,300-32,570x1,380-33,950x1,390-35,340x1,460-36,800x1,470-46,890x 2,110 - 49,000x2,170-51,170 P.M.

### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail:- undertaking preventive maintenance and repairs of medical / hospital equipment, plants ,furniture and instruments; carrying out minor repairs of health facilities and utilities; ordering for spare parts and consumables; taking/ maintaining inventory of medical/ hospital equipment , furniture and plants; collating and compiling information for research; collating and compiling information on medical engineering services for input into the Health Information management system; implementing medical engineering programs and projects

### ***Requirements for Appointment***

For appointment to this grade, an officer must have;

- (i) Served in the grade of Medical Engineering Technician II for a minimum period of three [3] years
- (ii) Certificate in Medical Engineering or any other equivalent qualification from a recognized institution
- (iii) Certificate in computer application skills from a recognized institution
- (iv) Shown merit and ability as reflected in work performance and results

## **54. SENIOR MEDICAL ENGINEERING TECHNOLOGIST, JOB GROUP 'L' – (1 POST)**

**Ksh42,970x1, 920-44,890x2, 000-46,890x2, 110-49,000x2 170-51,170X 2, 550-53,720x2, 650-56,370x2, 750-59120 P.M.**

### ***Duties and Responsibilities***

Duties and responsibilities at this level will entail:- implementing medical engineering programmes and projects; providing user support; undertaking preventive maintenance and repairs of medical /hospital equipment, plants, furniture and instruments; installing medical and furniture of medium technology; preparing Planned Preventive Maintenance schedule [PPM]; providing specification for spare parts and consumables; maintaining inventory of medical / hospital equipment, furniture and plants; processing information for research; updating and maintaining information on medical engineering services for input into the Integrated Health information management system; supervising Medical Engineering works in a health facility; supervising staff working under the officer

### ***Requirements for Appointment***

For appointment to this grade, an officer must have;

- (i) Served in the grade of Medical Engineering Technologist I for a minimum period of three [3] years

- (ii) Diploma in Medical Engineering or any other equivalent qualification from a recognized institution
- (iii) Certificate in computer application skills from a recognized institution
- (iv) Shown merit and ability as reflected in work performance and results

#### 55. ASSISTANT CHIEF HEALTH ADMINISTRATIVE OFFICER, JOB GROUP 'M' – (1 POST)

**Ksh49,000x2,170-51,170x2,550-53,720x2650-56,370x2,750-59,120x2,920-62,040 x 3,080-65,120 P.m.**

##### ***Duties and Responsibilities***

An officer at this level will be in charge of health administrative services in a County referral hospital or its equivalent. Specific duties will include ensuring efficient and effective management of health support services; promoting the welfare of patients and staff and ensuring their security; liaising with other professional and technical departmental heads in order to improve overall management and delivery of health care services; and promoting discipline and professionalism among the health administrative personnel.

##### ***Requirements for Appointment***

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

- (i) Served in the grade of Senior Health Administrative Officer or in a comparable position for a minimum period of three (3) years; and
- (ii) Demonstrated professional competence in the management of health services in a health institution.

#### 56. DEPUTY CHIEF HEALTH ADMINISTRATIVE OFFICER, JOB GROUP 'N' – (1 POST)

**Ksh56,370x2,750-59,120x2,920-62,040x3080-65,120x3440-68,560x3,590-72,10x3,790-75,940x3,800-79,740x3,810-83,550x3,810-87,360 P.M**

##### ***Duties and Responsibilities***

An officer at this level will be in-charge of health administrative services in a busy County referral hospital or its equivalent, which may have referral status or teaching subsidiary. Specific duties and responsibilities will include ensuring efficient and effective management of health support services; promoting the welfare of patients and staff and ensuring their security; liaising with other professional and technical departmental

heads in order to improve the overall management and delivery of health care services; and promoting discipline and professionalism among the health administrative personnel.

### **Requirements for Appointment**

For appointment to this grade, an officer 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; and demonstrated professional competence and administrative ability in the management of health services in a Provincial General Hospital.

## **57. NUTRITION AND DIETETICS TECHNOLOGIST I JOB GROUP 'K' – (8 POSTS)**

**Ksh38,270x1,470-39,740x1,520-41,260x1,710-42,970x1,920-44,890x2,000-46,890x 2,110 - 49,000x2,170-51,170 P.M.**

### **Duties and Responsibilities**

Duties and responsibilities at this level will include: implementing and monitoring nutrition programs in outpatient ,MCH inpatient and special clinics; providing clinical nutrition and dietetics services hospitals; interpreting nutrition assessment data and undertaking nutritional diagnosis; advocating for actions that improve nutrition of patients ;managing nutrition of malnourished patients ;providing therapeutic and supplementary feeds; monitoring nutrition trends among infants and young children in MCH; collating and compiling nutrition data for research; auditing nutrition /nutrition standards of performance in their stations and preparing reports; providing nutrition and dietetics education; supervising development and /or modification of recipe/formulas; and implementing infant and young child feeding programs.

### **Requirements for Appointment**

For appointment to this grade, an officer must have:

Served in the grade of nutrition and dietetics technician II for a minimum period of three (3) years

- (i) Certificate in community nutrition from a recognized institution;
- (ii) Certificate in computer application skills from a recognized institution;
- (iii) Registration by the council of the institute of nutritionists and dietetics (CIND); and
- (iv) Shown merit and ability as reflected in work performance and results



## 58. CHIEF HUMAN NUTRITION AND DIETETICS TECHNOLOGIST JOB GROUP 'M' (2 POSTS)

**Ksh49, 000x2,170-51,170x2,550-53,720x2650-56,370x2,750-59,120x2,920-62,040 x 3080-65,120 p.m.**

### ***Duties and Responsibilities***

Duties and responsibilities at this level will include: providing nutrition services in health care facilities; providing therapeutic nutrition support in disease management in hospital wards and kitchens; managing inpatient feeding programs ;initiating nutrition projects ;providing nutrition services in Tuberculosis, diabetics and renal clinics; providing specialized nutrition support for inpatient conducting nutrition data audits in the facility ; carrying out nutrition research and preparing reports for the station or facility providing specifications for the procurement of nutrition equipment; facilitating nutrition health and inter-sectoral teams ;and assessing, implementing and reviewing nutrition health programmes in health care facilities.

### ***Requirements for Appointment***

For appointment to this grade, an officer must have:

Served in the grade of nutrition and dietetics technician II for a minimum period of three (3) years

- (i) Diploma in community nutrition, clinical nutrition or nutrition and dietetics from a recognized institution;
- (ii) Certificate in supervisory skills course lasting not less than two weeks from a recognized institution;
- (iii) Certificate in community nutrition from a recognized institution;
- (iv) Certificate in computer application skills from a recognized institution
- (v) shown merit and ability as reflected in work performance and results

## 59. PRINCIPAL NUTRITION AND DIETETICS TECHNOLOGIST, JOB GROUP 'N' – (2 POSTS)

**Ksh56,370x2,750-59,120x2,920-62,040x3080-65,120x3440-68,560x3,590-72,10x3,790-75,940x3,800-79,740x3,810-83,550x3,810-87**

### ***Duties and Responsibilities***

Duties and responsibilities at this level will include : implementing , monitoring and reviewing nutrition intervention programs ;supervising administration of therapeutical diets; preparing monthly reports for the station or health facility; providing education and creating nutrition a awareness in training institution

;conducting nutrition and dietetics situational analysis in schools and feeding programs; implementing appropriate nutrition intervention in schools and other training institution ; providing nutrition consultancy support in patients management in health care facilities; supervising provision of parenteral and enteral nutrition ;and coaching and mentoring of staff in lower levels.

### ***Requirements for Appointment***

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief nutrition and dietetics technologist for a minimum period of three (3) years
- (ii) Diploma in community nutrition and dietetics 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;
- (v) Registration by the council of the institute of nutrition and dietetics (CIND); and
- (vi) Shown merit and ability as reflected in work performance and results.

## **60. ASSISTANT DIRECTOR, NUTRITION AND DIETETIC, JOB GROUP 'P' – (1 POST)**

**Ksh87,360x3,190-90,550x4,490-95,040x4,860-99,900x5,010-104,910x5,240-110,150x5,500-115,650x5,780-121,430 P.M**

### ***Duties and Responsibilities:***

Duties and responsibilities at this level will include: developing and implementing nutrition policies and programs; coordinating provision of nutrition activities ;providing nutrition consultancy support; providing guidelines on supplemental and therapeutic diets for existing and emerging diseases for hospital use and other institutions; coordinating the development of nutrition information ,education ,promotion and communication materials; coordinating the development and provision of inpatients and provision of specialized diets for special needs; overseeing management of inpatients and outpatients in health care facilities; coordinating preparation of hospital menus and diets; monitoring and reviewing nutrition programs and projects ; developing and reviewing nutrition guidelines; identifying areas of research ,validating new findings for adoption and disseminating the findings to key stakeholders ; supporting relevant research institutions to conduct nutrition research; advising on procurement and distribution equipment and commodities ;and coaching mentoring of staff.

### ***Requirements for Appointment***

For appointment to this grade, an officer must have:

- (i) Served in the grade of Principal Nutrition and Dietetics officer for a minimum period of three (3) years
- (ii) Bachelor's Degree in any of the following disciplines: foods, nutrition and dietetics, dietetics/clinical nutrition, food science, food science and nutrition or home economics from a recognized institution;
- (iii) Master of science in any of the following disciplines: nutrition and dietetics, clinical nutrition and dietetics, public health nutrition, food science and nutrition, home economics or public health and epidemiology from a recognized institution;
- (iv) Registration by the council of the institute of nutritionists and dieticians (CIND);
- (v) Certificate in computer application skills from a recognized institution; and
- (vi) Demonstrated a high degree of professional competence and administrative capacity.

#### 61. RADIOGRAPHER I, JOB GROUP 'K' – (2 POSTS)

Ksh38,270x1,470-39,740x1,520-41,260x1,710-42,970x1,920-44,890x2,000-46,890x 2,110-49,000x2,170-51,170 P.M.

#### ***Duties and Responsibilities***

Work at this level will involve: providing medical Imaging Services at a County or Provincial Hospital; processing, verifying and maintaining information related to patients; providing care and counseling patients and their relatives before, during and after examination. In addition, the officer will be safeguarding and providing basic maintenance and safety of medical imaging hospital; establishing and maintaining Quality Assurance Programs in the department; coordinating procurement and safe storage of departmental supplies of radiographic materials and preparing reports on radiography activities

#### ***Requirements***

##### **For Appointments Direct Appointment**

For appointment to this grade, a candidate must be in possession of a Bachelor of Science (BSc) Degree in any of the following fields: - Radiography, Radiography Technology or any other equivalent qualification from a recognized institution.

##### **For Promotion**

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

- (i) Served in the grade of Radiographer II, or in a comparable and relevant position in the Public Service for at least three (3) years; and
- (ii) Shown merit and ability as reflected in work performance and results.

## 62. ASSISTANT MEDICAL SOCIAL WORKER I, JOB GROUP 'K' – (8 POSTS)

Ksh38,270x1,470-39,740x1,520-41,260x1,710-42,970x1,920-44,890x2,000-46,890 x2,110-49,000x2,170-51,170 P.M.

### ***Duties and Responsibilities***

An officer at this level will be responsible for the following duties and responsibilities: assessing and evaluating patients/clients and determining relevant interventions; identifying needy patients/clients for psycho-social support and providing relevant support; analyzing and documenting psycho-social history of patients/clients; verifying supportive documents provided by patients/clients; providing and documenting psycho-social interventions including counseling therapy, resettlement, placement and rehabilitation; compiling patient/clients' bio data including placements; conducting home visits and follow-ups to discharged patients; investigating and extracting the socio-economic status of patients/clients' and family backgrounds; forming part of health teams in addressing psychosocial needs of patients/clients; counseling patients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy, tuberculosis among others; and organizing counseling and psycho-therapy activities for patients/clients, care givers and significant others.

### ***Requirements for Appointment***

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Medical Social Worker II for a minimum period of three (3) years;
- (ii) Diploma in any of the following fields: Medical Social Work, Social Work, Sociology, Mental Health and Psychology or equivalent qualification from a recognized institution;
- (iii) Computer proficiency; and
- (iv) Shown merit and ability as reflected in work performance and results.

### 63. SENIOR MEDICAL SOCIAL WORKER, JOB GROUP 'L' – (2 POSTS)

**Ksh42,970x1, 920-44,890x2, 000-46,890x2, 110-49,000x2 170-51,170 X2, 550-53,720x2, 650-56,370x2, 750-59120 P.M.**

#### ***Duties and Responsibilities***

A Senior Medical Social Worker will be deployed to any of the County Health facilities and will liaise with other related agencies, technical and professional personnel or departmental heads in creating awareness of pandemic diseases, improvement of health care services and other matters pertaining to training and counseling of patients and relatives in the institutions / hospitals

#### ***Requirements for Appointment***

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

- (i) Served in the grade of Medical Social Worker I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- (ii) Demonstrated merit and ability in work performance and results

In addition to the requirements, an officer must have the following key competence;

- (i) Positive working attitude and ability to take instructions
- (ii) Ability to get on well with the diverse workforce; and
- (iii) Integrity and commitment to producing results

### 64. SENIOR ORTHOPAEDIC TECHNOLOGIST: JOB GROUP 'L' - ONE (1 POST)

**Ksh42,970x1, 920-44,890x2, 000-46,890x2, 110-49,000x2 170-51,170 X2, 550-53,720x2, 650-56,370x2, 750-59120 P.M.**

#### ***Duties and Responsibilities:***

Duties and responsibilities at this level largely involve management of supportive services in orthopedics and taking charge of a number of units in a national or provincial hospital. Specific duties include participation in planning, supervising and coordinating orthopedic supportive services.

In addition, the officer will be expected to ensure availability of supplies and equipment, participate in supervision and counselling of staff working in the hospital.

Alternatively, officer may be deployed in a medical training institution where he/she will be expected to train, counsel and guide students; participate in curriculum development, implementation and evaluation as well as recruiting candidates for training.

### ***Requirements for Appointment:***

For appointment to the grade of Senior Orthopedic Technologist, an officer must: -

- (i) Have completed at least three years' service in the grade of Orthopedic Technologist I; and
- (ii) Have shown capabilities and efficiency in organizing work and discharging responsibilities at the level of Orthopedic Technologist I.

## **65. COMMUNITY ORAL HEALTH OFFICER I, JOB GROUP 'K' – (2 POSTS)**

**Ksh38,270x1,470-39,740x1,520-41,260x1,710-42,970x1,920-44,890X2000-46,890X 2,110-49,000X2,170-51,170 P.M**

### ***Duties and Responsibilities***

An officer at this level will be deployed at a district/ provincial hospital or at medical training institution where duties will include managing oral health clinics by organizing and scheduling clinics days/interns on practical's, supervising community oral health officers at health centers, sub districts and County hospitals. Other duties will include ordering dental materials, equipment and instruments for use in the hospitals/clinics. In a medical training institution, an officer will be expected to teach, train, counsel and guide students, participate in curriculum development, implementation, admission and orientation of a new student

### ***Requirements for Appointment***

For appointment to this grade, an officer must have:

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

### **Please Note:**

- A. Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- B. All applications **MUST** be received on or before 21<sup>st</sup> July, 2025 by 5.00 p.m (E.A.T.).
- C. Trans Nzoia County Public Service Board is an equal opportunity employer. Persons with disability, marginalized and minorities are encouraged to apply.
- D. Trans Nzoia County Public Service Board does not charge any fee at any stage of the recruitment and selection process. Our official communication channels are email address [cpsbtransnzoia@gmail.com](mailto: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. It is a criminal offence to present fake certificates/documents.
- H. **ONLY** successful candidates will be required to avail the following documents:
  - ✓ Clearance from Higher Education Loans Board (HELB);
  - ✓ Clearance from Criminal Investigations Department;
  - ✓ Clearance from the Ethics and Anti-Corruption Commission (EACC);
  - ✓ Clearance from Kenya Revenue Authority (Tax Compliance Certificate)
- I. **Canvassing in any form will lead to automatic disqualification.**
- J. Should you encounter any difficulties in the online job application process, feel free to visit the Board's offices for assistance at our help desk, or you can reach out for support by calling **0713635352**.

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