

**COUNTY GOVERNMENT OF TRANS-NZOIA**

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KITALE



21/07/2025  
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**COUNTY PUBLIC SERVICE BOARD**

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*Transforming the public service workforce*

**ADDENDUM ON COMPETITIVE PROMOTIONS**

**THE DEPARTMENT OF HEALTH SERVICES AND SANITATION**

Further to the earlier internal advertisement for competitive promotions, the Trans Nzoia County Public Service Board wishes to advertise the following additional vacancies that were not included in the initial advert. Suitably qualified serving officers can apply for the listed positions through the County Public Service Board's internal portal: website: [cpsbtransnzoia.co.ke/internal](http://cpsbtransnzoia.co.ke/internal).

Position	J G	Adve rtised	Rev ised	Remarks
Senior Deputy Director of Medical Services II/ Chief Medical Specialist	S	5	-	Addendum
Deputy Director – Pharmaceutical Services / Senior Pharmaceutical Specialist	R	1	-	Addendum
Senior Assistant Director of Pharmaceutical Services / Pharmaceutical Specialist [I]	Q	2	-	Addendum
Assistant Director of Pharmaceutical Services / Pharmaceutical Specialist [II]	P	5	-	Addendum
Assistant Director Pharmaceutical Technologist Services	P	2	-	Addendum
Principal Pharmaceutical Technologist [II]	N	2	-	Addendum
Senior Pharmaceutical Technologist	L	2	-	Addendum
Pharmaceutical Technologist [I]	K	8	-	Addendum
Principal Registered Clinical Officer [II]	N	8	-	Addendum
Orthopaedic Technologist [I]	K	3	-	Addendum
Senior Principal Assistant Physiotherapist	P	1	-	Addendum
Senior Assistant Physiotherapist	L	3	-	Addendum
Assistant Physiotherapist [I]	K	3	-	Addendum
Assistant Director, Radiology Services	P	1	-	Addendum
Chief Medical Laboratory Officer	M	2	-	Addendum

Position	J G	Adv ertised	Rev ised	Remarks
Principal Medical Laboratory Officer	N	2	-	Addendum
Community Health Assistant [I]	J	1	-	Addendum
Senior Deputy Chief Health Administrative Officer	P	1	-	Addendum
Deputy Chief Health Administrative Officer	N	2	-	Addendum
Assistant Chief Health Administrative Officer	M	3	-	Addendum
Senior Health Administrative Officer	L	4	-	Addendum
Senior Deputy Director of Dental Services [II] / Senior Dental Specialist [1]	S	1	-	Addendum
Principal Dental Technologist	N	2	-	Addendum
Assistant Health Records and Information Management Officer [II]	J	1	-	Addendum
Health Records and Information Management Assistant [I]	J	3	-	Addendum
Senior Orthopedic Trauma Technician	K	2	-	Addendum
Principal Medical Engineering Technologist	N	1	3	Required Number revised from one (1) to Three (3) Posts
Radiographer 1	K	2	3	Required Number revised from Two (2) to Three (3) Posts
Assistant Director Medical Laboratory services	P	1	5	Required Number revised from one (1) to Five (5) Posts
Principal medical Laboratory Technologist	N	1	3	Required Number revised from one (1) to Three (3) Posts
Chief Medical Laboratory Technologist	M	3	12	Required Number revised from Three (3) to Twelve (12) Posts
Senior Medical Laboratory Technologist	L	6	7	Required Number revised from Six (6) to Seven (7) Posts
MEDICAL Laboratory Technologist	K	4	20	Required Number revised from Four (4) to Twenty (20) Posts
Senior Medical Specialist Deputy director /Medical services	R	2	7	Required Number revised from Two (2) to Seven (7) Posts
Senior Assistant Director /medical services specialist	Q	3	14	Required Number revised from Three (3) to Fourteen (14) Posts

## 1. SENIOR DEPUTY DIRECTOR OF MEDICAL SERVICES II/ CHIEF MEDICAL SPECIALIST, JOB GROUP 'S' (5 Posts)

*Scale (Kshs.133,870x6,570-140,440x6,770-147,210x6,960-154,170x7,160-161,330x7,810-169,140x13,680-182,820x14,980-197,800) p.m.*

### Duties and Responsibilities

Duties and responsibilities at this level will entail; developing and coordinating implementation of health standards, guidelines and protocols; undertaking specialized diagnosis, care, treatment and rehabilitation of patients; assessing employees 'fitness for continuation of work, age

assessment and medical practice among other; planning and managing national healthcare programs at the implementation level directed towards the improvement of health services in the country; developing intervention activities or programs for training of health staff in field of community and health management; promoting Health International Health Relations; monitoring and evaluating health projects and programs; providing guidance, training and development of professional staff in clinical practice specialty; coordinating outreach activities and services; designing and undertaking research; coordinating health research; analyzing. Utilizing and disseminating research findings in planning activities to improve service delivery; initiating development of an appropriate health information to health standards; providing specifications for procurement of health supplies and commodities; and coordinating training and development and performance management.

### **Requirements for Appointment**

For appointments to this grade, an officer must:

- i. Served as a Deputy Director of Medical Services/ Senior medical specialist for a minimum period of three (3) years
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical practitioners and Dentists Board;
- iii. Master's Degree in any of the following fields; Anesthesia, Cardiothoracic Surgery, Dermatology, Ear, Nose and throat, Otorhinolaryngology, Family Medicines, General Surgery, Geriatrics, Internal Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health Radiography, Health Systems Management, Health
- iv. Economics, Health informatics, Epidemiology, Global Health policy, Public Health Microbiology and Emerging infectious Diseases, Biostatics or Equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- v. Registration Certificate by Medical Practitioners and Dentists Board;
- vi. Valid Practicing License from Medical Practitioners and Dentists Board;
- vii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- viii. Certificate in Computer application skills from a recognized institution; and
- ix. Shown outstanding professional competence and administrative capability and initiative in the general organization and management of the Pharmacy Function.

## **2. DEPUTY DIRECTOR – PHARMACEUTICAL SERVICES / SENIOR PHARMACEUTICAL SPECIALIST, JOB GROUP ‘R’: ONE (1) POST**

*Salary: Ksh. 124,630 x 6,070-130,700 x 6,370-137,070 x 6,570 - 143,640x 6,770-150,410 x 6,960-157,370 x 7,160-164,530 x 7,820 172,350 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 Senior Assistant Director of Pharmaceutical Services / Pharmaceutical Specialist I 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) Master's Degree in any of the following pharmaceutical policy Analysis and formulation; Pharmacognosy and complementary medicine; Toxicology; Medicines supplies management; medicines regulation; narcotic and psychotropic substances control; pharmaceuticals; pharmacology and therapeutics; pharmaceutical analysis; tropical and infectious diseases; medicinal and pharmaceutical chemistry; industrial pharmacy; health systems management; Clinical pharmacy and pharmaceutical care; health informatics; health economics; epidemiology; biostatistics; medical statistics; drug design and development; clinical trials; quality assurance; radio pharmacy; public health; microbiology or molecular pharmacology from an institution recognized by the pharmacy and poisons board.
- (iv) Certificate of Registration as a Pharmacist by the Pharmacy and Poisons Board
- (v) Valid practicing license from Pharmacy and Poisons Board
- (vi) Certificate in Strategic Leadership and Development program lasting not less than 4 weeks from a recognized institution

- (vii) Certificate in computer application skills from a recognized institution
- (viii) Demonstrated professional competence and managerial capability as reflected in work performance and results.

### **3. SENIOR ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES / PHARMACEUTICAL SPECIALIST [I], JOB GROUP 'Q': TWO (2) POSTS**

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

#### **Duties and Responsibilities**

Duties and 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 pharmacists and pharmaceutical technologists.

#### **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) Masters Degree in any of the following pharmaceutical policy Analysis and formulation; Pharmacognosy and complementary medicine; Toxicology; Medicines supplies management; medicines regulation; narcotic and psychotropic substances control; pharmaceuticals; pharmacology and therapeutics; pharmaceutical analysis; tropical and infectious diseases; medicinal and pharmaceutical chemistry; industrial pharmacy; health systems management; Clinical pharmacy and pharmaceutical care; health informatics; health economics; epidemiology; biostatistics; medical statistics; drug design and development; clinical trials; quality assurance; radio pharmacy; public health; microbiology or molecular pharmacology from an institution recognized by the pharmacy and poisons board.

- (iv) Certificate of Registration as a Pharmacist by the Pharmacy and Poisons Board
- (v) Valid practicing license from Pharmacy and Poisons Board
- (vi) Certificate in Strategic Leadership and Development program lasting not less than 4 weeks from a recognized institution
- (vii) Certificate in computer application skills from a recognized institution
- (viii) Demonstrated professional competence and managerial capability as reflected in work performance and results.

#### **4. ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES / PHARMACEUTICAL SPECIALIST [II], JOB GROUP 'P': FIVE (5) POSTS**

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

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

Duties and 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 Senior Pharmacist for a minimum period of two [2] 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

## **5. ASSISTANT DIRECTOR PHARMACEUTICAL TECHNOLOGIST SERVICES, JOB GROUP 'P': TWO (2) POSTS**

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

### **Duties and Responsibilities**

Duties and responsibility at this level will include: Formulation and review of policies, standards guidelines, projects and programs. Ensuring the manufactured products conform to pharmacopeia specifications for quality assurance, conveying the decision of the drugs and therapeutics committee, implementation of training programs for continuous professional development for staff and other stakeholders. Maintaining up to date records / information pertaining to drugs / medicine transactions. Coordination for preparation and submission of drug consumption reports, advising on procurement specifications for drugs / medicines, ensuring implementation of performance contracts for pharmaceutical technologists, planning and budgeting for the unit, managing performing performance and capacity building for the unit, supervising, coaching and mentoring staff.

### **Requirements for Appointment**

For appointment to this grade an officer must have:

- (i) Served in the grade of Principal 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) Higher diploma in any of the following fields; pharmacy, clinical pharmacy, analytical chemistry, formulation, herbal medicine, microbiology, biochemistry, toxicology or any other health related science from a recognized institution.
- (iv) Certificate of Enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and poisons Board (PPB);
- (v) Certificate in Management course lasting not less than (4) weeks from a recognized institution;
- (vi) Certificate in computer application skills from a recognized institution; and
- (vii) Shown merit and ability as reflected in work performance and results.

## **6. PRINCIPAL PHARMACEUTICAL TECHNOLOGIST [III], JOB GROUP 'N': TWO (2) POSTS**

*Salary: Ksh. 58,360 x 2,750 - 61,110 x 2,920 - 64,030 x 3,080 - 67,110 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 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 Chief Pharmaceutical Technologist for at least three(3) years;
- (ii) Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and poisons Board from a recognized institution;
- (iii) Certificate of 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.

## **7. SENIOR PHARMACEUTICAL TECHNOLOGIST, JOB GROUP 'L': TWO (2) POSTS**

*Salary: Ksh. 44,400 x 1,920 - 46,320 x 2,000-48,320 x 2,290 - 50,610 x 2,350 52,960 x 2,550 55,510 x 2,850 58,360 x 2,750 - 61,110 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.

## **8. PHARMACEUTICAL TECHNOLOGIST [I], JOB GROUP 'K': EIGHT (8) POSTS**

*Salary: Ksh. 39,700 x 1,470 - 41,170 x 1,520 - 42,690 x 1,710 - 44,400 x 1,920 46,320 x 2,000 48,320 x 2,290 50,610 x 2,350 - 52,960 p.*

### **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.

## **9. PRINCIPAL REGISTERED CLINICAL OFFICER [III], JOB GROUP 'N': EIGHT (8) POSTS**

*Salary: Ksh. 58,360 x 2,750 - 61,110 x 2,920 - 64,030 x 3,080 - 67,110 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 include: Providing clinical services in a health facility; Conducting ward rounds, reviewing and making appropriate referrals; Carrying out surgical procedures as per the scope of training; Implementing clinical service procedures, guidelines, quality assurance standards in the provision of clinical services; Providing clinical and Clinical Services care in health institutions and communities; Implementing medico-legal standards and guidelines in the provision of clinical services; Undertaking disease surveillance, control and management; Undertaking research on critical clinical health issues and emerging trends; Providing clinical outreach and school health services; Organizing health management teams and convening health management committee meetings at Level III health facilities; coordinating special clinical health care programs including and not limited to HIV/AIDS, TB, leprosy, malaria, child health, reproductive health, non-communicable diseases and emerging health issues; Monitoring patients, making appropriate referrals and providing necessary guidance and counseling; and Providing emergency clinical and critical care.

### **Requirements for Appointment**

#### ***Promotion for Higher National Diploma Holders***

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

- (i) Cumulative service period of six (6) years 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 in Management Course lasting not less than four (4) weeks from a recognized Institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;
- (v) Valid Professional Practice License from the Clinical Officers' Council;
- (vi) Proficiency in computer applications; and
- (vii) Shown merit and ability as reflected in work performance and results.

### ***Promotion for Diploma Holders***

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

- (i) Cumulative service period of nine (9) years 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) 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 in Management Course lasting not less than four (4) weeks from a recognized Institution;
- (iv) Certificate of Registration from the Clinical Officers' Council;
- (v) Valid Professional Practice License from the Clinical Officers' Council;
- (vi) Proficiency in computer applications; and
- (vii) Shown merit and ability as reflected in work performance and results.

### **10. ORTHOPAEDIC TECHNOLOGIST [I], JOB GROUP 'K': THREE (3) POSTS**

*Salary: Ksh. 39,700 x 1,470 - 41,170 x 1,520 - 42,690 x 1,710 - 44,400 x 1,920 46,320 x 2,000 48,320 x 2,290 50,610 x 2,350 - 52,960 pm.*

### **Duties and Responsibilities**

An officer at this level will be expected to carry out clinical services in the hospital, participate in CBR, Outreaches, resettlements and follow-up of patients. Order, maintain records of supplies, ensure availability of supplies and equipment as well as guiding, supervising, evaluating and counseling all the staff working under him. The officer is expected to plan, supervise, evaluate and coordinate supportive services in Orthopaedic Technology for patients in a hospital. In addition, the officer will be expected to make sure that the necessary equipment and materials are available.

### **Requirements for Appointment**

For appointment to this grade an officer must have: -

- (i) Served in the grade of Orthopedic Technologist II, Job Group J for at least three (3) years.
- (ii) Diploma in Orthopaedic Technology from Kenya Medical Training College or equivalent qualification from a recognized institution.
- (iii) Shown merit and ability as reflected in work performance and results
- (iv) Certificate in Computer Application Skills from a recognized institution
- (v) Competence in organizing, performing and discharging duties and responsibilities

#### **11. SENIOR PRINCIPAL ASSISTANT PHYSIOTHERAPIST, JOB GROUP 'P': ONE (1) POST**

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

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

Duties and responsibilities at this level will entail: treating and rehabilitating patients using physiotherapy interventions i.e. electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical areas and the community; planning and organizing group physiotherapy treatment/sessions for patients and clients; evaluating treatment outcomes for review, placement, referral or discharge; initiating community disability assessment, outreach programs; liaising with other stakeholders in providing appropriate advise to patients/clients on exercises, posture and movement; providing health promotion and education to patients/clients on neuromusculoskeletal disorders and health; maintaining and up to date data base for physiotherapy for input into the integrated health information system; inducting students on practical training on physiotherapy services; requisitioning and ensuring availability and proper utilization of physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospitals; analyzing data and preparing reports and coaching and mentoring of staff.

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

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Principal Assistant Physiotherapist for a minimum period of three (3) years
- (ii) Higher Diploma in orthopaedic manual therapy from a recognized institution.
- (iii) Certificate of Registration from Physiotherapy Council of Kenya (PCK).
- (iv) Current Certificate of Practice from Physiotherapy Council of Kenya (PCK).
- (v) Certificate in Management Course lasting not less than 4 weeks from a recognized institution.

- (vi) Certificate in Computer Application Skills from a recognized institution
- (vii) Shown merit and ability in work performance and results.

## **12. SENIOR ASSISTANT PHYSIOTHERAPIST, JOB GROUP 'L': THREE (3) POSTS**

*Salary: Ksh. 44,400 x 1,920 - 46,320 x 2,000-48,320 x 2,290 - 50,610 x 2,350 52,960 x 2,550 55,510 x 2,850 58,360 x 2,750 - 61,110 p.m.*

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patient / client formulated treatment plan at an outpatient unit / ward / health institution; carrying out physical disability assessment for categorization, registration and other support; verifying and maintaining information and records relating to patients; ensuring availability of physiotherapy supplies and equipment as well as giving support to patients and relatives in hospitals; carrying out home visits and following up patient progress; sensitizing the community on physiotherapy issues; maintaining patient / client progress reports; collecting data for operational research; and preparing periodic reports.

### **Requirements for Appointment**

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Assistant Physiotherapist I for a minimum three (3) years.
- (ii) Diploma in physiotherapy from a recognized institution.
- (iii) Certificate of Registration from Physiotherapy Council of Kenya (PCK).
- (iv) Current Certificate of Practice from Physiotherapy Council of Kenya (PCK).
- (v) Certificate in Computer Application Skills from a recognized institution
- (vi) Shown merit and ability in work performance and results.

## **13. ASSISTANT PHYSIOTHERAPIST [II], JOB GROUP 'K': THREE (3) POSTS**

*Salary: Ksh. 39,700 x 1,470 - 41,170 x 1,520 - 42,690 x 1,710 - 44,400 x 1,920 46,320 x 2,000 48,320 x 2,290 50,610 x 2,350 - 52,960 pm.*

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patient / client formulated treatment plan at an outpatient unit / ward / health institution; carrying out physical disability assessment for categorization, registration and other support; verifying and maintaining

information and records relating to patients; ensuring availability of physiotherapy supplies and equipment as well as giving support to patients and relatives in hospitals; carrying out home visits and following up patient progress; sensitizing the community on physiotherapy issues; maintaining patient / client progress reports; collecting data for operational research; and preparing periodic reports.

### **Requirements for Appointment**

For appointment to this grade, a candidate must have:

- (i) Served in the grade of Assistant Physiotherapist II for a minimum three (3) years.
- (ii) Diploma in physiotherapy from a recognized institution.
- (iii) Certificate of Registration from Physiotherapy Council of Kenya (PCK).
- (iv) Current Certificate of Practice from Physiotherapy Council of Kenya (PCK).
- (v) Certificate in Computer Application Skills from a recognized institution
- (vi) Shown merit and ability in work performance and results.

## **14. ASSISTANT DIRECTOR, RADIOLOGY SERVICES, JOB GROUP 'P': ONE (1) POST**

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

### **Duties and Responsibilities**

An officer at this level will be responsible for the management of Medical Imaging Services at county level. Duties and responsibilities include management of specialized area as in a province or headquarter. Specific duties will include, provision of radiographic services to hospitals, coordinating and supervising implementation of policies, guidelines, and regulations on medical Imaging. Radiotherapy Services; assisting in deploying and supervising medical Imaging—radiotherapy personnel monitoring and evaluating quality control quality assurance programs; maintain radiation safety standards; ensuring safe storage of x-ray supplies depots in the province.

### **Requirements for Appointment**

For appointment to this grade, an officer must have;

- (i) Served in the grade of Principal Radiologist for a minimum of 3 years.
- (ii) Bachelor of Science Degree in any of the following disciplines: Radiography, Radiography Technology or any other equivalent qualification from a recognized institution.

- (iii) Master's Degree in any of the following fields; Radiation Technology or its equivalent qualification 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

#### **15. CHIEF MEDICAL LABORATORY OFFICER, JOB GROUP 'M': TWO (2) POSTS**

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

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

Duties and responsibilities at this level will entail: - implementing laboratory policies, guidelines, strategies and programs; preparing stains and reagents for specimens examination; verifying' approving and recording laboratory findings; screening for blood transfusion transmissible infections; preparing blood products; preparing operational research proposals; supervising disinfection, washing, sterilization of apparatus; and maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation. Further, duties and responsibilities will entail: - preparing media for culture and sensitivity testing; requisitioning of laboratory consumables and apparatus; investigating disease outbreaks in liaison with other health care providers; archiving specimens of medical importance for reference; maintaining laboratory registers and recording analysed samples; preparing requisitions for procuring laboratory equipment, chemicals, stains, reagents; preparing periodical reports and mentoring and coaching trainees on practical attachment.

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

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

- (i) Served in the grade of Senior Medical Laboratory Officer for a minimum
- (ii) period of three (3) years;
- (iii) Bachelors degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- (iv) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- (v) Valid Practicing license from Kenya Medical Laboratory Technicians and Technologists Board;
- (vi) Certificate in computer application skills; and

- (vii) Demonstrated the ability and competence in organizing and discharging of medical laboratory duties.

#### **16. PRINCIPAL MEDICAL LABORATORY OFFICER, JOB GROUP 'N': TWO (2) POSTS.**

*Salary: Ksh. 58,360 x 2,750 - 61,110 x 2,920 - 64,030 x 3,080 - 67,110 x 3,540-70,650 x 3,690 74,340 x 3,890 78,230 x 3,900 - 82,130 x 4,010- 86,140 x 4,060 - 90,200 p.m.*

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

Duties and responsibilities at this level will entail: - implementing laboratory policies, guidelines, strategies and programs; coordinating the preparation of reagents, stains examining specimens; Carrying out operational research; preparing procurement plans for laboratory requirements; providing specifications for the procurement of medical laboratory reagents, stains, apparatus and equipment; maintaining equipment for clinical testing, vector and insecticides application monitoring and evaluation; ; investigating disease outbreaks in liaison with other health care providers; archiving specimens of medical importance for reference; mapping and surveying of communicable, non-communicable and vector borne diseases distribution; identifying training gaps of the laboratory technicians and Technologists and recommending appropriate interventions; and preparing periodical reports.

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

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

- (i) Served in the grade of Chief Medical Laboratory Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- (iii) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- (iv) Valid Practicing license from Kenya Medical Laboratory Technicians and Technologists Board;
- (v) Certificate in Senior Management Course, lasting not less than four (4) weeks from a recognized institution;
- (vi) Certificate in computer application skills; and
- (vii) Shown initiative and competence in planning, organizing and discharging of Medical laboratory functions at this level.



## **17. COMMUNITY HEALTH ASSISTANT [I] JOB GROUP ‘J’: ONE (1) POST**

*Salary: Ksh. 32,700 x 1,300-34,000 x 1,380 -35,380 x 1,390 - 36,770 x 1,460 38,230 x 1,470 - 39,700 x 1,470 41,170 x 1,520 - 42,690 p.m.*

### **Duties and Responsibilities**

An officer at this level will provide Community Health Services where specific duties and responsibilities will include; identifying common ailments and minor injuries at community level; identifying and referring health cases to the appropriate health facilities; coordinating community health activities; collating health data from households for analysis; visiting homes to determine health situations and dialogue with household; sensitizing and disseminating interventions and referring them to health facilities; convening meetings and action days in collaboration with community health committees and other stakeholders; managing community health resource centers; and requisitioning refills for the community health workers kits.

### **Requirements for Appointment**

For Appointment to this grade, an Officer must have;

- (i) Served in the grade of Community Health Assistant II for a minimum period of three (3) years;
- (ii) Certificate in any of the following disciplines; Community Health Psychology, Counseling, Social Work or Community Development from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and result.

## **18. SENIOR DEPUTY CHIEF HEALTH ADMINISTRATIVE OFFICER, JOB GROUP ‘P’: ONE (1) POST**

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

### **Duties and Responsibilities**

A Senior Deputy Chief Health Administrative Officer will deputize the Chief Health Administrative Officer and will be deployed at the county health headquarters. Specific duties and responsibilities will include: formulation, implementation, co-ordination and evaluation of health administration policies, services, and programs; coordinating major health administration functions and ensuring timely completion of tasks; and supervision, deployment, training, and development of the Health Administrative staff.

## Requirements for Appointment

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

- (i) Served in the grade of Deputy Chief Health Administrative Officer or in a comparable position for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following Social Sciences: Government, Anthropology, Sociology, Business Administration, Public Administration, Commerce, Economics, Law or its recognized equivalent qualification from a recognized Institution; and
- (iii) Demonstrated outstanding professional competence and administrative ability in the management of health services in a large health institution.

## 19. DEPUTY CHIEF HEALTH ADMINISTRATIVE OFFICER, JOB GROUP 'N': TWO (2) POSTS

*Salary: Ksh. 58,360 x 2,750 - 61,110 x 2,920 - 64,030 x 3,080 - 67,110 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

An officer at this level will be in-charge of health administrative services in a county hospital or county referral hospital, which may have 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.
- (iii) Demonstrated professional competence in the management of health services in a health institution.

## **20. ASSISTANT CHIEF HEALTH ADMINISTRATIVE OFFICER, JOB GROUP ‘M’: THREE (3) POSTS**

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

### **Duties and Responsibilities**

An officer at this level will be in charge of health administrative services in a county hospital. 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.

## **21. SENIOR HEALTH ADMINISTRATIVE OFFICER, JOB GROUP ‘L’: FOUR (4) POSTS**

*Salary: Ksh. 44,400 x 1,920 - 46,320 x 2,000-48,320 x 2,290 - 50,610 x 2,350 52,960 x 2,550 55,510 x 2,850 58,360 x 2,750 - 61,110 p.m.*

### **Duties and responsibilities**

An officer at this level will be deployed in a busy county hospital or county referral hospital and will be responsible for the management of all administrative service. specific duties and responsibilities will entail coordination of all support service; ensuring timely completion of hospital reports, budgets and estimates; coordination of all hospital administrative functions in a county or provisional general hospital; and supervision and development of staff.

### **Requirements for appointments**

For appointment for this grade an officer must have:

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

- (ii) A six (6) months certificate course in either Health Management / Administration or Business Administration / Management from a recognized institution; and
- (iii) Shown merit and ability as reflected in work performance and results.

## **22. SENIOR DEPUTY DIRECTOR OF DENTAL SERVICES [III] / SENIOR DENTAL SPECIALIST [I], JOB GROUP 'S': ONE (1) POST**

*Salary: (Kshs.133,870x6,570-140,440x6,770-147,210x6,960-154,170x7,160-161,330x7,810-169,140x13,680-182,820x14,980-197,800) p.m.*

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail;- providing clinical services in any of the following areas of speciality; paediatric dentistry, periodontology, maxillofacial surgery, prosthodontics, Oral Medicine / Oral Pathology, Orthodontics, Oral and Maxillofacial Radiology, Community and Preventive Dentistry, Biomaterials; Initiating development and review of dental health policies, guidelines, strategies and programmes; providing guidance on formulation, interpretation and implementation of dental health policies, guidelines, strategies and programmes; providing consultancy services in dental health in health facilities; participate in planning ,coordinating and implementing dental health programmes and services; overseeing training, guiding, and mentoring of dental officers and interns; managing departmental stores including essential dental medicines/consumables and equipments; coordinating development and implementation of a dental health information system; conducting ward rounds, theatres, and clinics; coordinating the preparation of work plans and budgets, ensuring management of patients records; overseeing development and maintenance of departmental inventory and stores and dental commodities; overseeing collecting and collating of patients 'data for management and planning of dental health services, initiating and coordinating research disseminating of findings; coordination staff performance management in dental health services.

### **Requirements for Appointment**

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

- (i) Served in the grade of Deputy Director of Dental Services / senior Dental Specialist, 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 Following Disciplines;- paediatricdentistry, periodontology, oral and maxillofacialsurgery, prosthodontics Dental Bio Materials, Oral Medicine and Oral Pathology, Dental Anaesthesia, Forensic Odontology, Restorative dentistry, Endodontics, Oral Implantology,

Orthodontix, aesthetic dentistry, Oral and maxillofacial/dental radiology and community dentistry or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.

- (iv) Registration Certificate by the Medical Practitioners and Dentists Board;
- (v) Valid practicing License from Medical Practitioners and Dentists Board;
- (vi) Certificate in Strategic Leadership Development Programme, lasting not less than six weeks from a recognized institution;
- (vii) Certificate in computer application skills from a recognized institution; and
- (viii) Shown outstanding professional competence and administrative capability and initiative in general organization and management.

### **23. PRINCIPAL DENTAL TECHNOLOGIST, JOB GROUP 'N': TWO (2) POSTS**

*Salary: Ksh. 58,360 x 2,750 - 61,110 x 2,920 - 64,030 x 3,080 - 67,110 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**

An officer at this level may be deployed to head dental laboratory at county level. He / she will be expected to sit at county health management board meetings and participate in policy formulation. In addition, he will be supposed to keep an inventory of all the dental equipment under his care, and at the same time is available to counsel his juniors and to listen to their concerns regarding issues that pertain to their working environment.

#### **Requirements for Appointment**

- (i) One should have worked at the level of deputy chief dental technologist for a period of at least three (3) years for diploma holders, and
- (ii) One should have worked at level of dental technologist 1 for a period of at least two years for degree holders.
- (iii) Proved to be reliable, highly competent in his work and shown a high degree of organization and communication skills.

### **24. ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER [II], JOB GROUP J: ONE (1) POST**

*Salary: 31,270 x 1,300 – 32,570 x 1,380 – 33,950 x 1,390 – 35,340 x 1,460 – 36,800 x 1,470 – 38,270 x 1,470 – 39,740 x 1,520 – 41,270 p.m.*

#### **Duties and Responsibilities**

- (i) This is the entry and training grade for this cadre. An officer at this level will work under guidance of senior officer and experienced officers. Duties and responsibilities at this level will entail; receiving and documenting patients at hospital reception; registering and booking appointment for patients to clinics and consultants; storing and retrieving medical records documents, preparing clinics, updating bed bureau; editing of patients case records; gathering
- (ii) data from different sources, capturing data from service points; maintaining record safety and confidentiality; storing and retrieving medical records; balancing daily bed returns; creating and maintaining master index; updating master index; updating patients master index; directing patients to relevant clinics; scheduling of patients to the consultants and specialty clinics; assigning codes to diseases and surgical procedures according to the international classification of diseases and procedure in medicine; and preparing health records and reports.

#### **Requirements for Appointment**

- (i) Served in the grade of assistant health records and information management III for a minimum period of three 3 years;
- (ii) Diploma in health records and information technology from a recognized institution and
- (iii) Certificate in computer application skills from a recognized institution.

### **25. HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT [I], JOB GROUP J: THREE (3) POSTS**

*Salary: Ksh. 32,700 x 1,300-34,000 x 1,380 -35,380 x 1,390 - 36,770 x 1,460 38,230 x 1,470 - 39,700 x 1,470 41,170 x 1,520 - 42,690 p.m.*

#### **Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will work under guidance of senior officer and experienced officers. Duties and responsibilities at this level will entail; receiving and documenting patients at hospital reception; registering And booking appointment for patients to clinics and consultants; storing and retrieving medical records documents, preparing clinics, updating bed bureau ;editing of patients case records; gathering data from different sources, capturing data from service points; maintaining record safety and confidentiality; storing and retrieving medical records; balancing daily bed returns; creating and maintaining master index; updating master index; updating patients master index; directing patients to relevant clinics; scheduling of patients to the consultants and specialty clinics; assigning codes to diseases and

surgical procedures according to the international classification of diseases and procedure in medicine; and preparing health records and reports.

### **Requirements for Appointment**

- (i) Served in the grade of health records and information management assistant II for a minimum period of three 3 years;
- (ii) Certificate in health records and information management 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.

## **26. SENIOR ORTHOPEDIC TRAUMA TECHNICIAN, JOB GROUP 'K': TWO (2) POSTS**

*Salary: Ksh. 39,700 x 1,470 - 41,170 x 1,520 - 42,690 x 1,710 - 44,400 x 1,920 46,320 x 2,000 48,320 x 2,290 50,610 x 2,350 - 52,960 pm.*

### **Duties and Responsibilities**

Duties and responsibilities at his level entail: Interpreting radiological images of Orthopedic and Trauma cases; coaching mentoring and providing in job training to staff working under them; carrying out minor orthopedic operatives techniques involving insertion and removal of Steinman's pins and skull calipers; removing external fixators; manipulating and reducing fractures and dislocations; fixing a n d removing casts, bandages and tractions to and from patients; correcting Congenital Talipes Equino- Varus (C.T.E.V); participating in the management of minor orthopedic and trauma cases in emergencies and accidents; sensitizing an d creating awareness on orthopedic trauma conditions to the communities; counselling patients/ clients on issues regarding orthopedic trauma; participating in curriculum development for orthopedic trauma personnel in liaison with other stakeholders; and supervising work and staff under the officer in the area of deployment.

### **Requirements for Appointment**

- (i) Served in the grade of Orthopedic Trauma Technician I for a minimum period of three (3) years;
- (ii) Certificate in either Orthopedic plaster and Traction Technology or Orthopedic Plaster Technology from a recognized institution;
- (iii) Certificate in Non-Operative Management of Fracture and Congenial Equino-Varus (CTEV) course lasting not less than two (2) weeks from a recognized institution;

- (iv) Certificate in Supervisory Skills lasting not less than two (2) 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.

**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 1<sup>st</sup> August, 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.** Canvassing in any form will lead to automatic disqualification.
- I.** 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**