



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE BOARD
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VACANT POSITIONS IN NAKURU COUNTY PUBLIC SERVICE

Pursuant to the provisions of Article 235 of the Constitution of Kenya and Section 59 of the County Governments Act Cap. 265, Nakuru County Public Service Board invites applications from qualified Kenyan citizens to fill the following vacant positions in the **Department of Health Services - Advert No 16/2024**

**MEDICAL SPECIALIST - MEDICAL ONCOLOGIST (ONE (1) POSITION) -
ADVERT NO. 16/2024/01**

Basic Salary Scale: Kshs. **102,860 – 137,070** p.m. **CPSB 04 (Job Group Q)**

Allowances as per the SRC circulars attached to the position.

Terms of Employment: Three (3) Year Contract

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

- i. Master of Medicine in Medical Oncology from a recognized institution by Medical Practitioners and Dentist Board;
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board;
- iii. Certificate of registration by the Medical Practitioners and Dentist Board;
- iv. Valid practicing license from Medical Practitioners and Dentist Board;
- v. Valid specialist recognition certificate;
- vi. Certificate in Computer Application Skills from a recognized institution;
- vii. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- viii. Prior experience in treating and diagnosing cancer patients; and

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

Duties and Responsibilities

- i. Undertaking general diagnosis, care and treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care;
- iii. Providing psycho- social interventions;
- iv. Providing clinical services to patients;
- v. Training, consulting and conducting surgeries in various health facilities;
- vi. Carrying out forensic and medical-legal services;
- vii. Coordinating health education and or promotion;
- viii. Implementing health projects and programs;
- ix. Maintaining up to date health information systems;
- x. Monitoring provision of health treatment care;
- xi. Undertaking health research; and
- xii. Analyzing medical reports.

MEDICAL OFFICER (TWENTY-SEVEN (27) POSITIONS) - ADVERT NO. 16/2024/02

Basic Salary Scale: Kshs. **50,160 – 67,110** p.m. **CPSB 07 (Job Group M)**

Allowances as per the SRC circulars attached to the position.

Terms of Employment: Three (3) Year Contract

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

- i. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board;
- ii. Successfully completed one (1) year internship from a recognised institution;
- iii. Certificate of registration by the Medical Practitioners and Dentist Board;

- iv. Valid practicing license from Medical Practitioners and Dentist Board; and
- v. Certificate in Computer Application Skills from a recognized institution.

Duties and Responsibilities

- i. Diagnosing, caring and treating diseases;
- ii. Performing medical and surgery procedures;
- iii. Preparing and responding to emergencies and disasters;
- iv. Participating in management of medicines, medical instrument and equipment;
- v. Providing health education;
- vi. Maintaining medical records, health information and data;
- vii. Counselling patients and their relatives on diagnoses and bereavement;
- viii. Teaching and coaching medical students, nursing students and clinical officer interns; and
- ix. Preparing requisite documents for registration.

PHARMACIST (THREE (3) POSITIONS) - ADVERT NO. 16/2024/03

Basic Salary Scale: Kshs. **50,160 – 67,110** p.m. **CPSB 07 (Job Group M)**

Allowances as per the SRC circulars attached to the position.

Terms of Employment: Three (3) Year Contract

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

- i. Bachelors of Pharmacy Degree (B Pharm) from an institution approved by the Pharmacy and Poisons Board from a recognized institution;
- ii. Successfully completed one-year internship from a recognized institution,
- iii. Registration Certificate by the Pharmacy and Poisons Board;
- iv. Valid practicing license from Pharmacy and Poisons Board; and
- v. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i. Screening prescriptions for legal validity, drug contraindications, drug interaction, appropriateness of dose, frequency and duration of dosing and patient convenience;
- ii. Preparing and dispensing medicines according to good dispensing practices and counseling patients on use of medicine;
- iii. Making extemporaneous preparations;
- iv. Participating in ward rounds;
- v. Identifying medicinal gaps and challenges;
- vi. Maintaining a daily activity log book for recording all activities undertaken;
- vii. Recommending over the counter medicines to patients/clients with simple medical condition and making necessary referrals; and
- viii. Making entries into the relevant inventory management records registered.

RADIOGRAPHER I (THERAPY RADIOGRAPHER) (TWO (2) POSITIONS) - ADVERT NO. 16/2024/04

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

CPSB 09 (Job Group K)

Allowances as per the SRC Circulars.

Terms of Employment: 3 years Contract

Requirements for appointment to this grade, a candidate must have: -

- i. Bachelor of Science in any of the following fields: -Therapy Radiography, Radiography Technology or any other equivalent qualification from a recognized institution; and
- ii. Certificate in Computer Application skills from recognized institutions.

Duties and Responsibilities

- i. Provision of Medical imaging services in a hospital;
- ii. Processing, verifying and maintaining information related to patients;
- iii. Providing care and counselling patients and their relatives before, during and after examination;

- iv. Safeguarding and providing basic maintenance and safety of medical equipment in the hospital;
- v. Establishing and maintenance quality assurance programs in the department;
- vi. Coordinating procurement and ensuring safe custody of radiographic and photographic supplies in the department; and
- vii. Preparing reports on radiographic activities.

REGISTERED CLINICAL OFFICER I (ANAESTHETIST) - (SEVEN (7) POSITIONS) - ADVERT NO. 16/2024/05

Basic Salary Scale: Kshs. **39,700 – 52,960** p.m. **CPSB 09 (Job Group K)**

Allowances as per the SRC circulars attached to the position.

Terms of Employment: Three (3) Year Contract

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

- i. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- ii. Higher Diploma in Clinical Medicine and Surgery (Anaesthesia);
- iii. Valid practicing license from the Clinical Officers Council;
- iv. Registration Certificate from the Clinical Officers Council; and
- v. Certificate in Computer Application from a recognized institution

Duties and Responsibilities

- i. Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- ii. Guiding and counseling patients, clients and staff on health issues;
- iii. Referring patients and clients to appropriate health facilities;
- iv. Assessing, preparing and presenting medico-legal reports;
- v. Organizing health management teams and convening health management committee meetings;
- vi. Implementing community health care activities in liaison with other health workers;

- vii. Sensitizing patients and clients on preventive and promotive health;
- viii. Providing clinical outreach and school health services;
- ix. Carrying out minor surgical procedures as per training and skill; and
- x. Collecting data and compiling clinical data.

**REGISTERED CLINICAL OFFICER I (OPHTHALMOLOGY) (ONE (1) POSITION)
- ADVERT NO. 16/2024/06**

Basic Salary Scale: Kshs. **39,700 – 52,960** p.m. **CPSB 09 (Job Group K)**

Allowances as per the SRC circulars attached to the position.

Terms of Employment: Three (3) Year Contract

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

- i. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- ii. Higher Diploma in Clinical Medicine and Surgery (Ophthalmology and Cataract Surgery);
- iii. Valid practicing license from the Clinical Officers Council;
- iv. Registration Certificate from the Clinical Officers Council; and
- v. Certificate in Computer Application from a recognized institution.

Duties and Responsibilities

- i. taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- ii. guiding and counseling patients, clients and staff on health issues; referring patients and clients to appropriate health facilities;
- iii. assessing, preparing and presenting medico-legal reports;
- iv. organizing health management teams and convening health management committee meetings;
- v. implementing community health care activities in liaison with other health workers;
- vi. sensitizing patients and clients on preventive and promotive health;

- vii. providing clinical outreach and school health services;
- viii. carrying out minor surgical procedures as per training and skill; and
- ix. collecting data and compiling clinical data.

**REGISTERED NURSE I - CRITICAL CARE (FOUR (4) POSITIONS) - ADVERT
NO. 16/2024/07**

Basic Salary Scale: Kshs. **39,700 – 52,960** p.m. **CPSB 09 (Job Group K)**

Allowances as per the SRC circulars attached to the position.

Terms of Employment: Three (3) Year Contract

For appointment to this position, a candidate must have:

- i. Diploma in Kenya Registered Community Nursing or Kenya Registered Nursing;
- ii. Higher Diploma in Kenya Registered Critical Care Nursing, from a recognized institution;
- iii. Registration Certificate issued by the Nursing Council of Kenya;
- iv. Valid Critical Care Practicing License from the Nursing Council of Kenya; and
- v. Certificate in Computer Application skills from recognized institutions.

Duties and Responsibilities

- i. Identifying a patient's specific and critical needs and adopt care plans as necessary to meet those needs;
- ii. Providing emotional support for both the patient and their families;
- iii. Safe-guarding hospitals and patients' confidential information and property;
- iv. Reporting all complaints and incidents to the in-charge as they occur;
- v. Assess, plan, implement nursing interventions;
- vi. Evaluate and document patient outcomes;
- vii. Provide appropriate healthcare services using evidence-based practice;

- viii. Facilitate patients' admission and initiate discharge plans;
- ix. Maintain patient records on health condition and care;
- x. Initiate patient care and machine monitoring in the ICU;
- xi. Nursing care prior to and following specialized surgery;
- xii. Organize for continuous medical education on critical care;
and
- xiii. Ensure a safe and clean environment for care of critical patients.

**PHARMACEUTICAL TECHNOLOGIST I - ONCOLOGY (ONE (1) POSITION) -
ADVERT NO. 16/2024/08**

Basic Salary Scale: Kshs. **39,700 – 52,960** p.m. **CPSB 09 (Job Group K)**

Allowances as per the SRC circulars attached to the position.

Terms of Employment: Three (3) Year Contract

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

- i. Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- ii. Higher Diploma in Oncology;
- iii. Certificate of Enrolment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB); and
- iv. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i. Receiving, interpreting and processing of prescriptions;
- ii. Promoting rational drugs/medicines use;
- iii. Acquiring of drugs/medicines for the health facility;
- iv. Preparing and submitting reports;
- v. Providing health education on rational use of drugs/medicines;
- vi. Receiving complaints and reporting adverse drug reaction; and

- vii. Receiving and reporting poor quality medicine.

**ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT
OFFICER III (NINETEEN (19) POSITIONS) - ADVERT NO. 16/2024/09**

Salary Scale: Kshs. **50,000** p.m.

Terms of Employment: Three (3) Year Contract

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

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

Duties and Responsibilities

- i. Receiving and documenting patients at hospital reception;
- ii. Registering and booking appointment for patients to clinics and consultants;
- iii. Storing and retrieving medical records documents;
- iv. Preparing clinics;
- v. Updating bed bureau;
- vi. Editing of patient case records;
- vii. Gathering data from different sources;
- viii. Capturing data from service points;
- ix. Maintaining record safety and confidentiality;
- x. Storing and retrieving medical records;
- xi. Balancing daily bed returns;
- xii. Creating and maintaining master index;
- xiii. Updating patient master index;
- xiv. Directing patients to relevant clinics;
- xv. Scheduling of patients to the consultants and specialist clinics;

- xvi. Preparing health records and reports; and
- xvii. Assigning codes to diseases and surgical procedures according to the international classification of diseases and procedures in medicine.

ASSISTANT PUBLIC HEALTH OFFICER III (TWO (2) POSITIONS) - ADVERT NO. 16/2024/10

Salary Scale: Kshs. **50,000** p.m.

Terms of Employment: Three (3) Year Contract

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

- i. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- ii. Valid Practicing license from the Public Health Officers and Technicians Council; and
- iii. Certificate in Computer application skills from a recognized institution.

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:

- i. Mobilizing, sensitizing and advising communities on matters related to environmental health;
- ii. Referring health cases to relevant health facilities;
- iii. carrying out immunization;
- iv. Identifying environmental health issues at community level;
- v. organizing community health days to advise communities on common public health issues;
- vi. Collecting and maintaining up to date records of services rendered;
- vii. Assessing health needs of the community;
- viii. implementing vector, vermin and rodent control measures; and
- ix. Implementing integrated mosquito control strategies.

REGISTERED NURSE III (THREE HUNDRED AND TWENTY-FOUR (324) POSITIONS) - ADVERT NO. 16/2024/11

Salary Scale: Kshs. **50,000** p.m.

Terms of Employment: Three (3) Year Contract

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

- i. Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/ Kenya Registered Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry qualification from a recognized institution;
- ii. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid Practicing License of the Nursing Council of Kenya; and
- iv. Certificate in Computer Application skills from recognized institutions.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail:

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, antenatal care and delivery, providing health education and counselling to patients/clients and community on identified health needs;
- iii. Referring patients and clients appropriately;
- iv. Facilitating patients' admission and initiating discharge plans;
- v. Maintaining records on patient's/clients' health condition and care;
- vi. Ensuring a tidy and safe clinical environment; and
- vii. Collecting and compiling data.

**MEDICAL ENGINEERING TECHNOLOGIST III (TWELVE (12) POSITIONS) -
ADVERT NO. 16/2024/12**

Salary Scale: Kshs. **50,000** p.m.

Terms of Employment: Three (3) Year Contract

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

- i. Diploma in Medical Engineering or any other equivalent qualifications from a recognized institution;
- ii. Certificate in Computer application skills from a recognized institution;

Duties and Responsibilities

- i. Undertaking preventive maintenance and repairs of medical/hospital equipment, plants, instruments, furniture;
- ii. Requisitioning for spare parts and consumables;
- iii. Taking inventory of medical/hospital equipment, furniture and plants;
- iv. Collecting information for research;
- v. Collecting information on medical engineering services for input into the Health Information Management System
- vi. Carrying out minor repairs of health facilities and utilities; and
- vii. Implementing medical engineering programs and projects.

**MEDICAL LABORATORY TECHNOLOGIST III (THIRTY-ONE (31)
POSITIONS)- ADVERT NO. 16/2024/13**

Salary Scale: Kshs. **50,000** p.m.

Terms of Employment: Three (3) Year Contract

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

- i. Diploma in Medical Laboratory sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technician and Technologist Board;

- ii. Registration certificate issued by the Kenya Medical Laboratory Technician and Technologist Board (KMLTTB);
- iii. Valid Practicing license from Kenya Medical Laboratory Technicians and Technologists Board; and
- iv. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i. Decontaminating working benches;
- ii. Receiving and scrutinizing laboratory requisition forms/specimens for accuracy,
- iii. Preparing clients for collection of specimens;
- iv. Receiving/collecting, labelling and registering of specimens;
- v. Disaggregating specimens for processing and analysis;
- vi. Preparing reagents;
- vii. Examining specimens;
- viii. Writing and recording of result;
- ix. Dispatching of the results for use in clinical management;
- x. Preparing stains;
- xi. Performing blood grouping;
- xii. Issuing blood and blood products to peripheral health facilities; and
- xiii. Storing products according to their requirements.

MEDICAL SOCIAL WORKER III (FOUR (4) POSITIONS) - ADVERT NO. 16/2024/14

Salary Scale: Kshs. **50,000** p.m.

Terms of Employment: Three (3) Year Contract

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent qualification;
- ii. Diploma in any of the following disciplines: Social work, Sociology, Psychology, Anthropology, Mental health or its Equivalent Qualification from a recognized institution.

Duties and Responsibilities

An officer at this level will be a member of a health team addressing the psychosocial effects as related to patients' diagnosis, prognosis and future resettlement, and counselling of patients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy etc.

NUTRITION AND DIETETICS TECHNOLOGIST III (EIGHTEEN (18) POSITIONS)- ADVERT NO. 16/2024/15

Salary Scale: Kshs. **50,000** p.m.

Terms of Employment: Three (3) Year Contract

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

- i. Diploma in any of the following disciplines: Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- ii. Registration Certificate by the Kenya Nutritionist and Dieticians Institute (KNDI);
- iii. Valid Practicing license from the Kenya Nutritionist and Dieticians Institute (KNDI); and
- iv. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i. Implementing nutrition programmes;
- ii. Providing nutrition services in health care facilities;
- iii. Conducting nutrition assessments;
- iv. Collecting and compiling nutrition data;
- v. Providing nutrition health education and demonstrations;
- vi. Counselling of patients with specific nutritional needs;
- vii. Monitoring preparation of therapeutic feeds;
- viii. Implementing outpatient and inpatient supplementary and therapeutic feeding programmes;
- ix. Promoting maternal, infant and young children feeding programmes; and
- x. Providing micro-nutrient supplementation.

ASSISTANT OCCUPATIONAL THERAPIST III (ONE (1) POSITION) - ADVERT NO. 16/2024/16

Salary Scale: Kshs. **50,000** p.m.

Terms of Employment: Three (3) Year Contract

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

- i. Diploma in Occupational Therapy from a recognized institute; and
- ii. Certificate in Computer Application skills from recognized institutions.

Duties and Responsibilities

- i. Assessing, formulating and implementing patients' treatment plan;
- ii. Maintaining records and data relating to patients;
- iii. Collecting data for operational research;
- iv. Sensitizing the community on occupational therapy issues; and
- v. Preparing periodic reports.

ORTHOPAEDIC TRAUMA TECHNOLOGIST III (SIX (6) POSITIONS) - ADVERT NO. 16/2024/17

Salary Scale: Kshs. **50,000** p.m.

Terms of Employment: Three (3) Year Contract

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

- i. Diploma in Orthopedic Plaster Technology from a recognized institution;
and
- ii. Certificate in computer applications skills from a recognized institution.

Duties and Responsibilities

- i. Manipulating and reducing fractures and dislocations;
- ii. Fixing and removing casts, bandages and tractions to and from patients;

- iii. Correcting Congenital Talipes Equino-Varus (C.T.E.V.);
- iv. Counselling patients/clients on issues regarding orthopedic trauma;
- v. Cleaning and treating simple wounds resulting from Orthopedic and Trauma;
- vi. Documenting orthopedic and trauma case; and
- vii. Assessing and referring patients with musculoskeletal conditions.

**PHARMACEUTICAL TECHNOLOGIST III (SEVENTEEN (17) POSITIONS) -
ADVERT NO. 16/2024/18**

Salary Scale: Kshs. **50,000** p.m.

Terms of Employment: Three (3) Year Contract

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

- i. Diploma in either pharmacy or pharmaceutical technologist or equivalent qualification approved by the pharmacy and poisons board from a recognized institution;
- ii. Certificate of Enrolment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB); and
- iii. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i. Dispensing drugs/medicines to patients under supervision of a senior officer;
- ii. Receiving interpreting and processing prescriptions;
- iii. Recording prescription in a pharmacy unit;
- iv. Pre-packing, repacking and writing instruction on labels;
- v. Counselling patients on usage of drugs in pharmacy unit;
- vi. Maintain drugs registers/books; and
- vii. Stocking of drugs and medical devices on a monthly basis.

ASSISTANT PHYSIOTHERAPIST III (SIX (6) POSITIONS) - ADVERT NO. 16/2024/19

Salary Scale: Kshs. **50,000** p.m.

Terms of Employment: Three (3) Year Contract

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

- i. Diploma in physiotherapy from a recognized institution;
- ii. Certificate of registration from the Physiotherapy Council of Kenya (PCK);
- iii. Current Certificate of practice from Physiotherapy Council of Kenya (PCK);
and
- iv. Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i. Providing physiotherapy services to inpatients and outpatients at outpatient unit/ward/health institution;
- ii. Assessing patient needs including rehabilitation;
- iii. Verifying and maintaining information and records relating to patients screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan;
- iv. Collecting data for operational research;
- v. Sensitizing the community on physiotherapy issues; and
- vi. Preparing periodic reports.

RADIOGRAPHER III (FIFTEEN (15) POSITIONS) - ADVERT NO. 16/2024/20

Salary Scale: Kshs. **50,000** p.m.

Terms of Employment: Three (3) Year Contract

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

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

Duties and Responsibilities

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

**REGISTERED CLINICAL OFFICER III (FIFTY-FOUR (54) POSITIONS) -
ADVERT NO. 16/2024/21**

Salary Scale: Kshs. **50,000** p.m.

Terms of Employment: Three (3) Year Contract

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

- i. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution
- ii. Valid practicing license from the Clinical Officers Council
- iii. Registration Certificate from the Clinical Officers Council
- iv. Certificate in Computer Application from a recognized institution

Duties and Responsibilities

- i. Taking history, examining, diagnosing and treating patient's common ailments at an outpatient or inpatient health facility;
- ii. Implementing community health care activities in liaison with other health workers;

- iii. Guiding and counselling patients, clients and staff on health issues;
- iv. Sensitizing patients and clients on preventive and promotive health;
- v. Carrying out minor surgical procedure as per training and skill;
- vi. Collecting and compiling clinical data; and
- vii. Referring patients and clients to appropriate health facilities.

ENROLLED NURSE III (NINE (9) POSITIONS) - ADVERT NO. 16/2024/22

Salary Scale: Kshs. **40,000** p.m.

Terms of Employment: Three (3) Year Contract

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

- i. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nursing, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife qualification from a recognized training institution;
- ii. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid Practicing License of the Nursing Council of Kenya; and
- iv. Certificate in Computer Application skills from recognized institutions.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail:

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing nursing care interventions based on patient's/clients' health needs;
- iii. Providing appropriate healthcare service, including, immunization, antenatal care, delivery and referring patients and clients appropriately;
- iv. Evaluating health care outcomes on patients/clients preparing individualised reports;
- v. Making appropriate discharge plans for patients;

- vi. Conducting assessment of school health needs;
- vii. Planning, implementing interventions and preparing periodic reports;
- viii. Maintaining records on patient's/clients personal health condition/care;
- ix. Ensuring a tidy and safe clinical environment;
- x. Ensuring safe custody for inpatient belonging;
- xi. Conducting home visits, following up discharged patients/clients; and
- xii. Providing continuity of care and treating minor ailments.

**HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT III
(ONE (1) POSITION) - ADVERT NO. 16/2024/23**

Salary Scale: Kshs. **40,000** p.m.

Terms of Employment: Three (3) Year Contract

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

- i. Certificate in Health Records and Information Technology from a recognized institution;
- ii. Registration by Association of Medical Records Officers Kenya (AMRO-K);
and
- iii. Certificate in computer application Skills from a recognized institution

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a more senior officer. Duties and responsibilities will entail: -

- i. Receiving and registering patients at hospital reception;
- ii. Booking appointment for patients to specialist and consultants clinics;
- iii. Storing and retrieving medical records and documents;
- iv. Preparing clinics;
- v. Updating bed bureaus;
- vi. Capturing data from service points;
- vii. Maintaining record safety and confidentiality; and

viii. Directing patients to relevant clinics.

**AMBULANCE DRIVER III (FIFTEEN (15) POSITIONS) - ADVERT NO.
16/2024/24**

Basic Salary Scale: Kshs. **16,870 – 19,220** p.m. **CPSB 15 (Job Group D)**

Allowances as per the SRC circulars attached to this position.

Terms of Employment: 3 Years Contract

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

- i. Kenya Certificate of Secondary Education mean grade D (Plain) or its equivalent from a recognized institution;
- ii. A valid driving license free from any current endorsements for classes of vehicles an officer is required to drive;
- iii. Passed Suitability Test for Driver Grade III;
- iv. Passed practical test for drivers conducted by respected Ministry/Department;
- v. Attended a first Aid certificate course lasting not less than a week at St. Johns Ambulance, Kenya Red Cross Society or Kenya Institute of Highways and Building Technologies (KIHBT) or other recognized institutions;
- vi. Valid Emergency Medical Technician certificate;
- vii. Certificate in emergency vehicle operation;
- viii. Valid certificate of good conduct from the Kenya Police;
- ix. Driving experience for more than three years;
- x. Two-year experience as an ambulance operator will be an added advantage; and
- xi. Additional qualification within the medical field will be an added advantage.

Duties and Responsibilities

- i. Driving ambulances as authorized, carrying out routine checks on vehicle cooling, oil, electrical and brakes system, detecting and reporting malfunctions of vehicle systems, maintaining work tickets while ensuring

- safety of the Ambulance on and off the road, safety of passengers and cleanliness of the ambulance at all times;
- ii. Maintain the ambulance and assigned equipment in the most efficient operating condition
 - iii. Ensure timely and safe patient rescue and evacuation;
 - iv. Assist doctors or paramedics in patient care during rescue and evacuation;
 - v. Proper incident command while on rescue mission;
 - vi. Ensure ambulance is in proper mechanical condition and is well stocked with commodities by performing daily unit checklist before and after every shift; and
 - vii. Perform any other duties within the scope of this position

CLERICAL OFFICER II (TWO HUNDRED AND THIRTY-SEVEN (237) POSITIONS) - ADVERT NO. 16/2024/25

Basic Salary Scale: Kshs. **19,220 – 23,130** p.m. **CPSB 13 (Job Group F)**

Allowances as per the SRC circulars attached to the position.

Terms of Employment: 3 Years Contract

For appointment to this grade, a candidate must have:

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its equivalent qualification;
- ii. Certificate in computer application skills from a recognised institution;

Duties and Responsibilities

This is the entry and training grade for the Clerical Cadre. An officer at this level may be deployed in any of the following Units/Sections; Human Resource Management, General Registry, Supply Chain Management, Accounts or General Administrative Services in facilities of Department of Health Services. The officer will be required to carry out simple clerical duties under the supervision and guidance of a senior officer.

Specific duties and responsibilities will entail:

- i. Collecting statistical records;

- ii. Carrying out transactions related to accounts or personnel information;
- iii. Filing receipts;
- iv. Receiving, filing and dispatching correspondence;
- v. Preparing initial documents for issuance of stores;
- vi. Photocopying and scanning documents;
- vii. Indexing of documents and records;
- viii. Checking general office cleaning; and
- ix. Keeping safe custody of equipment, documents and records.

HOW TO APPLY

Interested and qualified candidates are required to make applications by downloading and completing an **Employment Application Form** from the County Government of Nakuru website www.nakuru.go.ke/careers

Employees serving in Nakuru County health facilities on contracts that exceed six (6) months are not eligible to apply.

A duly filled employment application form and **certified copies of National ID, KCSE, Diploma/Degree/Masters Certificates, Professional Registration certificates and Valid Practicing License (where applicable)** should be sent through the **POST OFFICE or COURIER SERVICES** in a sealed envelope **on or before 31st December, 2024** at 5.00 p.m. **(No hand delivered applications will be accepted).**

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

The Secretary
Nakuru County Public Service Board
Public Works Building- Prisons Road
P.O Box 2870-20100
NAKURU

The County Government of Nakuru is an equal opportunity employer. **Youth, Women and Persons Living with Disabilities, Marginalized and Minority communities** are encouraged to apply.

Appointed candidates will be required to present chapter six clearance documents as listed;

1. Clearance from Higher Education Loans Board (HELB)
2. Clearance from Directorate of Criminal Investigations (DCI)
3. Clearance from Ethics and Anti-Corruption Commission (EACC)
4. Clearance from Kenya Revenue Authority (KRA)
5. Clearance from Credit Reference Bureau (CRB)

Only shortlisted candidates will be contacted.

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

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

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

Secretary/CEO

Nakuru County Public Service Board