

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

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“Transforming Public Service”

CAREER OPPORTUNITIES

RE-ADVERTISEMENT

Vihiga County Public Service Board is a Body corporate established under section 57 of the County Government Act 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Government Act 2012 outlines the functions of the Board. Pursuant to the Constitutional and Legal provisions, Vihiga County Public Service Board invites applications from qualified persons for the following positions;

DEPARTMENT OF PUBLIC HEALTH AND MEDICAL SERVICES

1. MEDICAL SUPERINTENDENT – VCRH- -JOB GROUP ‘Q’- (1 Post)

**Based of on the schemes of service – Senior Assistant Director
Medical/ Dental/ Pharmaceutical Services**

Duties and Responsibilities:

- i. To ensure health policy translation, implementation, coordination, monitoring and evaluation
- ii. To spearhead policy formulation for the smooth running of the hospital

- iii. To direct the development and implementation of short- and long-term objectives, policies, budgets and operating plans for the hospital which are aligned to the national objectives
- iv. To spearhead public private partnership for initiation and implementation of projects to improve service delivery to the public
- v. To represent the hospital in the Government, the public and other stakeholders and serves as Secretary to the Health Management Committee/ Board.

Minimum Qualifications;

- i. Bachelor of Pharmacy/ dentistry/ medicine degree from a recognized institution.
- ii. Master's degree in the relevant field.
- iii. Must have served in Job Group P for a minimum period of 3 years or it's equivalent
- iv. Certificate of registration by the relevant regulatory body.
- v. Valid practicing license.
- vi. Must have demonstrated leadership and good performance in the previous assignments
- vii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- viii. Certificate in Computer Application Skills from a recognized institution
- ix. Shown merit and ability as reflected in work performance and results.

2. DEPUTY MEDICAL SUPERINTENDENT – VCRH- JOB GROUP ‘P’– (1 Post)

Based of on the schemes of service – Senior Assistant Director Medical Services / Dental/ Pharmaceutical Services

Duties and Responsibilities:

- i. Deputize the Medical Superintendent
- ii. To ensure health policy translation, implementation, coordination, monitoring and evaluation
- iii. To spearhead policy formulation for the smooth running of the hospital
- iv. To direct the development and implementation of short- and long-term objectives, policies, budgets and operating plans for the hospital which are aligned to the national objectives
- v. To spearhead public private partnership for initiation and implementation of projects to improve service delivery to the public
- vi. To represent the hospital in the Government, the public and other stakeholders and serves as Secretary to the Health Management Committee/ Board.

Minimum Qualifications;

- i. Bachelor of Pharmacy/ dentistry/ medicine degree from a recognized institution.
- ii. Master’s degree in the relevant field.
- iii. Must have served in Job Group N for a minimum period of 3 years or it’s equivalent
- iv. Certificate of registration by the relevant regulatory body.
- v. Valid practicing license.
- vi. Must have demonstrated leadership and good performance in the previous assignments

- vii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- viii. Certificate in Computer Application Skills from a recognized institution
- ix. Shown merit and ability as reflected in work performance and results.

3. HEALTH ADMINISTRATIVE OFFICER – VCRH- -JOB GROUP ‘M’- (1 Post)

According to the schemes of service – Senior Assistant Director Health Administrative Officer

Duties and responsibilities

- i. Ensure that the office administrative issues are handled properly and in a timely manner.
- ii. Monitor commitments, expenditure and reimbursements are in for compliance with the budget.
- iii. Oversee preparation and control preparation of required reports.
- iv. Analyze effectiveness of administrative policies, rules and regulations in the office.
- v. Facilitate the audit of the Office activities as per agreed audit cycle.
- vi. Communicate changes prevailing in administration policies to all affected divisions and sections.
- vii. Ensuring conducive working environment that is clean and secure at the headquarters offices.
- viii. Preparation of various agendas for meetings.
- ix. Plan economic use of materials and human resources
- x. Perform and other duty(s) assigned from time to time

Minimum qualifications:

- i. Must be a holder of a first degree in health sciences/ Health management.

- ii. Must have served in Job Group L for a minimum period of 3 years or its equivalent
- iii. Must be registered with relevant regulatory bodies with active and valid practicing license.
- iv. Post graduate qualification in Health administration, Health Systems, Health Services and research is desirable.
- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Must have undergone at least the senior management course not lasting less than four (4) weeks at Kenya School of Government (KSG).

4. HEAD OF NURSING SERVICES-JOB GROUP 'N'- (1 Post)

According to schemes of service (2014) – Senior Assistant Director of Nursing Services

Duties and Responsibilities:

- i. Ensure implementation of policies, standards and guidelines, and enforce ethics in provision of nursing services.
- ii. Carrying out comprehensive health needs assessment in areas of specialization and formulating interventions to formulate the same.
- iii. Monitoring and evaluating nursing health care services in the county.
- iv. Quantification and specification of procurement and procurement of non-pharmaceutical and small equipment.
- v. Preparing strategic annual work plans from nurse services in the county.
- vi. Prepare monthly reports for decision making.
- vii. Monitors availability and utilization of essential nursing commodities and equipment if health care setting across the county.
- viii. Ensuring smooth running of immunization programme in the county.
- ix. Planning and budgeting on behalf of the division.

Minimum qualifications:

- i. Must be in Job Group M and above
- ii. Must be a holder of a Bachelor's degree in nursing.
- iii. Must be registered with relevant regulatory bodies with active and valid practicing license.
- iv. Must have demonstrated leadership and good performance in the previous assignments

Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution

5. COUNTY COORDINATOR REPRODUCTIVE HEALTH SERVICES -JOB GROUP 'N'– (1 Post)

Duties and responsibilities.

- i. Undertake leadership on reproductive health programme planning, coordination and monitoring.
- ii. Ensuring the ANC, postnatal care and FP services at the health facilities delivery points are in line with MOH guidelines.
- iii. Offer supportive supervision of reproductive health services and ensure RH basic protocols and other IEC materials are displayed and utilized.
- iv. Ensure maternal and Prenatal death audit, including near misses, are done and maintain a tool that monitors progress in the implementation of action points from various audits.
- v. Identify new emerging reproductive health need and take lead in ensuring RH services are improved.
- vi. Optimize resource mobilizations and reproductive health supply chain management and ensure proper usage of RH supplies.
- vii. Develop and maintain partnership.
- viii. Develop and facilitate collaboration, networking, scientific exchange and sharing of expertise among networks.

- ix. assess training needs and organize training programmes relating to RH
- x. Strengthen linkages between communities and health facilities to ensure proper follow up of clients and defaulter tracing and support partners to focus on underserved populations.
- xi. Submit periodic reports on the activities of RH programmes, report on productive health indicators and ensure maternal and prenatal deaths are notified.
- xii. Liaise with other units within the department of health on programmatic and other issues.
- xiii. Oversee and guide technical inputs in programme activities.
- xiv. Initiate and participate in development of proposals and budgets for programme activities.
- xv. Determine personal need for HR programmes in coordination with CHMT.
- xvi. Perform any other related duties as assigned by the division head.

Minimum qualifications:

- i. Must have served in Job Group **M** for a minimum period of 3 years or its equivalent
- ii. Must be a holder of a bachelor's degree in health sciences.
- iii. Specialization in reproductive health and/or child health is desirable.
- iv. Must be registered with the relevant regulatory body with active and valid practicing license.
- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage
- vii. Certificate in Computer Application Skills from a recognized institution is an added advantage

6. COUNTY COORDINATOR EXPANDED PROGRAMME ON IMMUNISATION (EPI). -JOB GROUP 'N'- (1 Post)

Duties and Responsibilities.

- i. Commodity security, quality assurance, forecasting and quantification of the antigens.
- ii. Develop multi-year and annual development plans for EPI activities.
- iii. Develop an EPI monitoring and evaluation framework.
- iv. Capacity strengthening through required updates.
- v. Carry out operational research.
- vi. Month, quarterly and annual reporting on performance.
- vii. Lobby, acquire, procure and distribute EPI logistics/equipment for all immunizing facilities as required and maintain inventory of the same.
- viii. Monitoring, administration and documentation of antigens in data tools ensuring completeness and accuracy and assist facilities utilize their data for decision making.
- ix. Ensure facilities identify hard to reach population and identify strategies to address challenges of access to EPI services.
- x. Plan and assist staff working in MCH departments to carry out customer feedback interviews to ascertain client's satisfaction.
- xi. Together with other team players, carry out school health programmes.
- xii. Perform support supervision, on job training/mentorship, capacity building and EPI activities.
- xiii. Organize with other stake holders and partners' immunization campaigns when necessary.

Minimum qualifications:

- i. Must have served in Job Group **M** for a minimum period of 3 years or it's equivalent
- ii. Must be a holder of a bachelor's degree in Nursing.
- iii. Must be registered with the Nursing Council of Kenya with active and valid practicing license.

- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage
- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Certificate in Computer Application Skills from a recognized institution is an added advantage

7. COUNTY COORDINATOR NEONATAL AND CHILD HEALTH -JOB GROUP 'N'– (1 Post)

Duties and responsibilities

- i. Expedite and coordinate child health programmes in the county in collaboration with development partners and stake holders.
- ii. Ensure quality implementation of child health policies and guidelines in the county.
- iii. Ensure child health data is collected and analyzed to support programme planning, management, monitoring and evaluation.
- iv. Provide technical and logistical support to the implementation/scale-up of the child health strategy and other relevant policies, protocols and guidelines.
- v. Strengthening linkages between communities and health facilities and support partners to focus on undeserved population.
- vi. Assess child health programmes and monitor partners' inputs.
- vii. Monitor the follow of essential child health drugs, communities and equipments.
- viii. Assess training needs and organize training programmes relating to child health.
- ix. Assist in preparation of integrated and costed child health intervention plan for the county.
- x. Work closely with other programme coordinates and children with disability both within and externally.

xi. Any other duties assigned by the head of division of family health.

Minimum qualifications:

- i. Must have served in Job Group **M** for a minimum period of 3 years or its equivalent
- ii. Must be a holder of a first degree in health sciences (Clinical Medicine/ Medicine/ Nursing).
- iii. Must have training in Integrated Management of Neonatal and Childhood illnesses not lasting less than six (6) weeks.
- iv. Must have demonstrated leadership and good performance in the previous assignments
- v. Must be registered with relevant regulatory bodies with active and valid practicing license.
- vi. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution is an added advantage

Certificate in Computer Application Skills from a recognized institution is an added advantage

8. HEAD OF PHARMACEUTICAL SERVICES - VCRH. -JOB GROUP 'N'- (1 Post)

According to schemes of service – Senior Pharmacist

Reporting to the Head of Division Clinical Standards and Quality Assurance.

Supervisory responsibilities to:- Coordination of all Pharmacy and pharmaceutical services in VCRH.

Minimum Qualifications;

- i. Bachelor of Pharmacy degree from an institution recognized by the pharmacy and Poisons Board.
- ii. Must have served in Job Group **M** for a minimum period of 3 years or its equivalent

- iii. Certificate of registration by the Pharmacy and Poisons Board.
- iv. Valid practicing license from Pharmacy and Poisons Board.
- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Must have undergone atleast the senior management course not lasting less than four (4) weeks at Kenya School of Government (KSG).
- vii. Certificate in Computer Application Skills from a recognized institution
- viii. Shown merit and ability as reflected in work performance and results.

9. CLINICAL OFFICERS MANAGER – VCRH-JOB GROUP ‘N’– (1 Post)

According to schemes of service – Principal Clinical Officer

Reporting to the Deputy Medical Superintendent VCRH.

Supervisory responsibility to:- Overall supervision of Clinical Officers and Clinical Officer Internship programme.

Minimum qualifications:

- i. Must be a holder of a Bachelor’s degree in Clinical Medicine.
- ii. Must have served in Job Group **M** for a minimum period of 3 years or it’s equivalent
- iii. Must be registered with the Clinical Officers Council of Kenya with active and valid practicing license.
- iv. Must have demonstrated leadership and good performance in the previous assignments

- 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. MEDICAL LABORATORY SERVICES MANAGER – VCRH-JOB GROUP
'N'– (1 Post)**

According to schemes of service – Principal Laboratory Officer

Reporting to the Deputy Medical Superintendent VCRH.

Supervisory responsibility to:- Overall supervision of Medical Laboratory Services in VCRH.

Minimum qualifications:

- i. Must be a holder of a bachelor's Medical Laboratory Science.
- ii. Must have served in Job Group **M** for a minimum period of 3 years or it's equivalent
- iii. Must be registered with the Medical Laboratory with active and valid practicing license.
- iv. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. Certificate in Computer Application Skills from a recognized institution
- vii. Shown merit and ability as reflected in work performance and results.

All applicants Must fulfill Chapter six of the constitution requirement

Salary Scale: The salary, allowances and other benefits attached to these positions will be as determined by the Salaries and Remuneration Commission and other recognized CBAs as applicable.

Terms of Service: All the above posts shall be on a three (3) year contract term renewable based on satisfactory performance.

How to Apply

All applications should be sent or hand-delivered to the County Public Service Board Office located at Queens Arcade along Kisumu – Kakamega Road, Mbale Town (adjacent to Hekima Nursery School) on or before **Wednesday, 14th April, 2021 5:00 p.m.** in a plain and sealed envelope marked with the “CADRE/ POSITION APPLIED FOR”

Only qualified candidates will be contacted for interview.

SECRETARY/CEO

VIHIGA COUNTY PUBLIC SERVICE BOARD

P.O BOX 880-50300

MARAGOLI.

Please Note

- Applicants must attach copies of their National Identity/passport, Academic & Professional certificates and current Chapter Six compliance certificates,
- County Government of Vihiga is an equal opportunity employer and encourages People Living with Disabilities, Youth and Women to apply.
- County Public Service Board does not charge any recruitment fee whatsoever. **Do Not Pay Money to Fraudsters because Our services are absolutely free**
- Canvassing will lead to automatic disqualification

- Only shortlisted candidates will be invited for interview.
- Those with certificates from foreign institutions must have them certified by the relevant authority.