

COUNTY GOVERNMENT OF VIHIGA



**COUNTY PUBLIC SERVICE BOARD
P O BOX 880 -50300
MARAGOLI**

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"Transforming Public Service"

DECLARATION OF VACANCIES IN THE VIHIGA COUNTY PUBLIC SERVICE

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 Constitutional and Legal provisions, Vihiga County Public Service Board invites applications from qualified persons for the following positions in the **Departments of Public Health and Medical Services**

1. GENERAL SURGEON JG 'R' (1 post-Replacement) (Contract)

Duties and Responsibilities

- a) Be part of team of surgeons within Department of surgery and reporting to the Head of Department and Chief Officer.
- b) Be involved in clinical management of patients including emergency care and procedures, elective procedures, outpatient clinics and inpatient management as per duty allocation/Roster
- c) Provision of health services in various disciplines in medicine and in the area of specialization.
- d) Provision of professional guidance and training of doctors, dentists, and health personnel working under him to ensure maintenance of the highest standards of health care in the hospital.
- e) Application of the principles and procedures of the modern medicine in preventing, Diagnosing, caring for and treating illness, injury using specialized testing, and diagnostic, medical and psychological techniques.
- f) Supervision of the implementation of the care and treatment plans by other medical personnel. Conducting education and research activities

- g) Ensure effective work planning, performance management and professional development. Setting of standards and ensuring they are enforced.
- h) Ensure proper handling of patients, proper record keeping and detailed examinations,
- i) Diagnosis, clerking and management of patient. Ensure proper procedure in referring patients

Requirements for Appointment

- a) Must be a Kenyan citizen
- b) Served at the grade of Assistant Director of Medical Services for at least 3 years or equivalent position in the private sector for 5 years.
- c) A Bachelor of Medicine and Surgery (M.BCh.B) degree in Medicine from a university recognized in Kenya.
- d) Masters of Medicine-MMed Surgery from a recognized institution
- e) Registered with the Kenya Medical and Dentist Board.
- f) Must possess a valid practicing certificate from Medical Practitioners and Dentist Board.
- g) Demonstrate a good understanding of the County Government mandate, health policies as well as vision 2030.
- h) Should be proficient in computer skills.
- i) Have capacity to multitask within strict timelines.
- j) Demonstrate professional competence and managerial capability as reflected in work performance and results.
- k) Must meet the requirement of the Chapter Six of the Constitution of Kenya.

2. CONSULTANT OBSTETRICIAN/GYNECOLOGIST JG 'R' (1 post) (Contract)

Duties and Responsibilities

- a) Provide health care related to gynaecology and obstetrics to patients, including prevention, diagnosis and treatment.
- b) Ensure the implementation of validated clinical policies, tools, guidelines and protocols related to gynaecology and obstetrics in order to minimize clinical risk and to extend best reproductive practices.
- c) In collaboration with other medical colleagues, carry out the collection of quantitative gynaecological data and ensure exhaustive use of management tools in order to improve gynaecological results and to share knowledge among other field specialists.
- d) Supervise the maintenance and running of the gynaecological equipment and drug consumption, preparing new orders when required and ensuring its rational use as well as that pharmacy stock levels are permanently updated and available. This will be done in cooperation with the pharmacist and logistic staff, the management.

Requirements for Appointment

- a) Must be a Kenyan citizen.
- b) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board
- c) Master's degree in the areas of specialization (Obstetrics and Gynaecology) from an institution recognized by Medical Practitioners and Dentists Board
- d) Certificate of Registration by the Medical Practitioners and Dentists Board. Valid practicing license from Medical Practitioners and Dentists Board; Certificate in Computer Application Skills from a recognized institution
- e) Be registered as a consultant by the Medical Practitioners and Dentists Board
- f) Certificate in computer application skills from a recognised institution.
- g) Must meet the requirement of the Chapter Six of the Constitution of Kenya.

3. RADIOLOGISTS, JOB GROUP "L" (1 position)

Duties and Responsibilities

- a) Assisting in the implementation and coordination of radiography policies and programs and ensuring maintenance of radiography standards and ethics.
- b) Coordinating, supervising and regulation of medical imaging activities; monitoring and evaluating quality control/ quality assurance programs.
- c) Ensuring maintenance of radiation safety standards.
- d) Initiating and coordinating maintenance of medical imaging equipment's and accessories.
- e) Ensuring radiation safety to patients and staff and assisting in deploying, supervising, guiding and praising medical imaging personnel.

Requirements for Appointment

- a) Must be a Kenyan citizen;
- b) Bachelors of Science degree in any of the following fields: Radiography Sciences, Radiography Technology or its equivalent qualification from a recognized institution.
- c) Master's degree in the following fields: Radiation Technology, Management from a recognized Institution.
- d) Be registered by the Medical Practitioners and Dentists Board
- e) Be registered as a consultant by the Medical Practitioners and Dentists Board
- f) Must meet the requirement of the Chapter Six of the Constitution of Kenya.

4. DENTIST JOB GROUP 'M' (2positions).

Duties and Responsibilities

- a) Provide dental care ;
- b) Diagnosing common oral conditions, treating, prescribing and referring
- c) Caring out minor oral and maxillofacial surgery; prosthetics, and conservative dentistry;

- d) Facilitating admission, disease investigations of patients, report writing and assisting in theater activities;
- e) collecting information on dental health information system; organizing discharge summaries and follow-up of patients and acting as the first on call on duty.

Requirements for Appointment.

- i. Must be a Kenyan citizen.
- ii. Must have bachelor of Dental Surgery from a recognised institution.
- iii. Successfully completed one year internship from a recognised institution.
- iv. Must possess a valid practicing licence from Medical Practitioners and dentist board.
- v. Certificate in computer application skills from a recognised institution.
- vi. Must meet the requirement of the Chapter Six of the Constitution of Kenya.

5. CHAs- COMMUNITY HEALTH ASSISTANT III, JOB GROUP 'G'-(5posts)

Duties and Responsibilities

- a) This will be the entry and training grade for this cadre.
- b) visiting homes to determine health situations and dialogue with household members; identifying and sensitizing communities on health interventions;
- c) identifying common ailments and minor injuries at community level;
- d) collecting health data at household level for analysis;
- e) distribution of Information Education Communication materials, mosquito nets and other commodities to households;
- f) identifying defaulters of health interventions and other health cases and referring them to health facilities;
- g) Maintaining and updating health data using health registers.

Requirements for Appointment

- a) Must be a Kenyan citizen
- b) Certificate in any of the following disciplines: Community Health, Psychology, Counseling, Social Work or Community Development from a recognized institution; and
- c) Certificate in Computer Application Skills from a recognized institution
- d) Must meet the requirement of the Chapter Six of the Constitution of Kenya

6. CHEWs - ASSISTANT COMMUNITY HEALTH OFFICER III, JOB GROUP 'G'-(5 positions)

Duties and Responsibilities

- a) collecting health related data at household level for analysis;
- b) maintaining and updating community health unit registers and keeping records;
- c) identifying common ailments and minor injuries at community level;
- d) identifying and referring health cases to appropriate health facilities;
- e) visiting homes to determine the health situation and dialogue with household members;
- f) identifying and sensitizing communities on health interventions;

- g) monitoring growth of children under the age of five years;
- h) identifying defaulters of health interventions and referring them to the appropriate health facilities; managing community health resource centres;
- i) and convening and coordinating monthly community meetings and action days.

Requirements for Appointment

- a. Must be a Kenyan citizen
- b. Diploma in any of the following disciplines: Community Health Nursing, Community Health, Community Oral Health, Psychology, Nutrition, Environmental Health, Counseling, Social Work, Community Development or Health Promotion and Education from a recognized institution; and
- c. Certificate in Computer Applications Skills from a recognized institution.
- d. Must meet the requirement of the Chapter Six of the Constitution of Kenya

7. ASSISTANT HEALTH RECORDS AND INFORMATION OFFICER III, JOB GROUP 'H'(10 positions)

Duties and Responsibilities.

- a) receiving and documenting patients at hospital reception;
- b) registering and booking appointment for patients to clinics and consultants;
- c) storing and retrieving medical records documents;
- d) preparing clinics;
- e) updating bed bureau;
- f) editing of patient case records;
- g) gathering data from different sources;
- h) capturing data from service points;
- i) maintaining record safety and confidentiality;
- j) storing and retrieving medical records;
- k) balancing daily bed returns; creating and maintaining master index;
- l) updating patient master index; directing patients to relevant clinics;
- m) scheduling of patients to the consultants and specialist clinics;
- n) assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine;
- o) and preparing Health records and reports.

Requirements for Appointment

- a) Must be a Kenyan citizen
- b) Diploma in Health Records and Information Technology from a recognized institution; and
- c) Certificate in computer application skills from a recognized
- d) Must meet the requirement of the Chapter Six of the Constitution of Kenya

8. RADIOGRAPHER III, JOB GROUP 'H'- (3 Positions)

Duties and Responsibilities:

- a. An officer at this level will work under the supervision and guidance of an experienced officer.
- b. providing radiographic services to the patients;
- c. processing, verifying and maintaining information relating to patients;
- d. Ordering and maintaining records of radiographic and photographic supplies.

Requirements for Appointment

- a) Must be a Kenyan citizen;
- b) 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;
- c) 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.
- d) Must be registered with the Society of Radiographers in Kenya.
- e) Must have a valid Practicing License from the Radiation Protection Board.
- f) Experience in a hospital/diagnostic busy environment.
- g) Must be able to perform X-Ray and all Ultrasound examinations.
- h) Ability to operate CT Scan/MRI added advantage
- i) Computer proficiency and ability to determine correct procedures and perform a variety of clinical imaging.
- j) display excellent communication (written and verbal) and time management skills
- k) Be able to maintain accurate patient records.
- l) Team player
- m) Must meet the requirement of the Chapter Six of the Constitution of Kenya

How to Apply

The applicants should download the “revised application for Employment form “**VCPSB/APP.01A-2018**” on the official County Website, complete it and submit to the undersigned on or before **Friday 17th May, 2019 at 5pm.**

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD,
P.O. BOX 880-50300
MARAGOLI**

Please Note

- Do not attach your ID card , Academic, Professional or any other documents to the application form

- 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.