

COUNTY GOVERNMENT OF VIHIGA



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

Email: Cpsbvihiga@yahoo.com

Transforming public Service

**DECLARATION OF VACANCIES IN THE
MEDICAL SERVICES**

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 **Department of Medical Services**

1. MEDICAL OFFICER: JOB GROUP 'M' (12 POSITIONS).

Roles and responsibilities

- i. To apply the principles and procedures of modern medicine in preventing, diagnosing, caring for and treating illness, disease and injury;
- ii. Supervise the implementation of care and treatment plans by other medical personnel,
- iii. Conduct medical education and research activities in clinical area of work
- iv. Participates in the development of procedures for the department
- v. Makes decisions regarding work processes based on established guidelines
- vi. Prioritizes and organizes work to meet changing conditions and any other roles and responsibilities that may be assigned from time to time

Requirements for Appointment.

- i) Must be a Kenyan citizen.
- ii) Must have bachelor of medicine and surgery (MBChB) degree from a recognised institution.



- iii) Successfully completed one year internship from a recognised institution.
- iv) Must poses a valid practicing license from Medical Practitioners and Dentist Board.
- v) Certificate in computer application skills from a recognised institution.

2. DENTAL OFFICER: JOB GROUP 'M' (2 POSITIONS).

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 fellow-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 poses a valid practicing licence from Medical Practitioners and Dentist Board.
- v. Certificate in computer application skills from a recognised institution.

3. MORTICIANS: JOB GROUP "F" (3 POSITIONS)

Duties and Responsibilities

- i. An officer at this level will work under supervision and guidance of a more senior officer.
- ii. Embalming and preservation of bodies
- iii. Assisting in postmortems
- iv. Removal of the deceased from place of death
- v. Receiving of bodies and tagging for proper identification
- vi. Escort mourners to funeral chapels
- vii. Organize the reception after service



viii. Carrying out duties in the mortuary

Requirements for Appointment

- i. Kenya certificate of secondary (KCSE) "D" plain or its equivalent
- ii. Must have attended a minimum of three months training in embalming, mortuary science or funeral service education in a recognized institution
- iii. One (1) year work experience in a funeral establishment
- iv. Be a member of a registered funeral professional association
- v. Proficiency in computer skills.

How to Apply

Please Note:

- i. Candidates **should attach** their documents to the application form, **VCPSB.APP.01-2018 rev.07.2020** downloaded from ***www.vihiga@go.ke***
- ii. County Government of Vihiga is an equal opportunity employer.
- iii. Persons living with Disabilities, women & youth are encouraged to apply.
- iv. Only shortlisted candidates will be contacted for interview.
- v. Canvassing in any form will lead to automatic disqualification
- vi. Those with certificates from foreign institutions must have them certified by the relevant authority.
- vii. VCPSB does not charge any money for the services and will not be responsible for any applicant who engage in unethical practice.

Interested and qualified candidates should submit their applications with copies of detailed Curriculum Vitae (C.V), National Identity/passport, Academic, Professional certificates, Testimonials, and any other supporting documents to the undersigned on or before **Tuesday 15th February, 2022** in a plain and sealed envelope marked the position applied for.

THE SECRETARY/CEO
VIHIGA COUNTY PUBLIC SERVICE BOARD
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