

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

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“Transforming Public Service”

INTERNAL ADVERTISEMENT

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. DEPUTY DIRECTOR MEDICAL SERVICES/SENIOR MEDICAL SPECIALIST II, JG ‘R’ (1 POST)

Requirements for Appointment.

- i) Must be a Kenyan citizen.
- ii) Must have bachelor of medicine and bachelor of surgery (MBChB) or Bachelor of Dental Surgery degree from a recognized institution.
- iii) Served at grade Job group “Q” for a minimum period of 3 years
- iv) Has a Masters degree from a recognized institution.
- v) Must have a valid practicing license from Medical Practitioners and dentist board.
- vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vii) Certificate in Computer Application Skills from a recognized institution; and
- viii) Demonstrated professional competence and managerial capability as reflected in work performance and results.
- ix) Must meet the requirement of the Chapter Six of the Constitution of Kenya.

2. SENIOR ASSISTANT DIRECTOR MEDICAL SERVICES JOB GROUP ‘Q’ (3 POSTS)

Requirements for Appointment.

- i. Must be a Kenyan citizen.
- ii. Must have bachelor of medicine and bachelor of surgery (MBChB) degree from a recognized institution.
- iii. Served at grade Job group “P” for a minimum period of 3 years
- iv. Has a Masters degree from a recognized institution.

- v. Must have a valid practicing license from Medical Practitioners and dentist board.
- vi. Certificate in Senior Management Course from Kenya School of Government lasting not less than four (4) weeks ;
- vii. Certificate in Computer Application Skills from a recognized institution; and
- viii. Demonstrated professional competence and managerial capability as reflected in work performance and results.
- ix. Must meet the requirement of the Chapter Six of the Constitution of Kenya.

3. THE HEAD OF CLINICAL SERVICES, STANDARDS AND QUALITY ASSURANCE. (Job Group ‘Q’) 1 POST

Reporting to the County Director of Health.

Supervisory responsibilities to:

- a. Coordinator pharmaceutical services.
- b. Coordinator diagnostic services.
- c. Coordinator clinical services.
- d. Coordinator standards and quality assurance.
- e. Coordinator emergency and referral services.

Minimum Qualifications;

- a. Must have a first degree in health sciences.
- b. Be a holder of a Master’s Degree in a health related field.
- c. Must be registered with relevant regulatory bodies with active and valid practicing license.
- d. At least 5 years of experience in Health management position.
- e. Must fulfill Chapter six of the constitution requirement.

4. ASSISTANT DIRECTOR, CLINICAL SERVICES, JOB GROUP ‘P’ (1 POST)

(a) Duties and Responsibilities

An officer at this level may be deployed to head any of the following Programmes/Units: Disease Surveillance Quality Assurance, HIV, TB or Malaria, Integrated Management of Childhood Illnesses (IMCI) at the National/County level.

Duties and responsibilities at this level will include: implementing clinical service programmes, procedures, guidelines, standards, ethics and quality assurance systems; providing clinical and family health care services in health institutions and communities; reviewing medico-legal standards and guidelines; undertaking research on critical health issues and emerging trends; implementing referral strategies and guidelines in liaison with other stakeholders; identifying skills mix and training for quality service provision in the relevant specialized service areas including Ear, Nose and Throat/Audiology, Ophthalmology and Cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics and Trauma, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner

and Forensic Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; capacity building for disaster preparedness and emergency response; and coaching and mentoring of staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) served in the grade of Principal Clinical Officer for a minimum period of three (3) years;
- (ii) Bachelors degree in Clinical Medicine from a recognized institution;
OR
Bachelor's degree in Community Health and Development, Clinical Psychology, Public Health, Medical Education, Health Systems Management, Medical Sociology, Ophthalmology and Cataract Surgery, Sports Medicine, Health Promotion, from a recognized institution **Plus a** 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) Masters degree in any of the following disciplines: Clinical Medicine, Public Health, Reproductive Health, Tropical Medicine, Coroner and Forensic Medicine, Medical Education, Family Health, Health Systems Management, International Health, Community Health and Development, Health Economics, Epidemiology, Human Anatomy, Accidents and Emergency, Medical Sociology, Human Physiology, Psychology, Biostatistics, Disaster Management or any other equivalent qualification from a recognized institution;
- (vi) Certificate of Registration from the Clinical Officers' Council;
- (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
- (iii) Demonstrated professional competence and managerial capability as reflected in work performance and results.

5. ASSISTANT DIRECTOR MEDICAL/PHARMACEUTICAL SERVICES 'P' (2 POSTS)

Requirements for Appointment.

- i. Must be a Kenyan citizen.
- ii. Must have bachelor of medicine and bachelor of surgery (MBChB)/bachelor of Pharmacy degree from a recognized institution.
- iii. Served as a Medical Officer/Pharmacist at grade Job group "N" for a minimum period of 3 years.
- iv. Has a Masters degree from a recognized institution.
- v. Must have a valid practicing license from Medical Practitioners and dentist board.
- vi. Certificate in Senior Management Course from Kenya School of Government lasting not less

- than four (4) weeks ;
- vii. Certificate in Computer Application Skills from a recognized institution; and
- viii. Demonstrated professional competence and managerial capability as reflected in work performance and results.
- ix. Must meet the requirement of the Chapter Six of the Constitution of Kenya.

6. HEAD OF PREVENTIVE AND PROMOTIVE HEALTH SERVICES. (Job Group ‘P’) 1 POST
Reporting to the County Director of Health.

Supervisory responsibility to:

- a. Coordinator of environmental health services.
- b. Coordinator community health service.
- c. Coordinator disease surveillance and response.
- d. Coordinator health promotion and education.

Minimum qualifications:

- a. Must be a holder of atleast a Higher National Diploma with at least 10 years of experience or a Bachelor Degree with 5 years at a Senior Health Management position in the areas of preventive and promotive health programs.
- b. Must be registered with relevant regulatory entities where applicable.
- c. Must fulfill Chapter six of the constitution requirement.

7. HEAD OF DIVISION OF HEALTH INFORMATION, M&E AND RESEARCH DEVELOPMENT. (Job Group ‘P’) 1 POST
Reporting to the County Director of Health

Supervisory responsibility to:

- a. Coordinator Sector coordination, Resource mobilization, Health planning and Budgeting
- b. Coordinator Health information system
- c. Coordinator Monitoring and Evaluation, Research and development

Minimum qualifications:

- a. Must be a holder of at least a Higher National Diploma with at least 10 years of experience or a Bachelor’s Degree with 5 years at a Senior health management position in the areas of Health Information, Planning, M&E and Research.
- b. Must be Registered with relevant regulatory entities where applicable.
- c. Must fulfill Chapter six of the constitution requirement.

8. HEAD OF DIVISION OF HEALTH ADMINISTRATION AND SUPPORT SERVICES (Job Group ‘P’) 1 POST
Reporting to the County Director of Health

Supervisory responsibility to:

- a. Administration
- b. Support services

Minimum qualifications:

- a. Must be a holder of at least a Bachelor's Degree in Health Administration, Health Systems Management, Business Administration, Public Administration, with 5 years at a Senior Health Management position in the areas of Health Administration.
- b. Must be registered with relevant regulatory entities where applicable.
- c. Must fulfill Chapter six of the constitution requirement.

9. HEAD OF DIVISION OF FAMILY HEALTH. (Job Group 'P') 1 POST

Reporting to the County Director Of Health

Supervisory responsibility to:

- a. Coordinator Reproductive Health.
- b. Coordinator Nutrition Services.
- c. Coordinator Neonatal, Child and adolescent health.
- d. Coordinator Gender and social services.
- e. Coordinator Non communicable Diseases.

Minimum qualifications:

- a. Must be a holder of at least a Higher National Diploma with at least 10 years of experience or a Bachelor's Degree with 5 years at a Senior Health Management position.
- b. Must be registered with relevant regulatory entities where applicable.
- c. Must fulfill Chapter six of the constitution requirement.

10. HEAD OF DIVISION OF NURSING AND ESSENTIAL SERVICES. (Job Group 'P') 1 POST

Reporting to the County Director of Health

Supervisory responsibility to:

- a. Coordinator Expanded programme on immunization
- b. Coordinator Nursing care
- c. Coordinator non-pharmaceutical services
- d. Emergency and referral services

Minimum qualifications:

- a. Must be a holder of at least a Higher National Diploma with at least 10 years of experience or a Bachelor's Degree with 5 years at a Senior Health Management position in the areas of Nursing Management.
- b. Must be registered with Nursing Council of Kenya and possess a valid Nursing practice license.
- c. Must fulfill Chapter six of the constitution requirement.

How to Apply

The applicants should download the “**the Application for Employment form VCPSB/APP.01-2018(rev.02-019)**”. on the official County Website, complete it and submit to the undersigned on or before **Friday 24th 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.
- Those currently working within Vihiga County Public Service are advised to apply.