

COUNTY GOVERNMENT OF VIHIGA



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

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***“Transforming Public Service*”**

CAREER OPPORTUNITIES

The Public Service Commission (PSC) in conjunction with the Ministry of Health and County Public Service Board is pleased to announce to the general public the recruitment of the following health care workers drawn from nine (9) cadres of health personnel on three (3) years contract based on identified needs in the two levels of government.

Terms of Service: Three (3) years Contract

Remuneration Package (Consolidated package):

Diploma Holders - Kshs. 50, 000.00

Certificate Holders - Kshs. 40, 000.00

1. CPSB 30 REGISTERED CLINICAL OFFICER III - FIFTEEN (15) POSTS

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

- i. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution; and
- ii. Certificate of Registration by Clinical Officers' Council

Duties and Responsibilities:-

This is an entry grade into this cadre and an officer at this level will work under guidance of a senior officer. Specific duties and responsibilities at this level will include:

- i. Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;

- ii. Implementing Community Health Care activities in liaison with other health workers;
- iii. Guiding and counseling patients, clients and staff on health issues;
- iv. Sensitizing patients and clients on preventive and promotive health;
- v. Carrying out minor surgical procedures as per training and skill;
- vi. Collecting and compiling clinical data; and
- vii. Referring patients and clients to appropriate health facilities.

2. CPSB 31 KENYA REGISTERED COMMUNITY HEALTH NURSE III (KRCHN)- THIRTY FOUR (34) POSTS

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/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
- ii. Registration Certificate issued by the Nursing Council of Kenya; and
- iii. Valid practicing license from the Nursing Council of Kenya;

Duties and Responsibilities

This is an 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 services including Integrated Management of Childhood Illnesses (IMCI), Immunization, PMTCT, Ante-natal 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 patients/clients health condition and care;

- vi. Ensuring a tidy and safe clinical environment; and
- vii. Collecting and compiling data.

3. CPSB 32 ENROLLED COMMUNITY HEALTH NURSE III (ECHN)-EIGHT (8) POSTS

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

- i. A Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized institution;
- ii. An enrolment Certificate issued by the Nursing Council of Kenya; and
- iii. A valid practicing license from the Nursing Council of Kenya

Duties and Responsibilities:-

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

- i. Assessing patients and clients and establishing health care needs;
- ii. Planning and implementing nursing care interventions based on patients'/clients' health needs;
- iii. Providing appropriate healthcare service, including immunization, ante-natal care, delivery, referring patients and clients appropriately;
- iv. Evaluating healthcare outcomes on patients/clients preparing individualized reports;
- v. Making appropriate discharge plan for patients;
- vi. Conducting assessment of school health needs;
- vii. Planning, implementing interventions and preparing periodic reports;
- viii. Maintaining records on patients/clients personal and health condition/care;
- ix. Ensuring a tidy and safe clinical environment;
- x. Ensuring safe custody for in-patients belongings;

- xi. Conducting home visits, following up discharged patients/clients and providing continuity of care; and
- xii. Treating minor ailments.

4. CPSB 33 PHARMACEUTICAL TECHNICIAN – FIVE (5) POSTS

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

- i. Certificate in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution; and
- ii. Certificate of enrollment as a Pharmaceutical Technician awarded by the Pharmacy and Poisons Board (PPB)

Duties and Responsibilities

This is an entry and training grade for this cadre. At this level, an officer is expected to be guided to provide pharmaceutical services in a National and County hospitals. The officer will also be expected to work in pharmaceutical services in a district hospital in the absence of a pharmacist or be in the line assistant to the pharmacist. Duties and responsibilities will include:

- i. compounding and dispensing medicine, supervision of Pharmaceutical Technologists and other staff under him;
- ii. an officer who has been trained in Pharmaceutical analysis and has successfully completed such a course may be assigned drugs quality control duties;
- iii. In a medical training institution, work involves training, counselling and guiding students; and
- iv. Participating in curriculum development, implementation and evaluation of training programmes, student recruitment and induction.

5. CPSB 34 MEDICAL LABORATORY TECHNOLOGIST III – FIVE (5) POST

For appointment to this grade, an officer must have a Diploma in any of the following fields: - Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, and Biology), Food Science and Technology, Medical Laboratory Technology, Building/Civil Engineering, Earth or Sciences Biotechnology from a recognized institution.

Duties and Responsibilities:

This is an entry and training grade for this cadre. Duties and responsibilities at this level will include:-

- i. Sampling and receiving samples;
- ii. Preparing and standardizing laboratory reagents and procedures; and
- iii. Extracting, isolating, identifying and quantifying drugs, pesticides and heavy metals in biological and other miscellaneous samples.

6. CPSB 35 COMMUNITY ORAL HEALTH OFFICER III - TWO (2) POSTS

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) with grade C (Plain) in English/Kiswahili and Biology/Biological Sciences and grade C- (Minus) in either Chemistry, Physics/Physical Sciences, Mathematics or General Sciences; and
- ii. Diploma in Community Oral Health from Kenya Medical Training College or its equivalent from a recognized institution.

Duties and Responsibilities:-

This is an entry and training grade for this cadre. Specific duties and responsibilities at this level will include:

- i. Participating in oral health demonstrations, exhibitions and giving lectures to communities and schools;
- ii. Collecting data for fluoride testing in water samples, analyzing and interpreting results and advising the relevant authorities accordingly; and
- iii. Diagnosis and treatment of common dental conditions, temporary and permanent dental restorations, reducing simple fractures of jaws and extractions.

7. CPSB 36 RADIOGRAPHER III – FIVE (5) POSTS

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) in English/Kiswahili, Biology/ Biological Sciences or Physics/ Physical Sciences and C- (minus) in Mathematics; and
- ii. Diploma in any of the following fields; 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

This is an entry and training grade for Radiographers cadre. An officer at this level will work under the supervision and guidance of an experienced officer. Specific duties will include:

- 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.

8. CPSB 37 COMMUNITY HEALTH EXTENSION WORKERS – THIRTY TWO (32) POSTS

For appointment to this grade, a candidate must have a Diploma in any of the following disciplines: Community Health, Psychology, Counseling, Social Work or Community Development from a recognized institution.

Duties and Responsibilities:

This is an entry and training grade for this cadre. Duties and responsibilities at this level will include:-

- i. Visiting homes to determine health situations and dialogue with household members;
- ii. Identifying and sensitizing communities on health interventions;
- iii. Identifying common ailments and minor injuries at community level;
- iv. Collecting health data at household level for analysis;

- v. Distribution of Information Education Communication materials, mosquito nets and other commodities to households;
- vi. Identifying defaulters of health interventions and other health cases and referring them to health facilities; and
- vii. Maintaining and updating health data using health registers.

9. CPSB 38 ASSISTANT PUBLIC HEALTH OFFICER III – EIGHT (8) POSTS

For appointment to this grade, a candidate must have a Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution.

Duties and Responsibilities

This is an entry and training grade for this cadre. 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; identifying environmental health issues at community level;
- iv. Organizing community health days to advise communities on common public health issues;
- v. Collecting and maintaining up to date records of services rendered;
- vi. Assessing health needs of the community; implementing vector, vermin and rodent control measures; and
- vii. Implementing integrated mosquito control strategies.

1. CPSB 39 ASSISTANT HEALTH RECORDS AND INFORMATION OFFICER III, TEN (10) POSTS

For appointment to this grade, a candidate Must be

- a) 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

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.

Please Note:

1. Candidates **MUST** attach their Curriculum Vitae (CV) and photocopies of all their documents to the application form.
2. ALL the details requested in the advertisement should be filled on the form.
3. Only shortlisted and successful candidates will be contacted.
4. Canvassing in any form will lead to automatic disqualification.
5. Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.

THE VIHIGA COUNTY PUBLIC SERVICE BOARD IS COMMITTED TO AVAILING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL KENYANS.

**PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES
ARE ENCOURAGED TO APPLY.**

Interested and qualified persons are requested to download the application for Employment form “**VCPSB/APP.01A-2018**” on the official County Website: www.Vihiga.go.ke complete it and submit to the undersigned on or before **Wednesday 22nd April, 2020 at 5pm.**

SECRETARY/CEO

COUNTY PUBLIC SERVICE BOARD

P. O. BOX 880-50300

MARAGOLI

Queens Arcade Building along Kisumu-Kakamega road, Mbale Town.