



COUNTY GOVERNMENT OF KERICHO

COUNTY PUBLIC SERVICE BOARD

VACANCIES

The Kericho County Public Service Board wishes to recruit competent, self-driven and qualified staff to fill the following positions in the departments of Health Services Pursuant to Article 176 of the Constitution of Kenya and County Governments Act No.17 of 2012.

1. KCPSB/ 2020/01: MEDICAL OFFICERS J/G 'M' (8 POSTS)

Duties and Responsibilities

- a. Diagnosing, Caring and treating diseases
- b. Performing Medical and Surgical Procedures
- c. Preparing and responding to emergencies and disasters
- d. Participating in Management of Medicines, Medical instruments and equipment
- e. Providing Health Education
- f. Maintaining Medical records, Health Information and Data
- g. Counseling patients and relatives on diagnoses and bereavement
- h. Teaching and Coaching Medical students, Nursing students and Clinical Officers interns

Requirements for Appointment

For appointment to this grade a Candidate must have:

- a. Bachelor of Medicine and Bachelor of Surgery (M.B: Ch.B.) degree from an Institution recognized by Medical Practitioners and dentist Board;
- b. Successfully completed one (1) year Internship from a recognized institution;
- c. Registration License from the Medical Practitioners and Dentists Board; and
- d. Certificate in Computer applications from a recognized institution

Terms of Service: Three (3) year contract

2. KCPSB/ 2020/02:PHARMACIST JOB GROUP 'M' (1 POST)

Duties and Responsibilities

An officer at this level will work under supervision of a senior pharmacist.

- a. Screening prescriptions for legal validity, drugs contraindications, drugs interactions, appropriateness of dose, frequency and duration of doing and patience convenience;
- b. Preparing and dispensing medicines according to Good Dispensing Practices and counseling patients on use of medicines;
- c. Making extemporaneous preparations;
- d. Participating in ward rounds;
- e. Identifying medicinal gaps and challenges;
- f. Maintaining a daily activity log book for recording all activities undertaken;
- g. Recommending Over the Counter (OTC) medicines to patients/clients with simple medical conditions and making necessary referrals;
- h. Making entries into the relevant inventory management records and registers.

Requirements for appointment.

- a. Bachelor of Pharmacy Degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board.
- b. Successfully completed one (1) year Internship from a recognized institutions.
- c. Registration Certificate by the Pharmacy and Poisons Board.
- d. Certificate in Computer Applications Skills from a recognized institution.

Terms of service: Three (3) year contract

KCPSB/2020/03: PHARMACEUTICAL TECHNOLOGIST III: JG 'H' (5 POSTS)

This is the entry grade for the Pharmaceutical Technologists cadre. Work at this level will be of limited scope and complexity and will be carried out under the guidance of a more senior officer.

Duties and responsibilities

Manufacturing and compounding medicine

- a. Receiving, processing and recording prescriptions in a unit pharmacy
- b. Counseling patients on drug usage ordering and recording drug consumption
- c. Maintaining relevant records pertaining to drugs.

Requirements for Appointment

- a. Diploma in pharmacy from a recognized institution (PBB).
- b. Enrolled with Pharmacy and Poisons Board.
- c. Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) year contract.

4. KCPSB/2020/04: CLINICAL OFFICER: JG 'K' (2 POSTS)

This is the entry grade into the Clinical Officers Cadre. An Officer at this level shall work under the guidance of a senior officer.

Duties and Responsibilities

- a. Taking history, examining ,diagnosis and treating patients' common ailments at an outpatient or inpatient health facility;
- b. Guiding and Counseling patients, clients and staff on health issues;
- c. Referring patients and clients to appropriate health facilities;
- d. Assessing, preparing and presenting medico-legal reports;
- e. Coaching and mentoring students on attachment;
- f. Carrying out surgical procedures as per training and skill;
- g. Organizing health management teams and convening health management committee meetings;
- h. Collecting and compiling data for research on clinical services issues.

Requirements for appointment

- a. Bachelor's Degree in Clinical Medicine from a recognized institution.
- b. Certificate of Registration from the Clinical Officer's Council
- c. Certificate in computer applications skills from a recognized institution

Terms of Service: Three (3) year contract

5. KCPSB/2020/05: REGISTERED CLINICAL OFFICER (ANAESTHETIST): JG 'K.' (6 POSTS)

An Officer at this level shall work under the guidance of an experienced Clinical Officer or Medical Officer.

Duties and Responsibilities

- a. Taking history, examining ,diagnosis and treating patients' common ailments at an outpatient or inpatient health facility;
- b. guiding and counseling patients, clients and staff on health issues;
- c. assessing, preparing and presenting medico-legal reports;

- d. coaching and mentoring students on attachment;
- e. carrying out surgical procedures as per training and skill;
- f. organizing health management teams and convening health management committee meetings;
- g. collecting and compiling data for research on clinical services issues;
- h. Referring patients and clients to appropriate Health facilities.

Requirements for appointment

- a. Higher Diploma in Clinical Medicine and Surgery in Anesthesia from a recognized institution.
- b. Must have served in as a Clinical Officer for at least 3 years.
- c. Certificate of Registration from the Clinical Officer's Council.
- d. Certificate in computer applications skills from a recognized institution.

Terms of Service: Three (3) year contract

6. KCPSB/2020/06: REGISTERED CLINICAL OFFICERS III: JG 'H.' (6 POSTS)

This is the entry grade into the Clinical Officers Cadre. An Officer at this level shall work under the guidance of an experienced Clinical Officer or Medical Officer

Duties and Responsibilities

- a. Taking history, examining ,diagnosis and treating patients' common ailments at an outpatient or inpatient health facility
- b. guiding and counseling patients, clients and staff on health issues;
- c. assessing, preparing and presenting medico-legal reports;
- d. coaching and mentoring students on attachment
- e. carrying out surgical procedures as per training and skill,
- f. organizing health management teams and convening health management committee meetings;
- g. collecting and compiling data for research on clinical services issues;
- h. Referring patients and clients to appropriate Health facilities.

Requirements for appointment

- a. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution.
- b. Certificate of Registration from the Clinical Officer's Council

- c. Certificate in computer applications skills from a recognized institution

Terms of Service: Three (3) year contract

7. KCPSB/2020/07: NURSING OFFICER JOB GROUP 'K' (4 POSTS)

Duties and responsibilities

- a. Provide holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
- b. Performing a comprehensive physical examination within various settings;
- c. Assessing, formulating, planning and implementing evidence-based nursing care for client/patient;
- d. Creating and maintaining safe nursing care environment for client/patient;
- e. Carrying out patient audits to improve client/patient care;
- f. Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families;
- g. Carrying out therapeutic communication with the patient/ client;
- h. Conducting community health risk assessment and providing outcome based interventions;
- i. Documenting interventions and nursing outcomes;
- j. Participating in quality improvement and quality assurance procedures;
- k. And diagnosing common health conditions and recommending necessary interventions.

Requirement for Appointment

- a. Bachelor of Science Degree in either Nursing or Midwifery from a recognized institution
- b. Registration Certificate issued by the Nursing Council of Kenya;
- c. Valid practicing license from the Nursing Council of Kenya; and
- d. Certificate in computer application skills from a recognized institution.

Terms of service: Three (3) year Contract

8. KCPSB/2020/08: REGISTERED NURSE (KRCHN) III JOB GROUP 'H' (68 POSTS)

Duties and responsibilities

- a. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- b. Providing appropriate healthcare service including Intergraded Management of Childhood illnesses(IMCI), immunization, PMTCT, ante-natal care and delivery, delivery, providing health education and counseling to patients/ clients and community on identified health needs;
- c. Referring patients and clients appropriately;
- d. Facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care;
- e. Ensuring a tidy and safe clinical environment; and collecting and compiling data.

Requirements for Appointment.

- a. Diploma in any of the following discipline: 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;
- b. Registration Certificate issued by the Nursing Council of Kenya;
- c. Valid practicing license from Nursing Council of Kenya; and
- d. Certificate in computer application skills from a recognized institution.

Terms of service: Three (3) year contract

9. KCPSB/2020/09: ENROLLED NURSE III JG 'G' (24 POSTS)

Duties and responsibilities at this level will entail:

- a. Assessing patients and clients and establishing health care needs;
- b. planning and implementing nursing care interventions based on based on patient'/clients' health needs;
- c. providing appropriate healthcare service, including immunization, prevention of Mother to Child Transmission of HIV (PMTCT), antenatal care and delivery, providing health education and counseling on identified health and socio-economic needs to patient'/clients';
- d. referring patients and clients appropriately;
- e. facilitating patients' admission and discharge in a health facility; ensuring a tidy and safe clinical environment;
- f. ensuring safe custody of in-patients belongings;
- g. maintaining records on patients/clients personal and health condition/care;

- h. evaluating health care outcomes on patients/clients and preparing individualized reports; conducting assessment of school health needs;
- i. planning, implementation interventions and preparing periodic reports;
- j. maintaining records on patients/clients personal and health condition/care;
- k. ensuring a tidy and safe clinical environment; ensuring safe custody for in-patients belongings;
- l. Conducting home visits, follow up discharged patients/clients and providing continuity of care and treating minor ailments.

Requirements for Appointment

For appointment to this grade, an officer must have:

- 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 training institution;
- b. Enrolment Certificate issued by the Nursing Council of Kenya;
- c. Valid practicing license from Nursing Council of Kenya;
- d. Certificate in computer application skills from a recognized institution.

Terms of service: Three (3) year contract

10. KCPSB/2020/10: RADIOGRAPHERS: JG 'H' (8 POSTS)

This is the entry grade into the for the Radiographers cadre. Work at this level will be of limited scope and complexity and will be carried out under the guidance of a more senior officer.

Duties and responsibilities

Providing radiographic services to the patients; processing, verifying and maintaining information relating to patients; ordering and maintaining records of radiographic and photographic supplies

- a. Providing radiographic services to the patients;
- b. Processing, verifying and maintaining information relating to patients;
- c. Ordering and maintaining records of radiographic and photographic supplies.

Requirements for Appointment

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

- a. Kenya Certificate of Secondary Education (KCSE) Mean grade C plain with C plain in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics and,
- b. 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.

Terms of Service: Three (3) year contract.

11. KCPSB/2020/11: LABORATORY TECHNOLOGISTS III: JG'H' (14 POSTS)

Duties and Responsibilities

This is the entry and training grade for Diploma holders.

- a. Decontaminating working benches
- b. Receiving and scrutinizing laboratory requisition forms and specimens
- c. Preparing clients for collection of specimens
- d. Receiving, collecting, labelling and registering of specimens
- e. Disaggregating specimens for processing and analysis
- f. Preparing reagents
- g. Examining specimens
- h. Writing and recording of results
- i. Dispatching the results for use in clinical management
- j. Preparing stains
- k. Performing blood grouping
- l. Issue blood and blood products to peripheral health facilities
- m. Storing blood products according to their requirements.

Requirements for appointment

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

- a. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya national Laboratory Technicians and Technologist Board.
- b. Registration certificate issued by Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- c. Valid practicing license issued by KMLTTB and;
- d. Certificate in computer skills from a recognized institution.

Terms of Service: Three (3) year contract.

12. KCPSB/2020/12: ASSISTANT PUBLIC HEALTH OFFICER III JOB GROUP 'H' (15 POSTS)

Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will provide environmental Extension services in the area of deployment. Specific duties and responsibilities will include:

- a. Mobilizing, sensitizing and advising communities on matters related to environmental health;
- b. Referring health cases to relevant health facilities;
- c. Carrying out immunization;
- d. Identifying environmental health issues at community level;
- e. Organizing community health days to advise communities on common public health issues;
- f. Collecting and maintaining up to date records of services rendered;
- g. Assessing health needs of the community;
- h. Implementing vector, vermin and rodent control measures;
- i. Implementing integrated mosquito control strategies.

Requirements for appointment

Candidate must have;

- a. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution; and
- b. Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) year contract.

13. KCPSB/2020/13: PUBLIC HEALTH OFFICER JOB GROUP 'K' (5 POSTS)

Duties and Responsibilities

- a. Identifying environmental health issues at community level;
- b. Compiling and maintaining up to date records of services rendered;
- c. Assessing health needs of the community
- d. Implementing sanitation and hygiene standard in the community;

- e. Sensitizing communities on food and water safety measures
- f. Compiling data on disease trends.

Requirements for appointment

Candidate must have;

- c. Bachelor's Degree in Environmental Health or Public Health from a recognized institution;
- d. Certificate of competence from the association of public health officers; and
- e. Certificate in computer application skills from a recognized institution.

Terms of Service: Three (3) year contract.

14. KCPSB/2020/14: NUTRITION AND DIATETICS TECHNOLOGIST III JG 'H' (3 POSTS)

Duties and Responsibilities

- a. Providing nutrition services in health care facilities
- b. Conducting nutrition assessments
- c. Collecting and compiling nutrition data
- d. Providing nutrition health education and demonstrations
- e. Counseling of patients with specific nutritional needs
- f. Monitoring preparation of therapeutic feeds
- g. Implementing outpatient and inpatients supplementary and therapeutic feeding programmes.
- h. Promoting maternal, infant and young children feeding programmes
- i. Providing micronutrient supplementation.

Requirements for appointment

- a. Diploma in Community Nutrition, Clinical Nutrition or Nutrition and dietetics from a recognized institution;
- b. Certificate in Computer Application Skills from a recognized institution and
- c. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND).

Terms of Service: Three (3) year contract.

15. KCPSB/2020/15: PHYSIOTHERAPIST III: JG 'H' (2 POSTS)

This is the entry grade into the physiotherapists' cadre. Work at this level will be of limited scope and complexity and will be carried out under the guidance of a more senior officer.

Duties and Responsibilities

- a. Examine and assess patients/clients requiring physiotherapy treatment.
- b. Determine indications and contra-indications for treatment.
- c. Determine appropriate physiotherapy treatment/rehabilitation plan/protocol.
- d. Carry out individual or group physiotherapy treatment/rehabilitation plan.
- e. Evaluate patients/clients on treatment in view of changing treatment modalities, placement, referral for further consultation with the doctor, or for discharge of a home program.
- f. Maintain patient/clients file for filing patients admission notes. Review and document patients' treatment progress notes.
- g. Daily Physiotherapy report sheet for patients/clients treated/rehabilitated and submit to immediate supervisor for verification and countersigning.
- h. To handle an average of 10 (long cases) in Physiotherapy outpatient unit per day.
- i. Maintain a patients/clients outpatient or inpatient register and document on daily basis patient's attendance & treatment and other necessary details.
- j. Maintain an equipment inventory indicating the functionality of the machines.

Requirements for appointment

- a. Diploma physiotherapy or its equivalent from a recognized institution
- b. Valid registration and Certificate of practice from the Kenya Society of Physiotherapists (KSP)
- c. Three years' experience in a busy facility
- d. Certificate in computer application skills from a recognized institution

Terms of Service: Three (3) year contract.

16. KCPSB/2020/16: MEDICAL ENGINEERING TECHNOLOGIST III JG 'H' (3 POSTS)

Duties and responsibilities

- a. Undertaking preventive maintenance and repairs of medical/hospital equipment, plants, instruments and furniture;
- b. Requisitioning for spare parts and consumables;
- c. Taking inventory of medical/hospital equipment, furniture and plants;
- d. Collecting information for research;
- e. Collecting information on medical engineering services for input into the Integrated Health Information Management system;
- f. Carrying out minor repairs of health facilities and utilities;
- g. And implementing medical engineering programs and projects.

Requirements for appointment.

- a. Diploma in Medical Engineering or any other equivalent qualifications from a recognized institution and
- b. Certificate in computer applications skills from a recognized institution.

Terms of service: Three year (3) contract

17. KCPSB/2020/17: MORTUARY ATTENDANT/TECHNICIAN JG 'E' (4 POSTS)

Duties and responsibilities

- a. Prepare bodies, specimens of human organs and morgue room to assist the pathologies in postmortem examinations;
- b. Place bodies in compartments tray of refrigerator or an autopsy table, using portable hoist and stretcher.
- c. Lay out surgical instruments and laboratory supplies for postmortem.
- d. Wash table, storage trays, and instruments, sharpens knives etc.
- e. Record identifying information for morgue file or register.
- f. Release body to authorized person.
- g. Close postmortem incisions, using surgical needle and cord.
- h. Prepare preserving solutions according to formulas.
- i. Preserve specimens and staff slides.

Requirements.

- a. Be a holder of a KCSE certificates.
- b. Experience in hospital general services like cleaning services.
- c. Mortuary technicians' course is an added advantage.

Terms of service: Three year (3) contract

18. KCPSB/2020/18: MEDICAL SOCIAL WORKER III JOB GROUP 'H' (4 POSTS)

An officer at this level will be a member of health team addressing the psychological effects as related to patients diagnosis, prognosis and future resettlement and counseling of patients especially in cases associated with pandemic diseases, mental illness, HIV/AIDs, epilepsy etc.

Requirements for appointment.

- a. KCSE mean grade of C plain or its equivalent qualification; and
- b. Diploma in any of the following disciplines: Social Work, Sociology, Psychology, anthropology, Mental Health or its equivalent qualification from a recognized institution.

Terms of service: Three year (3) contract

19. KCPSB/2020/19: ASSISTANT HEALTH RECORDS AND INFORMATION OFFICER: JG 'H' (5 POSTS)

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; preparing clinics;
- d. updating bed *bureau*;
- e. editing of patient case records;
- f. gathering data from different sources;
- g. capturing data from service points;
- h. maintaining record safety and confidentiality;
- i. storing and retrieving medical records;
- j. balancing daily bed returns;
- k. creating and maintaining master index;
- l. updating patient master index;
- m. directing patients to relevant clinics;
- n. scheduling of patients to the consultants and specialty clinics;
- o. assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine;
- p. Preparing health records and reports.

Requirements for Appointment

1. Diploma in Health Records and Information Technology from a recognized institution;
2. Certificate in computer application skills from a recognized institution.

Terms of service: Three year (3) contract

20. KCPSB/2020/20: ACCOUNTANT-II J/G “J” (2 POSTS)

The officer will be responsible for performing a variety of accounting work under guidance of a senior officer.

Duties and Responsibilities;

- a. Prepare and verify vouchers in accordance with the laid down rules and regulations involving primary data entry and accounting work such as balancing of cashbooks, imprest, advance ledgers etc.
- b. Responsible for safe custody of records and assets under him/her.
- c. Any other duties as may be assigned by the supervisor from time to time.

Requirements for Appointment;

1. Be a Kenyan citizen
2. Be a holder of at least a pass in Part II of the CPA examination or its recognized equivalent qualifications.

OR

3. A Bachelor’s degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from recognized institution or any other relevant qualification.

Terms of service: Three year (3) contract

21. KCPSB/2020/21: INFORMATION COMMUNICATION TECHNOLOGY OFFICER III JOB GROUP ‘H’ – (2 POSTS)**Duties and Responsibilities**

The officer will be responsible for;

- a. Writing and testing simple computer programs according to instructions and specifications;
- b. Assisting in the implementation of the computer systems;
- c. Providing user support and training of users;
- d. Repairs and maintenance of ICT equipment and associated peripherals;
- e. Monitoring the performance of ICT equipment;
- f. Reporting any faults for further action.

Requirements

For appointment to this grade a candidate must have;

- a. Kenya Certificate of Secondary Education mean grade C plain with at least a C- in mathematics and English /Kiswahili or its approved equivalent
- b. Minimum qualification: Diploma in any of the following fields; Computer Science, Electrical/Electronic engineering or its equivalent qualification from a recognized institution.
- c. CCNA I-II is an added advantage.

Terms of service: Three year (3) contract

22. KCPSB/2020/22: CLERICAL OFFICER II – JG ‘F’ (4 POSTS)

Duties and Responsibilities

An officer at this level may be deployed in any of the following units/sections to carry out clerical duties: Human Resource Management, General Registry, Supplies, Accounts or General Administrative Services.

- a. Collecting statistical records
- b. Carry out transactions related to accounts or personnel information
- c. Filing receipts
- d. Receiving,
- e. Sorting out
- f. Filing and dispatching correspondence
- g. Preparing initial documents for issuance of stores
- h. Preparing pay change advices (PCAs)
- i. Preparing initial documents for issuance of licenses
- j. Maintain an efficient filing system and safe keeping of invoices
- k. Drafting agenda for cases due to presentation to the Ministerial Human Resource Management and Advisory Committee (MHRMAC) and MTC meetings,
- l. Processing of documents
- m. Managing registers
- n. Controlling movements of records and file movements

- o. Drafting correspondences
- p. Ensuring safe custody of equipment, documents and records.

Requirements for Appointment

For appointment to this grade, an officer must:

- a. Kenya Certificate of Secondary Education (KCSE) mean grade of C- (minus) or its approved equivalent;
- b. Certificate in computer applications skills from a recognized institution.

Terms of service: Three year (3) contract

23. KCPSB/2020/23: OFFICE ADMINISTRATIVE ASSISTANT III JG 'G' (4 POSTS)

Duties and responsibilities at this level will entail:

- a. taking oral dictation;
- b. word and data processing from manuscript;
- c. operating office equipment;
- d. ensuring security of office records,
- e. equipment and documents, attending to visitors/clients;
- f. handling telephone calls and appointments;
- g. keeping an up to date filing system in the office;
- h. supervision of office cleanliness; and
- i. Undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment

For appointment to this grade, an officer must have:-

- a. Kenya Certificate of Secondary Education mean grade C- (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- b. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:
 - i) Typewriting II (40 w.p.m.)/Computerized Document Processing II

- ii) Business English I/Communications I
- iii) Commerce I
- iv) Office Practice I

OR

- c. Craft Certificate in Secretarial Studies from the Kenya National Examinations Council
- d. Certificate in Computer Applications from a recognized institution.

Terms of service: Three year (3) contract

24. KCPSB/2020/24: HUMAN RESOURCE MANAGEMENT ASSISTANT III JOB GROUP 'H' (3 POSTS)

This is the entry grade for this cadre. An officer at this level will be deployed in a human resource management unit and will handle simple tasks of analytical nature. The officer may be required to implement certain decisions within the existing rules, regulations and procedures. He/she will also be expected to supervise Human Resource Management Assistants, Clerical Officers and other supportive staff.

Requirements for appointment.

- a. At least C- in Kenya Certificate of Secondary Education.
- b. Diploma in Human Resource Management/Records Management or its equivalent from a recognized institution.
- c. Show merit and ability as reflected in work performance and results.

Terms of service: Three year (3) contract

25. KCPSB/2020/25: HUMAN RESOURCE MANAGEMENT OFFICER II JOB GROUP 'J' (3 POSTS)

Duties and responsibilities

This is the entry and training grade in this cadre. An officer at this grade will perform a variety of Human Resource Management duties of limited scope and complexity under the guidance and supervision of a more senior office in a medium sized department or in section within the Human Resource Division.

Specific duties entails:

- a. Verification of information relating to recruitment, Appointment, transfers, human resource management records and complement control.
- b. Processing cases for the County Human Resource Management Advisory Committee and assisting in the implementation of the decisions thereof.
- c. Supervising and guiding junior staff in the Division/Section.

Requirements and qualification.

Degree in Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification from a recognized university/Institution.

Terms of service: Three year (3) contract

26. KCPSB/2020/26: ECONOMIST II/ STATISTICIAN II/RESEARCH ASSISTANT JG 'K' (4 POST)

The officer will be responsible for performing a variety of economic/statistical duties under guidance of the immediate supervisor

Duties and responsibilities;

- a. Collect compile and analyses economic planning data.
- b. Generate development strategies.
- c. Identify, prepare, and evaluate and monitor their implementation.
- d. Conduct feasibility studies, determine project viability and set project priorities.
- e. Write and submit reports of specific assignments.

Requirements for appointment;

- a. Be a Kenyan citizen
- b. A Bachelor's degree in economics, biomedical research or epidemiology or Biostatistics or Bio Chemistry from a recognized institution.
- c. A Master's degree in any of the subjects indicated in (ii) above from a recognized institution or a relevant postgraduate diploma course will be an added advantage.

Terms of service: Three year (3) contract

27. KCPSB/2020/27: RECORDS MANAGEMENT OFFICER III, JOB GROUP 'H' (2 POSTS)

Duties and Responsibilities

An officer at this level may be deployed in a Ministry/Department headquarters, Provincial or District Office to head a small registry. The officer will work under supervision of a more senior officer. Specific duties and responsibilities will include receiving, sorting, opening, filling, minuting and distribution of mail; dispatching of mails; and guiding on files disposal.

Requirement for Appointment

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

- a. Kenya Certificate of Secondary Education (KCSE) mean grade C plain from the Kenya National Examination Council (KNEC) or equivalent from a recognized institution; and
- b. A Diploma in records/Information Management or equivalent qualifications from a recognized institution.

Terms of service: Three year (3) contract

28. KCPSB/2020/28: TELEPHONE OPERATOR II JOB GROUP 'F' (3 POSTS)

Duties and responsibilities

This will be the entry and training for Telephone Operators. An officer at this level will perform telephone operation duties on the switchboard under the guidance of a more senior officer. Duties will entail connecting telephone calls for customers and responding to enquiries at the telephone exchange.

Requirements for appointment

1. Be in a possession of Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent with at least a C- in English, Kiswahili and Geography.

2. Possess good oral and written communication skills in both English and Kiswahili; and
3. Be proficient in computer applications.

Terms of service: Three year (3) contract

29. KCPSB/2020/29: SUPPLY CHAIN MANAGEMENT OFFICER II: J/G “J” (2 POSTS)

This will be the entry and training grade for Supply Chain Management Officer

Duties and Responsibilities;

- a. Management of warehouse
- b. Fleet management
- c. Disposal of stores and equipment
- d. Procurement
- e. Surveys and research
- f. Inventory and stock control in accordance with the laid down regulations and procedures
- g. Assisting in stock taking, reconciliation, preparation and maintenance of records

Requirements for appointment;

For an appointment to this grade, a candidate must be in possession of:

- a. Bachelor’s Degree in any of the following: - Commerce, Business Administration (Supplies Management Option), Economics, Procurement and Supplies Management, Marketing or their equivalent from recognized Institution.
- b. A member with good standing in a professional body on supply chain management will have an added advantage.

Terms of service: Three year (3) contract

30. KCPSB/2020/30: SUPPLY CHAIN MANAGEMENT ASSISTANT III: J/G “H” (2 POSTS)

This will be the entry and training grade for Supply Chain Management Officer.

Duties and Responsibilities;

- a. Management of warehouse
- b. Fleet management
- c. Disposal of stores and equipment
- d. Procurement
- e. Surveys and research
- f. Inventory and stock control in accordance with the laid down regulations and procedures
- g. Assisting in stock taking, reconciliation, preparation and maintenance of records

Requirements for appointment;

For an appointment to this grade, a candidate must be in possession of:

- a. Diploma in any of the following: - Commerce, Business Administration (Supplies Management Option), Economics, Procurement and Supplies Management, Marketing or their equivalent from recognized Institution.
- b. A member with good standing in a professional body on supply chain management will have an added advantage.

Terms of service: Three year (3) contract

31. KCPSB/2020/31: INTERNAL AUDITOR JOB GROUP “J” (2 POSTS)

The officer will be responsible for performing a variety of accounting work under guidance of a senior officer.

Duties and Responsibilities;

- a. Prepare and verify vouchers in accordance with the laid down rules and regulations involving primary data entry and accounting work such as balancing of cashbooks, imprest, advance ledgers etc.
- b. Responsible for safe custody of records and assets under him/her.
- c. Any other duties as may be assigned by the supervisor from time to time.

Requirements for Appointment;

- a. Be a Kenyan citizen

- b. Bachelor degree in either Finance, Accounting, Business Administration, Commerce, or in a relevant Field or

OR

- c. Be a holder of at least a pass in Part II of the CPA examination or its recognized equivalent qualifications.
d. Must be registered with the institute of Certified Public Accounts of Kenya (ICPAK) or Institute of Internal Auditors (IIA).

Terms of service: Three year (3) contract

32. KCPSB/2020/32: RECEPTION OFFICER III, JOB GROUP 'J' (3 POSTS)

Duties and responsibilities

This is the entry and training grade for university graduates. The officer will undergo an induction in the reception function. Work at this level will entail:-

Assisting in the preparation and updating of Government guest lists and receiving VIPs/Guests during national and official government celebrations and functions.

Requirements.

- a. Bachelor's degree in any of the Social Sciences from a recognized university
b. Have good communication skills.

Terms of service: Three year (3) contract

How to apply:

- Kericho County residents should indicate their respective Wards.
- Details of the qualifications and requirements can be obtained from the Department of Health Services or county website.
- Applicants are required to fill employment application form (CPSB 2) which can be downloaded from the county website www.kericho.go.ke or www.psbkericho.co.ke
- Online applications can be made through www.psbkericho.co.ke
- Clearance documents for purposes of complying with the provisions of Chapter Six of the constitution will be required from those shortlisted.

- Applicants should Submit their applications attaching copies of National Identity Card / Passport, Curriculum Vitae, Testimonials, Academic and Professional Certificates clearly stating **position** applied for in the application letter and on top of the envelope and addressed to:

**The Secretary / CEO,
Kericho County Public Service Board
P.O. Box 1376-20200
Kericho**

Or

**Hand delivered to:
Kericho County Public Service Board Offices (opp. Kericho
Primary School).**

Important:

- All applications should reach the **Secretary/CEO County Public Service Board on or before 13th March, 2020.**
- *Only shortlisted applicants will be contacted.*

NB: County Government of Kericho is an equal opportunity employer. Persons with disability and marginalized groups are encouraged to apply.