

# THE COUNTY GOVERNMENT OF WEST POKOT

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Our Ref: **WPC/CPSB/19**



P.O. Box 577 - 30600  
KAPENGURIA.

## COUNTY PUBLIC SERVICE BOARD

### VACANCIES

11<sup>th</sup> JANUARY, 2019

Pursuant to the provision of County Government Act , No. 17 of 2012 section 59 (1) (b) the West Pokot County Public Service Board wishes to consider applications from highly qualified results-oriented and self-motivated Kenyan citizens for appointments to the following positions:-

#### 1. MEDICAL SPECIALISTS JG “S”

##### a) GENERAL SURGEON

#### Requirements for the appointment

For appointment to this grade the officer must:

- Have a Bachelor degree of medicine and bachelor of surgery (MB:Cu.B) or its equivalent from University of Nairobi or recognized university
- Have a Master’s degree in the area of specialization General Surgery, Anaesthesia, Neurosurgery, Paediatric Surgery, Reconstruction Surgery, Nephrology, Internal Medicine, critical care medicine, Paediatric Cardiology, Paediatrics
- Diploma/Fellowship in the area of specialisation orthoplasty/orthoscopy, cardiac Anaesthesia for the post of medical specialist in orthopaedic surgeon and Anaesthesiologist will be an **added advantage**.
- Applicants with Master’s degree in General Surgery, Paediatrics and in other specialities must have a Diploma /Fellowship in the area of speciality.
- Be registered by the Medical Practitioners and Dentists Board
- Be registered as a consultant by the Medical Practitioners and Dentists Board
- Have obtained relevant and approved specialisation/qualification in his/her field from recognised university
- Have demonstrated administrative capabilities and an acceptable degree of professional competence
- Have a comprehensive understanding of the clinical and /or surgical procedures, patient care procedures, medical protocols and testing procedures
- Have knowledge of the use of the modern technology in the area of specialization

- Have analytical ability to evaluate and determine health status of patient and implement proper care plan
- Must possess excellent interpersonal, decision making and problem solving skills
- Ability to handle stressful situations and work under pressure
- Be Team builder and a player
- Exhibit high level of integrity, honesty, leadership transparency and accountability in the performance of duties.
- Must fulfil the provisions of chapter six(6)

### **Roles and responsibilities**

As a medical specialist will be responsible to the chief administrator in the performance of your duties and responsibilities. The specific duties will entails the following:

- Be part of team of surgeons within Department of surgery and reporting to the Head of Department and Chief Administrator
- Be involved in clinical management of patients including emergency care and procedures, elective procedures, outpatient clinics and inpatient management as per duty allocation/Roster
- Provision of health services in various discipline in medicine and in the area of specialisation in a sub-county hospital or Coast Provincial general Hospital.
- 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.
- Application of the principles and procedures of the modern medicine in preventing, Diagnosing, caring for and treating illness, injury using specialised testing, and diagnostic, medical and psychological techniques.
- Supervision of the implementation of the care and treatment plans by other medical personnel.
- Conducting education and research activities
- Ensure effective work planning, performance management and professional development
- Setting of standards and ensuring they are enforced
- Ensure staff continuing medical education
- Participate in the teaching , training of medical officers, interns, registrars clinical officers and other staff in the department
- Ensure proper handling of patients, proper record keeping and detailed examinations, Diagnosis, clerking and management of patient.
- Ensure proper procedure in referring patients

- Be involved and participate in institutional agenda on quality and best practice and any other responsibilities allocated by the Chief Administrator

## b) PAEDIATRICIAN

### Requirements for Appointment

- Be a citizen of Kenya;
- Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) Degree from an institution recognized by Medical Practitioners and Dentists Board;
- Master of Medicine in Pediatrics from an institution recognized by Medical Practitioners and Dentists Board;
- Served as Medical Specialist II for a minimum period of three (3) years;
- Certificate of registration by the Medical Practitioners and Dentists Board;
- Valid practicing license from Medical Practitioners and Dentists Board;
- Certificate in Strategic Leadership Development Programme lasting not less than six(6) weeks from a recognized institution;
- Certificate in computer application skills from a recognized institution; and
- Demonstrated professional competence and managerial capability as reflected in work performance and results.

### Duties and Responsibilities

- Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- Carrying out specialized clinical care;
- Providing psycho-social interventions;
- Providing clinical services to patients;
- Training, consulting and performing surgeries in various health facilities;
- Carrying out forensic and medico-legal services;
- Coordinating disease surveillance, prevention and control;
- Coordinating health education and promotion;
- Implementing health projects and programmes;
- Maintaining up-to date health information systems;
- Monitoring provision of health treatment and care;
- Undertaking health research; and
- Analyzing medical reports.

## c) OBSTETRICIAN AND GYNAECOLOGIST

### Requirements for appointment

- Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board
- Master's degree in the areas of specialization (Obstetrics and Gynaecology) from an institution recognized by Medical Practitioners and Dentists Board
- 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

### **Duties and responsibilities**

- Provide health care related to gynaecology and obstetrics to patients, including prevention, diagnosis and treatment.
- Ensure the implementation of validated clinical policies, tools, guidelines and protocols related to gynecology and obstetrics in order to minimize clinical risk and to extend best reproductive practices.
- 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.
- Plan and supervise the HR associated processes (recruitment, training, performance evaluation, development and internal/external communication) of the gynaecological staff in order to ensure both an efficient sizing and the amount of knowledge required, to improve people's capabilities and their active participation in influencing the targeted population using preventive practices. This will be done in close coordination with the HR department.
- 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,

## **2. MEDICAL OFFICER JG “M” (6Posts)**

### **Requirements for Appointment**

- Bachelor of Medicine and Bachelor of Surgery (MB.Ch.B) Degree from a recognized by medical Practitioners and Dentist Board.
- Successfully completed one (1) year internship from a recognized institution.
- Registration license from the Medical Practitioners and Dentist Board.
- Certificate in computer application skills from a recognized institution.

### **Duties and Responsibilities**

An officer at this level will work under guidance of a senior medical officer. Duties and responsibilities will entail: diagnosis, caring and treating diseases, performing medical and surgical procedures.

## **3. KENYA REGISTERED/ENROLLED COMMUNITY HEALTH NURSE “G/H’ – (45 Posts)**

### **Requirements for Appointment**

For appointment to this grade, a candidate must have:

- Diploma/Certificate 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.
- Registration certificate issued by the Nursing Council of Kenya.
- Valid practicing license from Nursing Council of Kenya.
- Certificate in computer application skills from a recognized institution and
- Nurses with renal, theatre, and ICU certificate are encouraged to apply.

### **Duties and Responsibilities**

This will be entry point into the Nursing Officers cadre work at this level will be limited scope and complexity and will be carried out under the guidance of a more senior officer. Specifically duties and responsibilities will involve: provide health care services, supervision of dispensaries and health centre, or at in outpatient department or in a ward in a hospital assess and appropriately respond to the needs of patients with regard to nursing services, keep records of drugs and other supplies, guide, supervise and counsel staff performing routine clinical duties.

## **4. REGISTERED CLINICAL OFFICER JG”H” (10 Posts).**

### **Requirements for Appointment**

For appointment to this grade, a candidate must have:

- Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution.
- Certificate of Registration from the Clinical Officers’ Council and
- Certificate in Computer Application Skills from a recognized institution.

### **Duties and Responsibilities**

This is an entry point grade into the Clinical Officer cadre. Duties at this level will be limited scope and complexity and the officer will normally work under the guidance of an experienced clinical officer or a medical officer. Work mainly involves seeing and examining patients and diagnosis and treatment of their ailment at an outpatient department in a hospital, health centre or dispensary. In addition, the Officer, will be expected to assist in planning and conducting outreach and mobile health service, teaching students attached to the hospitals and health

centers', supervising and counseling as small number of staff engaged on routine patients care and offering support and health educations.

#### **5. MEDICAL LABORATORY TECHNOLOGIST/TECHNICIAN – JG “G/H” (10 posts)**

##### **Requirements for appointment**

For appointment to this grade, a candidate must have:

- Diploma/Certificate in Medical Laboratory Technology from a recognized institution.
- Certificate in Computer application skills from a recognized institution.

##### **Duties and Responsibilities**

This is the entry grade into the Laboratory Technologist cadre. Work at this level is of a limited scope and complexity and it is carried out under the guidance of a more senior officer specifically duties and responsibilities involves- provision of clinical or into More logical field laboratory services in a sub-county to county hospital or in a National Public Health laboratories. In addition, the officer will be expected to assist students attached to laboratories, order and maintain records of supplies as well as guiding supervising and counseling of junior staff. Alternatively the officer may be deployed at a blood donor service unit.

#### **6. PHARMACEUTICAL TECHNOLOGIST/TECHNICIAN JG“G/H’ (5 Posts)**

For appointment to this grade, a candidate must have:

- Diploma/Certificate in Pharmacy awarded by Kenya Medical Training College or from any other recognized and approved institution.
- A registration certificate of enrollment as a pharmaceutical technologist by the pharmacy and Poisons Board (PPB) as per provision of Pharmacy and Poisons Act (Cap244).

##### **Duties and responsibilities**

This is an entry grade into Pharmaceutical Technologist cadre work at this level is carried out under the guidance of a more senior officer. Duties and responsibilities mainly involves dispensing and compounding medicine, verifying and maintaining information relating to drugs issued to patients; ordering and recording of drugs and other supplies, guiding and counseling trainees and a supervision of other staff working under him.

**7. REGISTERED PHYSIOTHERAPIST/ OCCUPATIONAL THERAPIST. JG”H’ (1 Post)**

**Requirements for appointments**

For appointment to this grade, a candidate must have:

- Diploma in Physiotherapy from a recognized institution.
- Certificate in Computer Application Skills from a recognized institution.
- Certificate of Registration from the Physiotherapy Council of Kenya (PCK).
- Current Certificate of practice from Physiotherapy Council of Kenya (PCK).

**Duties and responsibilities**

Work mainly involves planning and supervision for provision of physiotherapy or occupational therapy services to patients at an out-patient department or in a ward or those patients referred for occupational therapy in a health institution. In addition the officer will be expected to assess patients need including rehabilitation, verify and maintain information relating to patients. Order and maintain records of relevant supplies including finished articles made at the occupational therapy department as well as guiding supervising and counseling staffs working under him.

**8. NUTRITION AND DIETETIC TECHNOLOGIST/TECHNICIAN JG“G/H” (10 posts)**

**(a) Requirements for Appointment**

For appointment to this grade, a candidate must have:

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

**(b) Duties and responsibilities**

This will be the entry and training grade for this cadre. Work at this level will be carried out under the guidance and supervision of a senior officer. Duties and responsibilities at this level will include: assessing community nutrition needs; following-up on discharge cases from hospitals; screening for deficiency diseases and chronic illnesses related to nutrition in a community setting and referring them to various existing programs; collecting

data on nutrition and dietetics; promoting baby friendly community initiatives; conducting community growth, monitoring and promotion activities; assisting in community interventions on diet and lifestyle disease prevention and control; promoting optimal infant and young child feeding programmes; assisting in running out patient supplementary feeding programs and outpatient therapeutic feeding programs; following up and counselling of patients in home-based disease management; and carrying out nutrition health education.

## **9. HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER JG “G/H” (4 Posts)**

### **Requirements for appointments**

For appointment to this grade, a candidate must have:

- Diploma/Certificate in Health Records and Information Technology from a recognized institution. and
- Certificate in Computer Application Skills from a recognized institution.
- Should be registered with the Association of Medical Records Officers of Kenya.

### **Duties and responsibilities**

- Headship of a section in a Health Records and Information Department;
- Control of reception, registration and appointment procedures;
- Supervision of staff in the section;
- Maintenance of bed bureau and waiting list procedures for inpatients;
- Supervision of storage and retrieval of medical records;
- Coordinating the collection of medical statistics from the various sections of the department.
- Supervision of coding and indexing of diseases and international classification of procedures in medicine;
- Maintenance of patients’ master index, diagnostic index, surgical operation index and other medical records indices;
- All the other duties relating medical records management, which may be assigned from time to time.



## **10. PUBLIC HEALTH OFFICER – JOB GROUP “H/K” (5 Posts)**

### **Requirements for appointment**

For appointment to this grade, a candidate must have:

- Must have at least a Degree/Diploma in public health and environmental sciences from a recognized institution.
- Certificate in Computer Application Skills from a recognized institution.
- Must have post-training working experience of at least two years in a similar position.

### **Duties and Responsibilities.**

The officer will be expected to implement community health intervention

## **11. COMMUNITY ORAL HEALTH OFFICER– JG“H” (2Posts)**

### **Requirements for appointment**

For appointment to this grade, a candidate must have:

- Must have at least a Diploma in Community Oral Health from a recognized institution.
- Must have a post-training working experience of at least two years in a busy hospital.
- Registered with the Oral Health Association of Kenya

### **Duties and Responsibilities.**

The Community Oral Health Officer will be expected to maintain high quality oral health by providing oral health education, screening, preventive and clinical dental services and referrals.

## **12. RADIOGRAPHER JG“H” (4 Posts) JG “H”**

### **Requirements for Appointment.**

For appointment to this grade, a candidate must have:

- Be in possession of at least the KCSE mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics or its equivalent qualifications.
- Be in possession of a 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.

**Duties and Responsibilities.**

Providing radiographic services to patients in a hospital, the officer will be expected to process, verify and maintain information relating to patients; order and maintain records of Radiographic and photographic equipment and other supplies. He will guide and supervise staff working under him.

**13. ORTHOPAEDIC TECHNICIAN - PLASTER TECHNICIAN JG “G/H”****(1Post)**

- Diploma/ Certificate in either orthopaedic plaster and trauma technology or orthopaedic plaster technology; and
- Be computer literate.

**Duties and Responsibilities:**

- Manipulate and reduce fractures and dislocations;
- Fix and remove casts and bandages to and from patients;
- Correct congenital talipes;
- Participate in management of minor orthopaedic and trauma cases; and
- Counsel patients/clients on orthopaedic issues.

**14. COMMUNITY HEALTH EXTENSION WORKER JG (G/H) (15 Posts)****Requirement for Appointment**

For appointment to this grade, a candidate must have:

- Be a Kenyan Citizen
- Diploma/Certificate in community development, community health, social sciences, social work or any health discipline from a recognized institution
- Have basic computer skills
- Demonstrate understanding of and commitment to the National Values and Principles of Public Service Governance as espoused in the Constitution of Kenya 2030, Article 10 and 232

**Duties and Responsibilities:**

- An officer at this level will provide community health extension services

- Mobilizing, sensitizing and advising communities on matters related to community health services
- Referring health cases to relevant health facilities
- Identifying health issues at household level and working with community units to address these
- Supervise community health units and community health workers
- Organizing community health action days to advise communities on common public health issues
- Collecting and maintaining up to date records of community health services
- Planning and implementation of community health activities in the assigned area of jurisdiction
- Any other assigned duty

**HOW TO APPLY:**

All applications should be submitted in a sealed envelope clearly marked on the top left side, indicating the position applied for and submitted to:

**The Secretary,  
West Pokot County Public Service Board,  
P.O BOX 577-30600,  
KAPENGURIA.**

1. Hand delivered applications should be dropped at the office of the County Public Service Board located at ASAL Building Kapenguria.
2. All the applications should reach the secretary **on or before Friday, 25<sup>th</sup> January 2019 at 5.00 p.m.**
3. Shortlisted candidates will be required to produce their original: identity cards, academic and professional certificates and testimonials.
4. County Government of west Pokot is an equal opportunity employer; women, youth and persons with disability are encouraged to apply.
5. Only short listed and successful candidates will be contacted.
6. Canvassing in any form will lead to automatic disqualification.