INTERNATIONAL ADVERTISEMENT PHASE ONE (1)

The County Government of Meru wishes to invite applications from serving employees who are competent and qualified to fill the following vacancies on promotion.

How to apply:
Details of the Positions, Qualifications and Requirements can be downloaded from the county website www.meru.go.ke
Applications will be done Online through http://careers.meru.go.ke/. Hand delivered applications will not be accepted.
NOTE
For shortlisted candidates to be interviewed, they MUST have filled Staff Performance Appraisal Form and appraised by their immediate supervisor. The form can be downloaded from the county website (www.meru.go.ke)

The applications deadline for submitting Applications is 11th September 2020.
Only shortlisted candidates will be contacted.

The Secretary/C.E. O
Meru County Public Service Board
P.O. BOX 120-60200
MERU
DEPARTMENT OF HEALTH

1. **ASSISTANT DIRECTOR MEDICAL SERVICES (8 posts) JG ‘P’**

*Duties and responsibilities*

i. Reviewing patients and instructing in writing all the recommendations; undertaking ‘First-on-Call’ duties including clerking, investigating, and managing patients;

ii. Conducting weekly clinic theatre days;

iii. Training, supervising and monitoring Medical Officers (interns) and other students;

iv. Performing emergency surgeries;

v. Undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems;

vi. Undertaking medical examinations and preparing Medical Board Proceedings;

vii. Carrying out community diagnosis, care and treatment;

viii. Ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider;

ix. Conducting disease surveillance, 

x. Carrying out health education and promotion; and preparing medical reports

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

i. Served as Senior Medical Officer for a minimum period of three (3) years.

ii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by the Medical Practitioners and Dentists Board.

iii. Registration Certificate by the Medical Practitioners and Dentists Board.

iv. Valid practicing license from Medical Practitioners and Dentists Board.

v. Certificate in computer application skills from a recognized institution.

vi. Shown merit and ability as reflected in work performance and results.

2. **SENIOR ASSISTANT DIRECTOR MEDICAL SERVICES/MEDICAL SPECIALIST I (9 posts) JG ‘Q’**

*Duties and Responsibilities*

i. Performing complex and advanced clinical patient management in area of specialization.
ii. Coordinating training, coaching and mentoring of health personnel

iii. Coordinating disease surveillance, prevention and control

iv. Developing intervention activities of programmes for the management of diseases and conditions in area of specialization

v. Coordinating health programmes and projects

vi. Managing health information systems

vii. Carrying out health surveys and research.

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

i. Served as an Assistant Director of Medical Services /Medical Specialist II for a minimum period of three (3) years, OR have

ii. Bachelor of medicine and bachelor of surgery (MBChB) degree from an institution recognized by medical practitioners and dentist board and;

iii. A Master’s degree in the following fields; General Surgery, Human Pathology, ENT Surgery, Psychiatry/Mental Health or Dermatology from an institution recognized by the medical practitioners and dentist board.

iv. Certificate of registration by the medical and practitioners and dentist board.

v. Valid practicing license from the medical and practitioner’s board.

3. **DEPUTY DIRECTOR OF MEDICAL SERVICES/ SENIOR MEDICAL SPECIALIST I (5 posts) JG ‘R’**

**Duties and Responsibilities**

i. Performing complex and advanced clinical patient management in area of specialization

Coordinating training, coaching and mentoring of health personnel,

ii. Managing health stores including essential medicines and/or plants and equipment.

iii. Managing larger facilities/hospitals.

iv. Developing intervention activities of programmes for the management of diseases and conditions.

v. Coordinating health programmes and projects

vi. Managing health information systems.

vii. Carrying out health surveys and research.

**For appointment to this grade, an officer must have:**
i. Served as a senior assistant Director of Medical Services/ Medical Specialty I for a minimum period of three years.

ii. Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by Medical Practitioners and Dentist Board.

iii. Must have a Master’s’ Degree in the following; Radiology &Diagnostic Imaging, Obstetrics &Gynecology, Ophthalmology, Cytology, Pediatrics or Clinical Oncology from an institution recognized by the Medical Practitioners and Dentist Board.

iv. Certificate of Registration by the Medical and Dentist Board.

v. Valid Practicing License from Medical Practitioners and Dentist Board.

4. **SENIOR DEPUTY DIRECTOR OF MEDICAL SERVICES II/ CHIEF MEDICAL SPECIALIST (1post) JG ‘S’**

Duties and Responsibilities

I. Developing and coordinating implementation of health standards, guidelines and protocols; undertaking specialized diagnosis, care, treatment and rehabilitation of patients;

ii. Assessing employees’ fitness for continuation of work, age assessment and medical practice among others;

iii. Planning and managing county healthcare programs at the implementation level directed towards the improvement of health services in the county;

iv. Developing intervention activities or programs for training of health staff in the field of community health and health management;

v. Monitoring and evaluating health projects and programmes; providing guidance, training and development of professional staff in clinical practice specialty;

vi. Coordinating health research; analyzing, utilizing and dissemination research findings in activities to improve service delivery;

vii. Initiating development of an appropriate health information management system;

viii. Coordinating provision of quality health care and adherence to health standards;

ix. Providing specifications for procurement of health supplies and commodities; and coordinating training and development and performance management

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

i. Served as a Deputy Director of Medical Services/Senior Medical Specialist for a minimum
period of three (3) years.
ii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board.
iii. Master’s degree in any of the following fields; Internal Medicine, Obstetrics and Gynecology or General Surgery from an institution recognized by the Medical Practitioners and Dentists Board
iv. Registration Certificate by the Medical Practitioners and Dentists Board.
v. Valid practicing license from Medical Practitioners and Dentists Board.
vi. Certificate in computer application skills from a recognized institution.
vii. Shown outstanding professional competence and administrative capability and initiative in the general organization and management of the pharmacy function.

5. **SENIOR DEPUTY DIRECTOR DENTAL SERVICES/DENTAL SPECIALIST I (1 post) JG ‘R’**

**Duties and Responsibilities**

i. Performing specific dental procedures including restorative, prosthodontics, peadodontics, orthodontics, minor oral-facial surgeries, and periodontology
ii. Being on call to review and manage dental health patients.
iii. Undertaking medico-legal duties which include filing of p.3 forms.
iv. Undertaking dental examinations, age assessment and writing dental reports.
v. Conducting outreach community oral health services and referring complex cases.
vi. Educating and creating awareness on prevention of dental diseases and dental health.
vii. Maintaining up to date dental health patients’ records and bio data.
viii. Supervising training and coaching dental interns and students.
ix. Ensuring that dental health reports are prepared and submitted promptly
x. Coordinating preparation of annual work plans and ensuring they are adhered to and coordinating capacity building and deployment of dental personnel.

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

i. Served in the grade of Assistant Director Dental/ Dental Specialist II for a minimum period of three (3) years.
ii. Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board.

iii. Masters of Dental Surgery degree in the following discipline: - Oral and Maxillofacial Surgery from an institution recognized by the Medical Practitioners and Dentists Board.

iv. Certificate of Registration by the Medical Practitioners and Dentists Board.

v. Valid practicing license from Medical Practitioners and Dentists Board.

vii. Certificate in computer application skills from a recognized institution.

viii. Demonstrated ability and competence in organizing, performing and discharging the dental function.

6. **DEPUTY DIRECTOR DENTAL SERVICES/DENTAL SPECIALIST I (1 post) JG 'Q'**

_Duties and Responsibilities_

i. Performing specific dental procedures including restorative, prosthodontics, paedodontics, orthodontics, minor oral-facial surgeries, and periodontology

ii. Being on call to review and manage dental health patients.

iii. Undertaking medico-legal duties which include filing of p.3 forms.

iv. Undertaking dental examinations, age assessment and writing dental reports.

v. Conducting outreach community oral health services and referring complex cases.

vi. Educating and creating awareness on prevention of dental diseases and dental health.

vii. Maintaining up to date dental health patients’ records and bio data.

viii. Supervising training and coaching dental interns and students.

ix. Ensuring that dental health reports are prepared and submitted promptly

x. Coordinating preparation of annual work plans and ensuring they are adhered to and coordinating capacity building and deployment of dental personnel.

_For appointment to this grade, an officer must have:_

i. Served in the grade of Assistant Director Dental/ Dental Specialist II for a minimum period of three (3) years.

ii. Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board.
iii. Masters of Dental Surgery degree in the following discipline: - Oral and Maxillofacial Surgery from an institution recognized by the Medical Practitioners and Dentists Board from an institution recognized by the Medical Practitioners and Dentists Board.
iv. Certificate of Registration by the Medical Practitioners and Dentists Board.
v. Valid practicing license from Medical Practitioners and Dentists Board.
vii. Certificate in computer application skills from a recognized institution.
ix. Demonstrated ability and competence in organizing, performing and discharging the dental function.

7. **ASSISTANT DIRECTOR DENTAL SERVICES (2 posts) JG ‘P’**

**Duties and Responsibilities**

i. managing conditions in a dental unit or health facility including; diagnosis, investigating, treating and patient documentation;

ii. performing specific dental care procedures including restorative, prosthodontics, peadodontics, orthodontics, minor oral-facial surgeries, and periodontology and health education

iii. providing formal and informal training, and supervising other health workers.

iv. Maintaining up to date dental health information system, organizing community outreach programs on dental health care; and disseminating information for health keeping

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

i. Served in the grade of Senior Dental officer for a minimum period of three (3) years.

ii. Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board.

iii. Certificate of Registration by the Medical Practitioners and Dentists Board.

iv. Valid practicing license from Medical Practitioners and Dentists Board.

v. Certificate in computer application skills from a recognized institution.

viii. Demonstrated ability and competence in organizing, performing and discharging the dental function.
8. **ASSISTANT DIRECTOR PHARMACEUTICAL SERVICES (26 posts) JG ‘P’**

Team activities of patient care, reporting adverse drug reactions and poor quality medicines.

**Duties and Responsibilities**

i. Selecting, quantifying, procuring and warehousing of medical supplies

ii. Monitoring effective storage of specialized medical supplies requiring cold storage, making entries into the relevant inventory management records and registers.

iii. Participating in multidisciplinary clinical

iv. Timely preparation of relevant monthly reports and submission to relevant offices.

v. Training and mentoring of interns and students attached to the facility.

vi. Keeping safe custody and maintenance of up to date narcotic and psychotropic substances records.

vii. Disseminating and providing new drug information to health workers and the general public and supervising pharmaceutical services at lower level health facilities.

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

i. Served in the grade of senior pharmacist for a minimum period of two (2) years.

ii. Bachelor of pharmacy (B Pharm) degree from an institution recognized by the Pharmacy and poisons board.

iii. Certificate of registration by a pharmacist by the pharmacy and poisons board.

iv. Valid practicing license from pharmacy and poisons board.

v. Certificate in computer applications skills from a recognized institution

vi. Shown merit and ability as reflected in work Performance and Results

9. **SENIOR ASSISTANT DIRECTOR PHARMACEUTICAL SERVICES/PHARMACEUTICAL SPECIALIST I (11 posts) JG ‘Q’**

**Duties and Responsibilities**

i) Coordinating pharmaceutical services in a health facility;

ii. Coordinating Medicine and Therapeutics Committee activities in a health facility;

iii. Developing and reviewing standard operating procedures for all pharmaceutical services in the health facility;

iv. Conducting research on medicine utilization; providing continuous professional development education to pharmacists;
v. evaluating appropriateness of donated medical supplies;
vi. Maintaining pharmaceutical inventories in preparation of patient drug management committees;
vii. Providing medicinal information in preparation of patient drug management therapies;
viii. Coordinating preparation of annual work plans and ensuring they are adhered to; coordinating capacity building and development of dental personnel

For appointment to this grade, an officer must have: -
i) Served in the grade of Assistant Director of Pharmaceutical Services/ Pharmaceutical Specialist II for a minimum period of three (3) years.
ii) Bachelor of Pharmacy (B Pharm) degree from an institution recognized by the Pharmacy and Poisons Board.
iii) Master’s degree in any of the following: Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology Clinical Pharmacy; Pharmaco vigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceutics; Pharmacology and Therapeutics Analysis; Tropical and Infectious Diseases; Medicinal and Pharmacetics Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio pharmacy; PublicHealth; Microbiology; Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board.
iv) Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board.
v) Valid practicing license from Pharmacy and Poisons Board.
vii) Demonstrated professional competence and managerial capability as reflected in a work performance and results.

10. SENIOR ASSISTANT DIRECTOR NURSING SERVICES (2 posts) JG ‘Q’
Duties and Responsibilities
i) Developing of policies standards and guidelines in the provision of nursing services.
ii) Ensuring application of nursing process at the service delivery unit.
iii) Carrying out comprehensive health needs assessment in a health facility and community.
iv) Coordinating implementation of nursing related projects and programmes.

v) Managing nursing services at a health facility and community.

vi) Providing quantification and specification for procurement of medical supplies and equipment.

vii) Conducting research, advising health or hospital management team (HMT) on matters relating to nursing services and coordinating development of strategic work planning and performance contracts for nurses.

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

i) Served in the grade of Assistant Director, Nursing Services for a minimum period of three (3) years.

ii) Bachelor Degree in the Nursing or Midwifery from a recognized institution

**OR**

Higher Diploma in any of the following discipline; Kenya registered community health nursing,

**OR**

i) Diploma in advanced Nursing in any of the following disciplines, nursing, education psychology, nursing administration, community health nursing, mental health and psychiatric nursing or clinical care from a recognized institution.

ii) Master’s degree in any of the following disciplines; midwifery, surgical nursing, pediatric nursing, critical care nursing, oncology and palliative care nursing, forensic nursing, community health nursing, nursing education, nursing management or geriatric nursing from a recognized institution.

iii) Registration certificate issued by the nursing council of Kenya.

iv) Valid practicing license from the nursing council of Kenya.

v) Certificate in computer application skills from a recognized institution

vi) Demonstrate high degree of professional competence and administrative capability.
11. PRINCIPAL NURSING OFFICER, (4 posts) JG 'N'

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing -evidence-based nursing care for client/patient; ensuring a safe nursing care environment for client/patient; conducting patient audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; conducting nursing teaching and assessment of nursing staff and students; and coordinate quality assurance activities for improvement of nursing care outcomes.

In addition, duties and responsibilities will include: evaluating community interventions and providing feedback; managing nursing commodities and other resources; conducting studies and surveys in various health care areas and disseminating findings to improve care; coordinating occupational health and safety activities and preparing periodic reports; ensuring effective utilization and safety of assigned medical supplies and equipment; developing standard operating procedures for the unit in collaboration with other stakeholders; conducting training needs assessment and developing . training/induction programmes; evaluating in-house training programmes and producing periodical reports; implementing nursing programmes; mobilizing resources for implementation of nursing activities and projects; conducting ward rounds and reviewing patients' conditions; and coaching and mentoring nursing staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Chief Nursing Officer for a minimum period of three (3) years;
(ii) Bachelor’s Degree in either Nursing or Midwifery from a recognized' institution;
(iii) Registration Certificate issued by the Nursing Council of Kenya;
(iv) Valid practicing license from the Nursing Council of Kenya;
(v) Certificate in computer application skills from a recognized institution; and
(ix) shown merit and ability as reflected in work performance and results.
12. PRINCIPAL REGISTERED NURSE, (31 posts) JG 'N'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: implementing application of the nursing process at the health service delivery point; coordinating the provision of appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization, reproductive health; designing health education and counselling interventions for patients/clients and community on identified health needs; managing a service delivery department; monitoring and evaluating health care at the health service delivery department; preparing training plans/programmes for nurses at the service delivery department; facilitating the referral of patients and clients appropriately; facilitating patients' admission and initiate discharge plans; keeping up-to-date records of nursing staff; facilitating availability of resources for keeping clinical environment tidy and safe; ensuring effective utilization and safety of assigned medical supplies and equipment; coordinating school health programmes, occupational health activities and home based care services; conducting clinical teaching and assessment of nursing staff and students; conducting desk reviews on health reports and implementing recommendations related to nursing; and analyzing data for research and compiling reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) - Served in the grade of Chief Registered Nurse for a minimum period of - three (3) years;

(iii) 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;

(iv) Registration Certificate issued by the Nursing Council of Kenya;

(v) Valid practicing license from the Nursing Council of Kenya;

(vi) Certificate in computer application skills from a recognized institution.
(vii) shown a high degree of professional, competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programmes;

13. CHIEF NURSING OFFICER, (10 posts) JG 'M'

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based nursing care for client/patient; ensuring a safe nursing care environment for client/patient; conducting patient audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; conducting a community health risk assessment and providing outcome based interventions;

Conducting nursing teaching and assessment of nursing staff and students; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining nursing records on patient’s/clients personal and health condition/care; conducting assessment of school health needs, and implementing; conducting community diagnosis and providing feedback; conducting desk reviews, collecting and collating data; implementing recommendations of findings for improvement of nursing care; conducting ward rounds and reviewing patients' conditions; and coaching and mentoring nursing staff.

(b) Requirement for Appointment:

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

(i) served in the grade of Senior Nursing Officer for a minimum period of three (3) years;
(ii) Bachelor’s Degree in either Nursing or Midwifery from a recognized institution;
(iii) Registration Certificate issued by the Nursing Council of Kenya;
(iv) Valid Practicing License from the Nursing Council of Kenya;
(v) Certificate in computer application skills from a recognized institution; and
(vi) shown merit and ability as reflected in work performance and results

14. CHIEF REGISTERED NURSE, (102 posts) JG 'M'

(a) Duties and Responsibilities
Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health; providing health education and counselling to patients/clients and community on identified health needs; facilitating patient’s/clients referral appropriately; ensuring tidy and safe clinical environment; conducting clinical teaching and assessment of nursing staff and students; evaluating healthcare outcomes on patients/clients and preparing individualized reports; conducting occupational health needs assessment and making appropriate recommendations; managing a health service delivery section/units; ensuring effective utilization and safety of assigned medical supplies and equipment; conducting desk reviews on health reports and implementing recommendations related to nursing; caring for patients at the health service delivery unit using the nursing process; monitoring healthcare outcomes at the service delivery unit and preparing reports; and analyzing data for research and compiling reports.

(b) Requirements for Appointment
For appointment to this grade, an officer must have served in the grade of Senior Registered Nurse for a minimum period of three (3) years;

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;
(iii) Valid Practicing License from the Nursing Council of Kenya;
(iv) Certificate in computer application skills from a recognized institution; and
(v) shown merit and ability as reflected in work performance and results.

15. CHIEF REGISTERED NURSE(ANESTHETIST), (1 post) JG ‘M’
(a) Duties and Responsibilities
Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health;
providing health education and counselling to patients/clients and community on identified health needs; facilitating patient’s/clients referral appropriately; ensuring tidy and safe clinical environment; conducting clinical teaching and assessment of nursing staff and students; evaluating healthcare outcomes on patients/clients and preparing individualized reports; conducting occupational health needs assessment and making appropriate recommendations; managing a health service delivery section/units; ensuring effective utilization and safety of assigned medical supplies and equipment; conducting desk reviews on health reports and implementing recommendations related to nursing; caring for patients at the health service delivery unit using the nursing process; monitoring healthcare outcomes at the service delivery unit and preparing reports; and analyzing data for research and compiling reports.

(b) Requirements for Appointment
For appointment to this grade, an officer must have served in the grade of Senior Registered Nurse for a minimum period of three (3) years;
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;
(i) Must have a Higher Diploma in Nurse Anesthesia from recognized institution
(ii) Registration Certificate issued by the Nursing Council of Kenya;
(iii) Valid Practicing License from the Nursing Council of Kenya;
(iv) Certificate in computer application skills from a recognized institution; and
(v) shown merit and ability as reflected in work performance and results.

16. SENIOR NURSING OFFICER, (20 posts) JG 'L,'
(a) Duties and Responsibilities
Duties and responsibilities at this level will entail: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based nursing care for client/patient; creating and maintaining a safe nursing care environment for client/patient; carrying out clinical audits to improve client/patient care; collaborating and maintaining effective working relationships among
interdisciplinary teams to support client/patient and their families; documenting interventions and nursing outcomes; conducting a community health risk assessment and providing outcome based interventions; and participating in quality improvement and quality assurance procedures.

In addition, duties and responsibilities will also include: referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients personal and health condition/care; following up convalescing patients referred from higher facilities for continuity of care; conducting assessment of school health needs, plan, implement interventions, and preparing periodic reports; conducting occupational health needs assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports; conducting community diagnosis and providing feedback; and conducting desk review, collecting data and implementing recommendations of the findings for improvement of nursing care.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Nursing Officer for a minimum period of two (2) years;
(ii) Bachelor’s Degree in either Nursing or Midwifery from a recognized institution;
(iii) Registration Certificate issued by the Nursing Council of Kenya;
(iv) Valid practicing license from Nursing Council of Kenya;
(v) Certificate in computer application skills from a recognized institution; and
(vi) shown merit and ability as reflected in work performance and results

17. SENIOR NURSING OFFICER (Psychologist), (1 post) JG ‘L’

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based nursing care for client/patient; creating and maintaining a safe nursing care environment for client/patient; carrying out clinical audits to improve client/patient care; collaborating and maintaining effective working relationships among teams to support client/patient and their families; documenting interventions and nursing
outcomes; conducting a community health risk assessment and providing outcome based interventions; and participating in quality improvement and quality assurance procedures.

In addition, duties and responsibilities will also include: referring patients and clients appropriately; facilitating patients’ admission and initiating discharge plans; maintaining records on patients/clients personal and health condition/care; following up convalescing patients referred from higher facilities for continuity of care; conducting assessment of school health needs, plan, implement interventions, and preparing periodic reports; conducting occupational health needs assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports; conducting community diagnosis and providing feedback; and conducting desk review, collecting data and implementing recommendations of the findings for improvement of nursing care.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Nursing Officer for a minimum period of two (2) years;
(ii) Bachelor’s Degree in Clinical Psychology from a recognized
(iii) Registration Certificate issued by the Nursing Council of Kenya;
(iv) Valid practicing license from Nursing Council of Kenya;
(v) Certificate in computer application skills from a recognized institution; and
(vi) shown merit and ability as reflected in work performance and results

18. SENIOR REGISTERED NURSE AND SENIOR REGISTERED NURSE ANAESTHETIST / CRITICAL CARE NURSE / NEPHROLOGY / RENAL NURSES (30 posts) JG ‘L’

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient’s outcomes; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health; providing health education and counselling to patients/clients and community on identified health needs; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patient’s/clients health condition and care;
ensuring tidy and safe clinical environment; conducting home visits; conducting nursing teaching and assessment of nursing staff and students; evaluating healthcare outcomes on patients/clients and preparing individualized report; conducting assessment of school ' health needs; planning, implementing interventions and preparing periodic reports; conducting occupational health needs assessment and making appropriate recommendations; managing a health service delivery unit; ensuring effective utilization and safety of assigned medical supplies and equipment; and implementing recommendations of research findings for improvement of nursing care.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served in the grade of Registered Nurse I for a minimum period of three (3) years:
(ii) 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;
(iii) Must have a Higher Diploma in Nurse Anesthesia from recognized institution OR HND in critical care nursing, neonatal nursing, ophthalmology nursing, pediatric ICU nursing, nephrology/ renal nursing from a recognized institution;
(iv) Registration Certificate issued by the Nursing Council of Kenya;
(v) valid practicing license from the Nursing Council of Kenya;
(vi) Certificate in computer application skills from a recognized institution; and 
(vii) shown merit and ability as reflected in work performance and results

19. SENIOR ENROLLED NURSE I, (50 posts) JG 'L’

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing patients and clients establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs; providing health education and counselling on identified health and socio-economic needs to patients/clients! referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; ensuring a tidy and safe clinical environment; ensuring safe custody of in-patient’s belongings;
maintaining records on patients/clients personal and health condition/care; conducting assessment of school health needs; planning, implementing interventions and preparing periodic reports; conducting occupational health needs assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports; providing appropriate healthcare services including immunization, reproductive health; guiding and orienting staff, students and health personnel; and carrying out health outreach activities.

(b) Requirements of Appointment
For appointment to the grade, an officer must have:

(i) served in the grade of Senior Enrolled Nurse II for a minimum period of three (3) years;
(ii) 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;
(iii) Enrolment Certificate issued by the Nursing Council of Kenya;
(iv) valid practicing license from Nursing Council of Kenya;
(v) Certificate in computer application skills from a recognized institution; and
(v) shown merit and ability as reflected in work performance and results.

20. SENIOR ENROLLED NURSE II, (24 posts) 'K'

(a) Duties and Responsibilities
Duties and responsibilities at this level will entail: assessing patients and clients and establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs; providing health education and counselling on identified health and socio-economic needs to patients/clients; referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; making appropriate discharge plan for patients; ensuring a tidy and safe clinical environment; ensuring safe custody of in-patients belongings; maintaining records on patients/clients personal and health condition/care; conducting assessment of school health needs; planning, implementing interventions and preparing periodic reports; conducting occupational health needs assessment; providing appropriate healthcare services including immunization, reproductive health; guiding and orienting staff and students; and carrying out health outreach activities.

(b) Requirements of Appointment
For appointment to this grade, an officer must have:

(i) served in the grade of Enrolled Nurse I for a minimum period of three (3) years;
(ii) Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya;
(iii) Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;
(iv) Enrolment Certificate issued by the Nursing Council of Kenya;
(v) Valid practicing license from Nursing Council of Kenya;
(vi) Certificate in computer application skills from a recognized institution; and
(v) shown merit and ability as reflected in work performance and results.

21. SENIOR REGISTERED NURSE (47 posts) JG ‘L’

(a) Duties and Responsibilities
Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; diagnosing common health conditions; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health; providing health education and counselling to patients/clients and community on identified health needs; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patient’s/clients health condition and care; ensuring a tidy and safe clinical environment; collecting and collating data for research; evaluating healthcare outcomes on patients/clients and preparing individualized reports; conducting assessment of school’s health needs; planning, implementing interventions and preparing periodic reports; and identifying occupational health needs and making appropriate recommendations.

(b) Requirements for Appointment
For appointment to this grade, an officer must have:

(i) served in the grade of Registered Nurse I for a minimum period of three (3) years;
(ii) 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;
(iii) Registration Certificate issued by the Nursing Council of Kenya;
(iv) Valid practicing license from the Nursing Council of Kenya;
(v) Certificate in computer application skills from a recognized institution; and
(vi) shown merit and ability as reflected in work performance and results

22. REGISTERED NURSE I, (126 posts) JG ‘K’

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; diagnosing common health conditions; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health; providing health education and counselling to patients/clients and community on identified health needs; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patient’s/clients health condition and care; ensuring a tidy and safe clinical environment; collecting and collating data for research; evaluating healthcare outcomes on patients/clients and preparing individualized reports; conducting assessment of school’s health needs; planning, implementing interventions and preparing periodic reports; and identifying occupational health needs and making appropriate recommendations.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:
(i) served in the grade of Registered Nurse II for a minimum period of three (3) years;
(ii) 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;
(iii) Registration Certificate issued by the Nursing Council of Kenya;
(iv) Valid practicing license from the Nursing Council of Kenya;
(v) Certificate in computer application skills from a recognized institution; and
(vi) shown merit and ability as reflected in work performance and results.

23. ENROLLED NURSE I, (46 posts) JG ‘J’

(a) Duties and Responsibilities
Duties and responsibilities at this level will entail: assessing patients and clients and establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs; providing appropriate healthcare service, including immunization, Prevention of Mother to Child Transmission of HIV (PMTCT), ante-natal care and delivery, providing health education and counselling on identified health and socio-economic needs to patients'/clients'; referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; ensuring a tidy and safe clinical environment; ensuring safe custody of in-patient’s belongings; maintaining records on patients/clients personal and health condition/care; evaluating healthcare outcomes on patients/clients and preparing individualized reports; conducting assessment of school health needs; planning, implementing interventions and preparing periodic reports; and guiding and orienting students.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Enrolled Nurse II for a minimum period of three (3) years;
(ii) 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;
(iii) Enrolment Certificate issued by the Nursing Council of Kenya;
(iv) valid practicing license from Nursing Council' of Kenya;
(v) Certificate in computer application skills from a recognized institution; and
(vi) shown merit and ability as reflected in work performance and results.

24. PRINCIPAL REGISTERED CLINICAL OFFICER 1 (1 post) JG ‘P’

Duties and Responsibilities

An officer at this level will deputize the Senior Assistant Director of Clinical Services/Deputy Chief Clinical Specialist where duties will entail: -

i. Assisting in the formulation of clinical services policies;

ii. Maintenance of clinical standards and ethics.

iii. The officer may also be deployed to head any of the Public and Community health Programmes. Or may be deployed as the Provincial Clinical Officer /in charge of Provincial
Hospital or as in charge of Provincial Health Training Centers or coordinator of special programmes at Provincial level

iv. The officer may also be deployed to head a Provincial Health Training Centre as a trainer

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

i. Served in the grade of Principal registered Clinical Officer for at least three (3) years;

ii. Shown merit and ability as reflected in work performance and results.

iii. Higher Diploma in Clinical Medicine;

iv. Be registered with the Clinical Officers Council.

### 25. PRINCIPAL REGISTERED CLINICAL OFFICER II(ANAESTHETIST) (2 posts) JG ‘N’

**Duties and Responsibilities**

i. Managing and rendering clinical services in a hospital.

ii. At this level, the officer may also be deployed in a Specialized Clinic in a Provincial General Hospital or District Hospital as the Clinical Officer in charge; or in a District as the District Clinical Officer or Coordination of Special Clinical Services / Programmes at District level, e.g. TB, Child Health, HIV/AIDS, anesthesia ophthalmology, ENT.

iii. He/she should be a member of HMT/DHMT.

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

i. Served in the grade of Chief Registered Clinical Officer for at least three (3) years; and

ii. Diploma in clinical medicine and surgery or clinical medicine and community health from a recognized institution and must have a higher diploma in anesthesia,

iii. Certificate of registration from the clinical officers’ council.

### 26. CHIEF REGISTERED CLINICAL OFFICER II(ANAESTHETIST) (1 post) JG ‘M’

**Duties and Responsibilities**

i. Managing and rendering clinical services in a hospital.

ii. At this level, the officer may also be deployed in a Specialized Clinic in a Provincial General Hospital or District Hospital as the Clinical Officer in charge; or in a District as the District Clinical Officer or Coordination of Special
Clinical Services / Programmes at District level e.g. TB, Child Health, HIV/AIDS, anesthesia, ophthalmology, ENT.

iii. He/she should be a member of HMT/DHMT.

**For appointment to this grade, an officer must have;**

i. Served in the grade of Senior Registered Clinical Officer for at least three (3) years; and

ii. Diploma in clinical medicine and surgery or clinical medicine and community health from a recognized institution and must have a higher diploma in anesthesia,

iii. Certificate of registration from the clinical officers’ council.

27. **PRINCIPAL REGISTERED CLINICAL OFFICER II (10 posts) JG ‘N’**

**Duties and Responsibilities**

i. managing and rendering clinical services in a hospital.

ii. At this level, the officer may also be deployed in a Specialized Clinic in a Provincial General Hospital or District Hospital as the Clinical Officer In charge; or in a District as the District Clinical Officer or Coordination of Special Clinical Services / Programmes at District level e.g. TB, Child Health, HIV/AIDS, anesthesia, ophthalmology, ENT.

iii. He/she should be a member of HMT/DHMT.

**For appointment to this grade, an officer must have;**

i. Served in the grade of Chief Registered Clinical Officer for at least three (3) years; and

ii. Diploma in clinical medicine and surgery or clinical medicine and community health from a recognized institution

iii. Certificate of registration from the clinical officer’s council.

28. **CHIEF REGISTERED CLINICAL OFFICER (12 posts) JG ‘M’**

**Duties and Responsibilities**

i. managing and rendering clinical services in a hospital.

ii. At this level, the officer may also be deployed in a Provincial General Hospital/District Hospital as Clinical Officer in charge or Coordination of Special Clinical Services /programmes at Provincial level e.g. TB, Child Health, HIV/AIDS.
iii. The officer may also be deployed to a Provincial Health Training Centre as a trainer

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

(i) Served in the grade of Senior Clinical Officer for at least three (3) years; and
(ii) Diploma in clinical medicine and Surgery or clinical medicine and community health from a recognized institution.

iii. Certificate of Registration from the clinical officers’ council

29. SENIOR REGISTERED CLINICAL OFFICER & SENIOR REGISTERED CLINICAL OFFICER ANESTHETISTS (29 posts) JG ‘L’

Duties and Responsibility

i. Management of clinical services in a Provincial/District hospital or health center;

ii. Training, counseling and guiding students attached to the hospital or health center;

iii. Curriculum development, its implementation and evaluation and supervising and guiding junior staff.

iv. An officer at this level may also be deployed to take charge of a large health center or to be the Clinical Officer in-charge of special Clinics/Departments in a hospital e.g. ENT, Orthopedics, Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs & Skin.

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

(i) Served for at least three (3) years in the grade of Clinical Officer I; OR Have a Higher National Diploma in Clinical Medicine/Surgery in one of the following: Anesthesia, ENT, Pediatrics, Reproductive Health, Orthopedics, Lung and skin, Ophthalmology and

(ii) Shown professional competence and administrative ability in managing and rendering clinical services at that level.

(iii).Be registered by the Clinical Officers Council

30. REGISTERED CLINICAL OFFICER 1 (19 posts) JG ‘K’

Duties and Responsibilities

i. Management of clinical services in hospitals or health centers.
ii. The officer may also be deployed to take charge of a health center where work will entail attending to patients, supervising clinical services and carrying out Community health care activities of the catchment areas and also secretary to Health Committees.

iii. Practical training, counseling and guiding clinical students attached to the hospital/health center;

iv. Participating in curriculum development of clinical training, implementation and evaluation; recruitment and orientation of students on clinical practice and maintenance of their records.

For appointment to this grade, an officer must have:

(i) Be registered by the Clinical Officers Council
(ii) Served for at least three (3) years in the grade of Clinical Officer II;
(iii) Shown professional competence and ability in planning, organizing and discharging clinical duties at that level as Clinical Officer II.

31. **SENIOR ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT (1 post) JG ‘Q’**

**Duties and Responsibilities**

i) An officer at this level will head a human resource management division/unit in a smaller department.

ii) In the human resource management unit the officer will be the liaison officer between the county and the directorate of personnel management and the public service commission.

iii) Implementation of human resource management policies, rules and regulations and ensuring adherence to the laid down procedures.

iv) Analyzing the impact of the human resource management policies rules and regulations on the staff in the department.

v) Advising the authorized officer on the delegated powers and ensuring proper implementation and scope of advising the authorized officer on the professional human management standards and ensuring that the standards are maintained in the department.

Advising county corporations under the ministry on the general government policies on human resource management and interpretation of labor laws and other statutes that impact on human resource management in the department.
For appointment to this grade, an officer must have: -

i) Served as an assistant director of human resource management for a minimum period of three (3) years

ii) A master’s degree in human resource/human resource management, industrial relations, public/business administration, government or in any other relevant qualification from a recognized institution.

iii) Demonstrated a high degree of professional competence administrative capabilities and initiative in the general organization and management of human resource management policies, regulations and employee relations, labor laws and other statutes that impact on the human resource.

iv) Be familiar with the government policies and regulations relating to human resource management.

v) Shown merit and ability as reflected in work performance and results.

32. CHIEF PHARMACEUTICAL TECHNOLOGIST (6 post) JG ‘M’

Duties and Responsibilities

i. Duties and responsibilities at this level will be similar to those of a Senior Pharmaceutical technologist, but will be of a higher complexity.

ii. An officer at this level will be deployed to level iv health facility to be the Pharmaceutical Technologist in-charge. As a manager the officer will be required to prepare and execute plans to ensure efficient running of the Hospital Pharmaceutical services and any special programmes attached to it.

iii. An officer with specialized training in Pharmaceutical related sciences can be deployed in any relevant field of specialization.

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

i. Served in the grade of senior pharmaceutical technologist for at least three (3) years

ii. Demonstrated considerable experience professional competence and administrative capability in organizing pharmaceutical services

iii. Any additional relevant qualifications will be an added advantage.
33. SENIOR PHARMACEUTICAL TECHNOLOGIST (12 posts) J/G ‘L’

Duties and Responsibilities

An officer at this level will be deployed in levels iv, v and vi. Duties and responsibilities at this level will be similar to those of Pharmaceutical technologists III, II & I, but will be of a higher complexity and will require less supervision. He/ She will also assess and supervise students on attachment.

An officer who has been trained in Pharmaceutical analysis and has successfully completed such a course may, in addition, be assigned drug quality control duties.

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

For appointment to the grade of Senior Pharmaceutical Technologist, an officer must have: -

(i) Served in the grade of pharmaceutical technologist I for at least three (3) years
(ii) Shown professional competence and administrative ability of handling pharmaceutical services.

34. PHARMACEUTICAL TECHNOLOGIST I (18 posts) J/G ‘K’

(a) Duties and Responsibilities

An officer at this level may be deployed to supervise and coordinate pharmaceutical services in levels i, ii and iii health facilities. Specific duties and responsibilities will involve management and administration of Pharmaceutical services in such Health facilities. The officer can also be deployed where his/her duties and responsibilities will be similar to that of Pharmaceutical Technologist III and II.

(b) Requirements for Appointment

For appointment to the grade of pharmaceutical technologist I, an officer must have: -

i. served in the grade of pharmaceutical technologist II, for at least three (3) years
ii. Shown professional ability, initiative, innovation competence in planning, organizing and discharging pharmaceutical services at that level
35. CHIEF COMMUNITY ORAL HEALTH OFFICER (2 POSTS) JG N

Duties and Responsibilities

i. Initiate, develop and implement appropriate policies and methods that would result in improved community oral health standards.

ii. Represent the division in inter-divisional meetings at the ministerial level and in other related fora.

For appointment to this grade, an officer

(i) Served as Deputy Community Oral Health Officer for a minimum period of three (3) years;

(ii) Considerable working knowledge and experience in the management and in provision of community oral health services and demonstrated outstanding professional competence and administrative ability in overall community oral health services.

36. DEPUTY CHIEF COMMUNITY ORAL HEALTH OFFICER (2 POSTS) JG M

Duties and Responsibilities

iii. Initiate, develop and implement appropriate policies and methods that would result in improved community oral health standards.

iv. ii. Represent the division in inter-divisional meetings at the ministerial level and in other related fora.

For appointment to this grade, an officer

(i) Served as Senior Community Oral Health Officer for a minimum period of three (3) years;

(ii) Considerable working knowledge and experience in the management and in provision of community oral health services and demonstrated outstanding professional competence and administrative ability in overall community oral health services.

37. SENIOR COMMUNITY ORAL HEALTH OFFICER (4 POSTS) JG L

Duties and Responsibilities

i. Managing community oral health services in hospital. This will involve coordinating the provision of oral health supplies;

ii. Allocating of duties and deployment of staff and provincial/district/sub-district hospital and health centers.
iii. In a medical training institution, the officer will be involved in development of curriculum, teaching, training and counselling of students taking oral health studies.

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

(i) served in the grade of Community Oral Health Officer I for a minimum period of three (3) years; and

(ii) Shown merit and ability as reflected in work performance and results.

(iii) Considerable working knowledge and experience in the provision and management of Community Oral Health Services.

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**38. PRINCIPAL ASSISTANT PHYSIOTHERAPIST, (5 posts) JG ‘N’**

(a) **Duties and Responsibilities**

- treating and rehabilitating patients/clients using physiotherapy interventions i.e. electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical areas and the community;
- planning and organizing group physiotherapy treatments/sessions for patients and clients;
- evaluating treatment outcomes for review, placement, referral or discharge;
- carrying out physical disability assessments for categorization, registration and other support;
- providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living to prevent non-communicable diseases;
- maintaining information and records relating to patients;
- inducting students on practical training on physiotherapy services
- requisitioning and ensuring availability and proper utilization of physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital;
- maintaining equipment and inventory;
- analyzing data and preparing reports; and
• coaching and mentoring of staff.

(b) **Requirements for Appointment**

(i) served in the grade of Chief Assistant Physiotherapist for a minimum period of three (3) years;

(ii) Diploma in Physiotherapy from a recognized institution;

(iii) Certificate in Computer Application Skills from a recognized institution; and

(iv) shown merit and ability as reflected in work performance and results.

39. **CHIEF PHYSIOTHERAPIST, (1 posts) JG ‘M’**

(a) **Duties and Responsibilities**

Duties and responsibilities at this level will entail:

• assessing and evaluating patients with neuro-musculo skeletal and cardio respiratory problems and designing appropriate therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an outpatient unit/ward/health institution;

• monitoring patient’s outcomes on physiotherapy treatment;

• carrying out physical disability assessments for categorization, registration and other support;

• providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living;

• training, counseling, guiding and supervising students on clinical attachment and internship and participate in curriculum development and review;

• verifying and maintaining information, records and progress reports relating to patients;

• ensuring availability of physiotherapy supplies and equipment, and keeping and maintaining inventory;

• analyzing data for research; and

• preparing periodic reports.

(b) **Requirements for Appointment**
For appointment to this grade, an officer must have:

(i) served in the grade of Senior Physiotherapist for a minimum period of three (3) years;
(ii) Bachelor’s degree in Physiotherapy from a recognized institution;
(iii) Certificate in Computer Application Skills from a recognized institution; and
(iv) shown merit and ability as reflected in work performance and results.

40. CHIEF ASSISTANT PHYSIOTHERAPIST, (3 posts) JG ‘M’

(a) Duties and Responsibilities

- treating and rehabilitating patients/clients using physiotherapy interventions i.e. electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical areas and the community;
- organizing group physiotherapy treatments/sessions for patients and clients;
- evaluating treatment outcomes for review, placement, referral or discharge;
- carrying out physical disability assessments for categorization, registration and other support;
- providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living to prevent non-communicable diseases;
- verifying and maintaining information and records relating to patients;
- ensuring availability of physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital;
- maintaining patients/clients progress reports;
- analyzing data for research; and
- preparing periodic reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Senior Assistant Physiotherapist for a minimum period of three (3) years;
(ii) Diploma in Physiotherapy from a recognized institution;
(iii) Certificate in Computer Application Skills from a recognized institution; and
(iv) shown merit and ability as reflected in work performance and results.

41. **SENIOR ASSISTANT PHYSIOTHERAPIST, (4 posts) JG ‘L’**

(a) **Duties and Responsibilities**

- screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an outpatient unit/ward/health institution;
- carrying out physical disability assessments for categorization, registration and other support;
- providing health promotion and education to patients/clients on neuro musculoskeletal disorders and health living to prevent non-communicable diseases;
- verifying and maintaining information and records relating to patients;
- ensuring availability of physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital;
- carrying out home visits and following up on patient’s progress;
- sensitizing the community on physiotherapy issues;
- maintaining patients/clients progress reports;
- collating and compiling data for research; and
- preparing periodic reports.

(b) **Requirements for Appointment**

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

(i) served in the grade of Assistant Physiotherapist I for a minimum period of three (3) years;
(ii) Diploma in Physiotherapy from a recognized institution;
(iii) Certificate in Computer Application Skills from a recognized institution; and
(iv) shown merit and ability as reflected in work performance and results.
42. ASSISTANT PHYSIOTHERAPIST I, (1 post) JG ‘K’

(a) Duties and Responsibilities

- screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy interventions as per the patients/clients formulated treatment plan at an outpatient unit/ward/health institution;
- carrying out physical disability assessments for categorization, registration and other support;
- verifying and maintaining information and records relating to patients;
- ensuring availability of physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital;
- carrying out home visits and following up on patient’s progress;
- sensitizing the community on physiotherapy issues;
- maintaining patients/clients progress reports;
- collecting data for operational research; and
- preparing periodic reports.

(b) Requirements for Appointment

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

(i) served in the grade of Assistant Physiotherapist II for a minimum period of three (3) years;
(ii) Diploma in Physiotherapy from a recognized institution;
(iii) Certificate in Computer Application Skills from a recognized institution; and
(iv) Shown merit and ability as reflected in work performance and results.

43. CHIEF ORTHOPEDIC TECHNOLOGIST (3 posts) JG ‘N’

Duties and Responsibilities

- Management of orthopedic Technologist cadre, supportive services.
Participation in planning and organizing orthopedic supportive services
Alternatively, he or she will head the Faculty of orthopedic Technology in a college of health professionals where he will be responsible for planning, curriculum development, implementation and evaluation of training programmes.

**Requirements for Appointment**

i. Must have served at least three years of service in the grade of Chief Orthopaedic Technologist

ii. Possess wide experience and have demonstrated outstanding administrative capabilities and technical competence in organizing work at the level of Deputy chief orthopaedic Technologist

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**44. SENIOR ORTHOPEDIC TRAUMA TECHNICIAN/ ORTHOPEDIC TRAUMA TECHNOLOGIST (2 POSTS) JG ‘K’**

**Duties and responsibilities**

Interpreting radiological images of orthopedic and trauma cases; manipulating and reducing fractures and dislocations; fixing and removing casts; bandages and tractions to and from patients; counselling patients/clients in issues regarding orthopedic trauma; correcting congenital talipes equino-varus (c.t.e.v); documenting orthopedic and trauma cases; assessing and referring patients with musculo-skeletal conditions; carrying out minor orthopedic operative techniques involving insertion and removal of steimans pins and skull calipers and removing external fixators; Cleaning and treating simple wounds resulting from orthopedic trauma; making follow-ups of orthopedic and trauma cases in the wards and outpatient clinics; participating in the management of minor orthopedic cases in emergencies and accidents, sensitizing and creating awareness on orthopedic trauma conditions to the communities and providing orthopedic and trauma assistance during orthopedic surgical operations.

**Requirements for appointment**

i. Served in the grade of orthopedic trauma technologist II OR Orthopedic Trauma Technician 1 for a minimum of three (3) years.

ii. Diploma OR Certificate in orthopedic plaster Technology from a recognized institution.

iii. Shown merit and ability as reflected in work performance and results.
45. **ORTHOPEDIC TRAUMA TECHNICIAN (2 POSTS) JG ‘J’**

Duties and responsibilities
Interpreting radiological images of orthopedic and trauma cases; manipulating and reducing fractures and dislocations; fixing and removing casts; bandages and tractions to and from patients; counselling patients/clients in issues regarding orthopedic trauma; correcting congenital talipes equino-varus (c.t.e.v); documenting orthopedic and trauma cases; assessing and referring patients with musculo-skeletal conditions; carrying out minor orthopedic operative techniques involving insertion and removal of steimans pins and skull calipers and removing external fixators; Cleaning and treating simple wounds resulting from orthopedic trauma; making follow-ups of orthopedic and trauma cases in the wards and outpatient clinics.

Requirements for appointment
i. Served in the grade of Orthopedic Trauma Technician II for a minimum of three (3) years.
ii. Certificate in orthopedic plaster Technology I from a recognized institution.
iii. Shown merit and ability as reflected in work performance and results

46. **PRINCIPAL RADIOGRAPHER, (1 post) JG ‘N’**

(a) Duties and Responsibilities
Duties and responsibilities at this level will involve provision of Medical Imaging Services at a Provincial or a Busy District Hospital. Specifically, duties will include: - co-coordinating and supervising the implementation of policies and regulations on Medical Imaging Services; ensuring safety and maintenance of all medical imaging equipment’s in the station; implementing Quality Assurance Programmes; establishing and maintaining radiation safety standards in the hospital; initiating procurement and safe storage of Medical Imaging Supplies; organizing training programs for staff and/or students on attachment in the department.

(b) Requirements for Appointment
For appointment to this grade, an officer must have: -

(i) served in the grade of Chief Radiographer, or in a comparable and relevant position in the Public Service for at least three (3) years; and
(ii) demonstrated considerable technical competence and administrative capabilities in organizing and providing radiographic services

**47. CHIEF RADIOGRAPHER, (2 posts) JOB GROUP ‘M’**

*(a) Duties and Responsibilities*

An officer at this level may be deployed at District or a Provincial Hospital. Specific duties will include: implementing policies and regulations on Medical Imaging Services in the Hospital; ensuring safety of radiography equipment’s in the department; establishing and coordinating procurement; ensuring safe custody of radiographic and photographic supplies in the department and supervising junior staff and/or students on attachment in the department.

**(Requirements for Appointment)**

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

(I) served in the grade of Senior Radiographer, Job Group ‘L’ or in a comparable and relevant position in the Public Service for at least three (3) years;

(ii) demonstrated considerable technical competence and administrative capabilities in organizing radiographic services

**48. SENIOR RADIOGRAPHER, (1 post) JG ‘L’**

*(a) Duties and Responsibilities*

An officer at this level may be deployed at District or a Provincial Hospital. Specific duties will include: implementing policies and regulations on medical imaging services in the hospital; undertaking basic maintenance and ensuring safety of radiography equipment’s in the department; establishing and coordinating procurement and ensuring safe custody of radiographic and photographic supplies in the department; Organizing and supervising staff and/or students on attachment in the department.

**(b) Requirements for Appointment**

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

(i) served in the grade of Radiographer I, or in a comparable and relevant position in the Public Service for at least three (3) years; and

(ii) demonstrated considerable technical competence and administrative capabilities in organizing radiographic services
49. RADIOGRAPHER 1 (4 POSTS) JG ‘K’

Duties and Responsibilities

i. Providing medical imaging services at a district or provincial hospital.

ii. Processing verifying and maintaining information related to patients,

iii. Providing care and counselling patient and their relatives before and after examination,

iv. Safeguarding and providing basic maintenance and safety of medical imaging equipment in the hospital,

v. Establishing and maintaining Quality Assurance Programs in the department,

vi. Coordinating procurement and safe storage of departmental supplies of radiographic materials and preparing reports on radiography activities.

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

(i) served in the grade of Radiographer II, or in a comparable and relevant position in the Public Service for at least three (3) years; and

(ii) Shown merit and ability as reflected in work performance and results.

50. CHIEF MEDICAL ENGINEERING TECHNOLOGIST, (2 posts) JG ‘M’

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: providing technical advice/specifications on procurement of appropriate medical equipment; installing, maintenance and repair of medium technology medical equipment/plant and furniture; decommissioning of basic medical equipment and plants; supervising Medical Engineering works in a health facility; analysing information for research; verifying medical equipment to ascertain quality and safety; preparing Planned Preventive Maintenance schedule (PPM); maintaining information on medical engineering services for input into the Health information management system; monitoring medical engineering programmes and projects; training users on use and maintenance of medical equipment; and coaching and mentoring of staff.

(b) Requirements for Appointment

For appointment to this grade an officer must have:
(i) served Senior Medical Engineering Technologist for a minimum period of three (3) years;
(ii) Diploma in Medical Engineering or any other equivalent qualification from a recognized institution;
(iii) Certificate in computer application skills from a recognised institution; and
(iv) Shown merit and ability as reflected in work performance

51. **SENIOR MEDICAL ENGINEERING TECHNOLOGIST/ SENIOR MEDICAL ENGINEERING TECHNICIAN I (4 POSTS) JG ‘L’**

**Duties and Responsibilities**

i. Implementing medical engineering programmes and projects;
ii. providing user support;
iii. Undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments;
iv. Installing basic medical equipment and furniture;
v. compiling information for research; compiling information on medical engineering services for input into the Integrated Health Information Management System;
vi. carrying out minor repairs of health facilities and utilities;
Vii. Requisitioning for spare parts and consumables
vii. Maintaining inventory of medical/hospital equipment, furniture and plants.

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

i. served in the grade of Senior Medical Engineering Technician II for a minimum period of three (3) years;
ii. Diploma / Certificate in Medical Engineering or any other equivalent qualification from a recognized institution;
iii. Certificate in Computer Application Skills from a recognized institution; and
iv. shown merit and ability as reflected in work performance and results.
52. **MEDICAL ENGINEERING TECHNOLOGIST I/SENIOR MEDICAL ENGINEERING TECHNICIAN II (4 posts) JG ‘K’**

**Duties and Responsibilities**

i. undertaking Medical equipment, plants, instruments and limited health facilities and utilities;

ii. implementing medical engineering programmes and projects;

iii. providing user support; undertaking preventive maintenance and repairs of medical/hospital equipment, plants, furniture and instruments;

iv. compiling information for research; compiling information on medical engineering services for input into the Health information management system; carrying out minor repairs of health facilities and utilities;

v. ordering for spare parts and consumables; and taking/maintaining inventory of Medical/hospital equipment, furniture and plants.

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

i. served in the grade of Medical Engineering Technician I or Medical Engineering Technician I for a minimum period of three (3) years;

ii. Diploma / Certificate in Medical Engineering or any other equivalent qualification from a recognized institution;

iii. Certificate in computer application skills from a recognized institution; and

iv. Shown merit and ability as reflected in work performance and results.

53. **ADMINISTRATIVE OFFICER I/SENIOR ADMINISTRATIVE OFFICER (2 posts) JG ‘L’**

**Duties and Responsibilities**

i. Overseeing transport management

ii. Planning and coordinating office accommodation

iii. Facilitating meetings, conferences and other special events

iv. Supervising provision of security and office services

v. Supervising records management and messengerial services within various departments

vi. Handling public concerns and issues
vii. Managing utilities and office accommodation;
viii. Managing of premises, assets and insurance policies;
ix. Facilitating citizen participation in development activities
x. Handling occupational health and safety issues.
xi. Facilitating mobilization of resources
xii. Collecting and collating data on development activities
xiii. Dissemination of information to the public.

For appointment to this grade, an officer must have: -
i. Served in the grade of administrative officer II for a period of three (3) years
ii. Bachelor’s degree in any of the following disciplines: public administration, business administration/management, community development or any other social science from a recognized institution.
iii. Diploma in any of the following disciplines:- public administration, business administration/management, community development or any other social science from a recognized institution
iv. Demonstrated merit and ability as reflected in work performance and results,

54. DEPUTY CHIEF HEALTH ADMINISTRATIVE OFFICER (2 posts) JG ‘N
Duties and Responsibilities
i. Ensuring efficient and effective management of health support services
ii. Promoting the welfare of patients and staff and ensuring their security
iii. Liaising with other professional and technical departmental heads in order to improve overall management and delivery of health care services
iv. Promoting discipline and professionalism among health administrative personnel

For appointment to this grade, an officer must have: -
i. Served in the grade of senior health administrative officer or in a comparable position for a minimum period of three (3) years
ii. Demonstrated professional competence in the management of health services in a health institution
55. ASSISTANT CHIEF HEALTH ADMINISTRATIVE OFFICER (3 posts) JG ‘M’

Duties and Responsibilities
i. Ensuring efficient and effective management of health support services
ii. Promoting the welfare of patients and staff and ensuring their security
iii. Liaising with other professional and technical departmental heads in order to improve overall management and delivery of health care services
iv. Promoting discipline and professionalism among health administrative personnel

For appointment to this grade, an officer must have:
- i. Served in the grade of senior health administrative officer or in a comparable position for a minimum period of three (3) years
- ii. Demonstrated professional competence in the management of health services in a health institution

56. SENIOR HEALTH ADMINISTRATIVE OFFICER (3 POSTS) JG ‘L’

Duties and Responsibilities
i. Co-ordination of all support services
ii. Ensuring timely completion of the hospital reports, budgets and estimates
iii. Co-ordination of all hospital administrative functions in a district or provincial General hospital and Supervision and development of staff

For appointment to this grade, an officer must have:
- i. Served in the grade of Health Administrative Officer I or in a comparable position for a minimum period of three (3) years
- ii. A six (6) months certificate course in either Health Management/Administration or Business Administration/Management from a recognized institution
- iii. Shown merit and ability as reflected in work performance and results.

57. HEALTH ADMINISTRATIVE OFFICER I (1 posts) JG ‘K’

Duties and Responsibilities
i. Overseeing procurement, provision and maintenance of facilities
ii. Preparation of budgets and sound management of budgetary allocations
iii. Revenue collection
iv. Overseeing welfare of staff and patients and ensuring their security
v. General upkeep of the hospital

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

i. Served in the grade of Health Administrative Officer II or in a comparable position for a minimum period of three (3) years
ii. Shown merit and ability as reflected in work performance and results.

58. PRINCIPAL HEALTH RECORDS & INFORMATION MANAGEMENT OFFICER
(1 post) JG ‘N’

Duties and Responsibilities

i. implementing health records and information policies and guidelines;
ii. providing advice on disclosure, confidentiality, security and exchange of health records and information; analyzing medical records data; carrying out health records and information system review;
iii. designing monitoring and evaluation tools; disseminating health information; preparing medical records report; maintaining health records safety and confidentiality;
iv. maintaining diagnostic and surgical indices; maintaining Patient Master Index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and indexing diseases and surgical procedures.

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

(i) Served in the grade of Chief Health Records and Information Management Officer for a minimum period of three (3) years;
(ii) Bachelor’s Degree in Health Records and Information Technology from a recognized institution;
(iii) Certificate in computer application skills from a recognized institution; and
(iv) Demonstrated merit and ability as reflected in work performance and results

59. PRINCIPAL ASSISTANT HEALTH RECORDS & INFORMATION MANAGEMENT OFFICER (1 post) JG ‘N’

Duties and Responsibilities

i. implementing health records and information policies and guidelines;
ii. providing advice on disclosure, confidentiality, security and exchange of health records and information; analyzing medical records data; carrying out health records and information system review;

iii. designing monitoring and evaluation tools; disseminating health information; preparing medical records report; maintaining health records safety and confidentiality;

iv. maintaining diagnostic and surgical indices; maintaining Patient Master Index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and indexing diseases and surgical procedures.

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

(i) Served in the, grade of Chief Assistant Health Records and Information Management for a minimum period of three (3) years;
(ii) Diploma in Health Records and Information Technology from a recognized institution;
(iii) Certificate in computer application skills from a recognized institution; and
(iv) Demonstrated merit and ability as reflected in work performance and results

### 60. ASSISTANT CHIEF HEALTH RECORDS & INFORMATION MANAGEMENT

**OFFICER (2 posts) JG ‘M’**

**Duties and Responsibilities**

i. implementing health records and information policies and guidelines;

ii. providing advice on disclosure, confidentiality, security and exchange of health records and information; analyzing medical records data; carrying out health records and information system review;

iii. designing monitoring and evaluation tools; disseminating health information; preparing medical records report; maintaining health records safety and confidentiality;

iv. maintaining diagnostic and surgical indices; maintaining Patient Master Index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and indexing diseases and surgical procedures.

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

(i) Served in the, grade of Assistant Senior Health Records and Information Management
Officer for a minimum period of three (3) years;
(ii) Diploma in Health Records and Information Technology from a recognized institution.
(iii) Certificate in computer application skills from a recognized institution; and
(iv) Demonstrated merit and ability as reflected in work performance and results

61. ASSISTANT SENIOR HEALTH RECORDS/INFORMATION MANAGEMENT OFFICER (4 posts) JG ‘L’

Duties and Responsibilities

i. Implementing health records and information policies and guidelines;
ii. Providing advice on disclosure, confidentiality, security and exchange of health records and information;
iii. Analyzing medical records data; carrying out health records and information system review;
iv. Capturing data from service points, disseminating health information and preparing medical records and reports;
v. Maintaining record safety and confidentiality
vi. Balancing daily bed returns;
vii. Maintaining diagnostic and surgical indices and maintaining Patient Master Index

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

(i) Served in the grade of Assistant Health Records and Information Management Officer I or Senior Health Records Information Management Assistant for a minimum period of three (3) years;
(ii) Diploma in Health Records and Information Technology from a recognized institution;
(iii) Certificate in computer application skills from a recognized institution; and
(v) Shown merit and ability as reflected in work performance and results.

62. SENIOR HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT (2 posts) JG ‘K’

Duties and Responsibilities

i. Storing and retrieving medical records and documents;
ii. Preparing clinics; updating bed bureau and editing of patient case records;
iii. Capturing data from service points, maintaining record safety and confidentiality;
iv. balancing daily bed returns, maintaining patient and master index;
v. scheduling of patients to the consultants and specialty clinics;
vi. assigning codes to diseases and surgical procedures and indexing diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine;
vii. compiling medical reports providing, where necessary, health information with other stakeholders and compiling bio data;
viii. Analyzing medical data and preparing Health Records and Information reports.

For appointment to this grade, an officer must have: -
i. Served in the grade of Health Records and Information Management Assistant I for a minimum period of three (3) years;
(ii) Certificate in Health Records and Information Management from a recognized institution;
(iii) Certificate in computer application skills from a recognized institution; and
(v) Shown merit and ability as reflected in work performance and results.

63. HEALTH RECORDS AND INFORMATION MANAGEMENT ASSISTANT, I (2 posts) JG ‘J’

Duties and Responsibilities
i. Receiving and registering patients, booking appointment for patients to specialty clinics and consultants;
ii. Storing and retrieving medical records, preparing clinics, updating bed bureau and editing patient cases records.
iii. Capturing data from service points, maintaining record safety and confidentiality.
iv. Balancing daily bed returns, preparing and maintaining patient master index, creating and updating patient master index.
v. Directing patients to relevant clinics, scheduling patients to the consultants and specialty clinics
vi. Assigning codes to diseases and surgical procedures, indexing diseases and surgical procedures according to the international classification of diseases and procedures in medicine.
vii. Compiling medical records and reports

For appointment to this grade, an officer must have:

i.) Served in the grade of Health Records and Information Management Assistant II for a minimum period of three (3) years.

ii.) Certificate in Health Records and Information Management from a recognized Institution.

iii) Certificate in computer application skills from a recognized institution; and

(iv) Shown merit and ability as reflected in work performance and results.

64. PRINCIPAL DENTAL TECHNOLOGIST, (1 post) JG ‘N’

(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties and responsibilities:

- designing and fabricating sectional dentures;
- constructing myo-functional appliances such as frankels, bionators and twin blocks;
- fabricating all-ceramic systems;
- designing and fabricating combined fixed and removable partial dentures;
- fixing precision attachments on natural teeth and implants;
- managing a dental laboratory;
- analysing research data; and
- guiding and counselling staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served in the grade of Assistant Principal Dental Technologist for a minimum period of three (3) years;
(ii) Diploma in Dental Technology or its equivalent qualification from a recognized institution;
(iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
(iv) Certificate of registration from the Kenya Dental Technologists Association;
(v) Certificate in computer applications; and
(vi) Shown merit and ability as reflected in work performance and results.
65. CHIEF ASSISTANT DENTAL TECHNOLOGIST (2 posts) JG ‘M’

Duties and Responsibilities

i. designing and fabricating over dentures;
ii. fabricating all-ceramic systems;
iii. constructing functional appliances such as oral screens and activators;
iv. constructing maxillofacial prostheses such as obturators;
v. managing dental laboratory inventory and stores;
vi. casting and processing metallic complete and partial dentures; and
vii. Guiding and counselling of staff.

For appointment to this grade, an officer must have:

i. served in the grade of Senior Dental Technologist for a minimum period of three (3) years;
ii. Diploma in Dental Technology or its equivalent qualification from a recognized institution;
ii.. Certificate of registration from the Kenya Dental Technologists Association;
ii. Certificate in computer applications; and
iv. shown merit and ability as reflected in work performance and results.

66. SENIOR DENTAL TECHNOLOGIST (3 posts) JG ‘L’

Duties and Responsibilities

i. duplicating dentures;
ii. making surgical plates;
iii. constructing bleaching trays and mouth guards;
iv. casting and processing metallic complete and partial dentures;
v. fabricating metallo-ceramic crowns and bridges;
vi. updating and maintaining dental laboratory inventories and stores;
vii. Carrying out oral/dental health promotions; and.

viii. Guiding staff.

For appointment to this grade, an officer must have:

i. served in the grade of Dental Technologist I for a minimum period of three (3) years;
ii. Diploma in Dental Technology or its equivalent qualification from a recognized institution;
iii. Certificate of registration from the Kenya Dental Technologists Association;
iv. Certificate in computer applications; and
v. shown merit and ability as reflected in work performance and results.

67. DENTAL TECHNOLOGIST 1 (3 posts) JG ‘K’

Duties and Responsibilities

i. constructing active removable orthodontics appliances with finger springs, z-springs and buccal canine retractors;
ii. making immediate dentures;
iii. relining and rebasing removable dentures;
iv. casting metallic jacket crowns and bridges; and maintaining dental laboratory commodities.

For appointment to this grade, an officer must have:

i. served in the grade of Dental Technologist II for a minimum period of three (3) years;
ii. Diploma in Dental Technology or its equivalent qualification from a recognized institution;
iii. Certificate of registration from the Kenya Dental Technologists Association;
iv. Certificate in computer applications; and
v. shown merit and ability as reflected in work performance and results.

68. ASSISTANT DIRECTOR, NUTRITION AND DIETETICS (1 post) JG ‘P’

Duties and responsibilities

Developing and implementing nutrition policies and programmes; coordinating provision of nutrition activities; providing nutrition consultancy support; providing guidelines on supplemental and therapeutic diets for existing and emerging diseases for hospital use and other institutions; coordinating the development of nutrition information, education, promotion and communication materials; coordinating the development and provision of specialized diets for special needs; overseeing management of inpatients and outpatients in health care facilities; coordinating preparation of hospitals menus and diets; monitoring and reviewing nutrition nutrition programs and projects; developing and reviewing nutrition guidelines. Identifying areas of research, validating new findings for adoption and
disseminating the findings to key stakeholders; support relevant research institutions to conduct nutrition equipment and commodities; and coaching and mentoring staff.

Requirements for appointment
i. Served in the grade of principal nutrition and dietetics officer for a minimum period of three (3) years.
ii. Bachelor’s degree in any of the following disciplines; foods, nutrition and dietetics, dietetics/clinical nutrition, food science, food science and nutrition or home economics from a recognized institution
iii. Registered by the council of the institute of nutritionists and dieticians (CIND)
iv. Certificate in computer applications; and shown merit and ability as reflected in work performance and results

69. CHIEF NUTRITION AND DIETETICS TECHNOLOGIST 1 (4 posts) JG ‘M’

Duties and Responsibilities
Providing nutrition services in health care facilities; providing therapeutic nutrition support in disease management in hospital wards and kitchens; managing inpatient feeding programmes; providing nutrition services in tuberculosis, diabetic and renal clinics, initiating nutrition projects; providing specialized nutrition support for inpatient; conducting nutrition data audits in the facility; planning and formulating therapeutic diets for inpatient and outpatients, conducting nutrition data audits in the facility, research and preparing reports for the station or facility. Providing specifications for the procurement of nutrition equipment, facilitating nutrition health and inter-sectoral teams and assessing, implementing and reviewing nutrition health programmes in health care facilities.

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

i. Served in the grade of senior nutrition and dietetics technologist for a minimum period of three (3) years.
ii. Diploma in community nutrition, clinical nutrition or nutrition and dietetics from a recognized institution.
iii. Certificate in computer applications; and
iv. Shown merit and ability as reflected in work performance and results

70. NUTRITION AND DIETETICS TECHNOLOGIST 1 (2 posts) JG ‘K’

Duties and Responsibilities
i) Preparing and implementing therapeutic diets for outpatients and inpatients;
ii) Providing guidelines for therapeutic diets for existing and emerging diseases.
iii) Treating and counselling patients using specialized dietetic nutritionally modified products.
iv) Implementing the nutrition and dietetic process including screening;
v) Assessing, formulating and implementing nutrition interventions and evaluating outcomes;
vi) Implementing nutrition health programmers;

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

i) Served in the grade of nutrition & dietetics Technician for a minimum period of three (3) years
ii. Diploma in community nutrition, clinical nutrition or nutrition and dietetics from a recognized organization. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND).

71. CHIEF MEDICAL SOCIAL WORKER 1 (2 posts) JG ‘M’

Duties and Responsibilities
An officer at this level will be expected to co-ordinate social work activities within a hospital covering a number of units, planning and directing social work programmes such as counseling, placement, home based care, rehabilitation and follow up of patients in general but particularly sensitive cases of pandemic diseases.

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

(i) served in the grade of Senior Medical Social Worker or in a comparable and relevant position in the Public Service for a minimum period of three (3) years
(ii) Shown merit and ability in work performance and results.

72. MEDICAL SOCIAL WORKER 1 (2 posts) JG ‘K’

Duties and Responsibilities
An officer at this level will be expected to co-ordinate social work activities within a hospital covering a number of units, planning and directing social work programmes such as
counseling, placement, home based care, rehabilitation and follow up of patients in general but particularly sensitive cases of pandemic diseases.

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

(i) served in the grade of Medical Social Worker II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years
(ii) Shown merit and ability in work performance and results.

73. ASSISTANT DIRECTOR MEDICAL LABORATORY SERVICES (1 post) JG ‘P’

Duties and Responsibilities

i. Implementing laboratory policies guidelines strategies and programs

ii. Supervising the preparation of reagents stains and examining specimens

iii. Verifying and approving results planning and budgeting and carrying out operational research on vector borne diseases

iv. Investigating disease outbreaks in liaison with other health care providers

v. Supervising the archiving of specimens of medical importance for reference mapping and surveying vector borne diseases distribution

vi. Liaising with stakeholders in mapping and surveying of vector borne diseases communicable and non-communicable diseases

vii. Developing standard operating procedures validating and calibrating equipment and developing annual operation plan

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

(i) served in the grade of Principal Medical Laboratory Officer for a minimum period of three (3) years;

(ii) Bachelor’s Degree in Medical Laboratory Technology or any other recognized qualification by KMLTTB from a recognized institution;

(iii) Registration certificate issued by the Kenya medical laboratory technicians and technologist board.

(v) Valid practicing license from Kenya medical laboratory technicians and technologists board.

(vi) Certificate in Computer applications skills from a recognized institution;

and Demonstrated professional and managerial capabilities in work performance and results.
Duties and Responsibilities

i. Implementing laboratory policies guidelines strategies and programs

ii. supervising the preparation of reagents stains and examining specimens

iii. verifying and approving results planning and budgeting and carrying out operational research on vector borne diseases

iv. investigating disease outbreaks in liaison with other health care providers

v. supervising the archiving of specimens of medical importance for reference mapping and surveying vector borne diseases distribution

vi. liaising with stakeholders in mapping and surveying of vector borne diseases communicable and non-communicable diseases

vii. developing standard operating procedures validating and calibrating equipment and developing annual operation plan

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

(i) served in the grade of Principal Medical Laboratory Technologist II for a minimum period of three (3) years;

(ii) Diploma in Medical Laboratory Technology from a recognized institution; OR Higher Diploma in any of the following disciplines; Parasitology and Entomology, clinical cytology, immunology mycology and epidemiology or any other qualification from a recognized institution;

(iii) Registration certificate issued by the Kenya medical laboratory technicians and technologist board.

(v) Valid practicing license from Kenya medical laboratory technicians and technologists board.

(vi) Certificate in Computer applications skills from a recognized institution;

and Demonstrated professional and managerial capabilities in work performance and results.
i. Implementing laboratory policies guidelines strategies and programs, recruiting, preparing and bleeding of blood donors for transfusion services, performing blood grouping, screening for blood transfusion services; performing blood grouping, screening for blood transfusion transmissible infections, issuing blood and blood products to health facilities as per request

ii. coordinating preparation of reagents, stains and examining specimens, carrying out operational laboratory research, preparing procurement plan for laboratory requirements, providing technical specifications for the procurement of medical laboratory reagents, apparatus and equipment, maintaining equipment and reagents for vector and insecticides application, monitoring and evaluation; investigating disease outbreaks in liaison with other health care providers archiving specimens of medical importance for reference ,processing specimen according to SOPs validating and calibrating laboratory equipment and preparing periodical lab reports

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

(i) served in the grade of Chief Medical Laboratory Technologist for a minimum period of three (3) years;
Diploma in Medical Laboratory Technology from a recognized institution; OR Higher Diploma in any of the following disciplines; Parasitology and Entomology, clinical cytology, immunology mycology and epidemiology or any other qualification from a recognized institution;

(iv) Registration certificate issued by the Kenya medical laboratory technicians and technologist board.

(v) Valid practicing license from Kenya medical laboratory technicians and technologists board.

(vi) Certificate in Computer applications skills from a recognized institution;
and Demonstrated professional and managerial capabilities in work performance and results.

**76.CHIEF MEDICAL LABORATORY TECHNOLOGIST (8 posts) JG ‘M’**

**Duties and Responsibilities**

i. Implementing laboratory policies guidelines strategies and programs, preparing media for culture and sensitivity testing, requisitioning of laboratory consumables and apparatus, investigating disease outbreaks in liaison with other health care providers, archiving
specimens of medical importance for reference, mentoring and coaching trainees on practical attachments,
ii. coordinating preparation of reagents, stains and examining specimens, verifying and approving results, screening for blood transfusion transmissible infections, preparing blood products, preparing operational research proposals; supervising the disinfection washing and sterilization of apparatus, maintaining equipment and reagents for vector and insecticides application, monitoring an evaluation, preparing laboratory periodical reports and validating and calibrating equipment

For appointment to this grade, an officer must have: -
i. Served in the grade of Senior Medical Laboratory Technologist for a minimum period of three (3) years;
ii. Diploma in Medical Laboratory Technology from a recognized institution; OR Higher Diploma in any of the following disciplines; Parasitology and Entomology, clinical cytology, immunology mycology and epidemiology or any other qualification from a recognized institution;
(iii) Registration certificate issued by the Kenya medical laboratory technicians and technologist board.
(iv) Valid practicing license from Kenya medical laboratory technicians and technologists board.
(iv) Certificate in Computer applications skills from a recognized institution;
and Demonstrated professional and managerial capabilities in work performance and results.

77. SENIOR LABORATORY TECHNOLOGIST (13 posts) JG ‘L’
Duties and Responsibilities
i. receiving and scrutinizing laboratory requisitions forms and specimens and preparing clients for collection of specimens
ii. Receiving collecting labelling and registering specimens.
iii. Disaggregating specimens for processing and analysis
iv. Preparing reagents supervising the disinfecting washing and sterilizing of apparatus.
v. Maintain equipment’s and regents for vector insecticides applications.
vi. Dispatching laboratory results for use in clinical management and preparing stains.

vii. Preparing blood products, collecting and analyzing data.

viii. Processing the specimen according to the specific standard operating procedures (SOP)

ix. Mentoring and coaching trainees on practical attachment and preparing periodical reports.

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

(i) served in the grade of Laboratory Technologist I for a minimum period of three (3) years;
(ii) Diploma in Medical Laboratory Technology from a recognized institution;
(iii) Registration certificate issued by the Kenya medical laboratory technicians and technologist board.
(iv) Valid practicing license from Kenya medical laboratory technicians and technologists board.
(v) Certificate in Computer applications skills from a recognized institution; and

vi. Shown merit and ability as reflected in work performance and results.

78. LABORATORY TECHNOLOGIST 1 (3 posts) JG ‘K’

Duties and Responsibilities

i. Recruiting preparing and bleeding of blood donors for transfusion services performing blood grouping and storing blood products to peripheral health facilities.

ii. Preparing blood products collecting and analyzing laboratory findings and resultant data

iii. Supervising the disinfected washing and sterilization of apparatus, mentoring and coaching trainees on practical attachment.

iv. Receiving collecting labelling and registering specimens

V. Dispatching laboratory results for the use in clinical management and preparing stains and regents.

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

(i) Served in the grade of Laboratory Technologist II for a minimum

Period of three (3) years;

(ii) Diploma in Medical Laboratory Technology from a recognized institution;

(iii) Registration certificate issued by the Kenya medical laboratory technicians and technologists board.
(iv) Valid practicing license from Kenya medical laboratory technicians and technologist board (KMLTTB).
(v) Certificate in Computer application skills from a recognized institution; and
(vi) Shown merit and ability as reflected in work performance and results.

79. SENIOR MEDICAL LABORATORY TECHNICIAN 1 (5 posts) JG ‘L’

Duties and Responsibilities
i. Recruiting preparing and bleeding of blood donors for transfusion services performing blood grouping and storing blood products to peripheral health facilities.
ii. Preparing blood products collecting and analyzing laboratory findings and resultant data
iii. Supervising the disinfected washing and sterilization of apparatus, mentoring and coaching trainees on practical attachment.
iv. Receiving collecting labelling and registering specimens
v. Dispatching laboratory results for the use in clinical management and preparing stains and regents.

For appointment to this grade, an officer must have:
- (i) served in the grade of Senior Medical Laboratory Technician II for a minimum Period of three (3) years;
- (ii) Certificate in Medical Laboratory Technology or any other recognized qualification from a recognized institution;
- (iii) Registration certificate issued by the Kenya medical laboratory technicians and technologists board.
- (iv) Valid practicing license from Kenya medical laboratory technicians and technologist board (KMLTTB).
- (v) Certificate in Computer application skills from a recognized institution; and
- (vi) Shown merit and ability as reflected in work performance and results

80. SENIOR MEDICAL LABORATORY TECHNICIAN 11 (3 posts) JG ‘K’

Duties and Responsibilities
i. Recruiting preparing and bleeding of blood donors for transfusion services performing blood grouping and storing blood products to peripheral health facilities.
ii. Preparing blood products collecting and analyzing laboratory findings and resultant data
Iii. Supervising the disinfected washing and sterilization of apparatus, mentoring and coaching trainees on practical attachment.

Iv. Receiving collecting labelling and registering specimens

V. Dispatching laboratory results for the use in clinical management and preparing stains and regents.

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

(i) Served in the grade of medical Laboratory Technician I for a minimum period of three (3) years;

(ii) Certificate in Medical Laboratory Technology or any other recognized qualification from a recognized institution;

(iii) Registration certificate issued by the Kenya medical laboratory technicians and technologists board.

(iv) Valid practicing license from Kenya medical laboratory technicians and technologist board (KMLTTB).

(v) Certificate in Computer application skills from a recognized institution; and

(vi) Shown merit and ability as reflected in work performance and results

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**81. MEDICAL LABORATORY TECHNICIAN 1 (1 posts) JG ‘J’**

**Duties and Responsibilities**

i. Recruiting preparing and bleeding of blood donors for transfusion services performing blood grouping and storing blood products to peripheral health facilities.

ii. Preparing blood products collecting and analyzing laboratory findings and resultant data

iii. Supervising the disinfected washing and sterilization of apparatus, mentoring and coaching trainees on practical attachment.

iv. Receiving collecting labelling and registering specimens

V. Dispatching laboratory results for the use in clinical management and preparing stains and regents.

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

(i) Served in the grade of medical Laboratory Technician II for a minimum period of three (3) years;
(ii) Certificate in Medical Laboratory Technology or any other recognized qualification from a recognized institution;
(iii) Registration certificate issued by the Kenya medical laboratory technicians and technologists board.
(iv) Valid practicing license from Kenya medical laboratory technicians and technologist board (KMLTTB).
(v) Certificate in Computer application skills from a recognized institution; and
(vi) Shown merit and ability as reflected in work performance and results

82. PRINCIPAL PUBLIC HEALTH OFFICERS (2 posts) JG ‘N’

Duties and Responsibilities
i. An officer at this level will coordinate environmental health activities in the area of deployment. Specific duties and responsibilities will include:
 monitoring and evaluating the management of solid/liquid and other hazardous wastes; ensuring safety and quality of food and water for both domestic and industrial use; ensuring abatement of sanitary nuisances; carrying out surveillance on environmental health pollutants; promoting hygiene education including school health programmes; implementing health regulations and rules at ports; vetting and approving building plans; inspecting and approving occupancy certificates of new buildings; inspecting of commercial and trading premises for maintenance of set standards; overseeing exhumation process and authorizing disposal of unclaimed bodies; and carrying out surveillance and advising on prevention and control of disease incidences outbreaks and disasters

For appointment to this grade, an officer must have: -
(i) served in the grade of Chief Public Health Officer for a minimum period of three (3) years;
(ii) Bachelor’s Degree in either Environmental Health Science or Public Health Inspection from a recognized institution;
(ii) Certificate in Computer Application Skills from a recognized institution; and
(iii) Shown merit and ability as reflected in work performance and results

83. PRINCIPAL ASSISTANT PUBLIC HEALTH OFFICERS (25 posts) JG ‘N’
Duties and Responsibilities

An officer at this level will coordinate environmental health activities in the area of deployment. Specific duties and responsibilities will include:

- monitoring and evaluating the management of solid/liquid and other hazardous wastes;
- ensuring safety and quality of food and water for both domestic and industrial use; ensuring abatement of sanitary nuisances; carrying out surveillance on environmental health pollutants;
- promoting hygiene education including school health programmes; implementing health regulations and rules at ports; vetting and approving building plans; inspecting and issuing occupancy certificates of new buildings; inspecting of commercial and trading premises for maintenance of set standards; overseeing exhumation process and authorizing disposal of unclaimed bodies; and carrying out surveillance and advising on prevention and control of disease incidences outbreaks and disasters.

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

1. served in the grade of chief Assistant Public Health Officer for a minimum period of three (3) years;
2. Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
3. Certificate in Computer Application Skills from a recognized institution; and
4. Shown merit and ability as reflected in work performance and results.

84. CHIEF PUBLIC HEALTH OFFICER (9 posts) JG ‘M’

Duties and Responsibilities

An officer at this level will coordinate environmental health activities in the area of deployment. Specific duties and responsibilities will include:

1. implementing promotive and preventive health programmes;
2. ensuring safety and quality of food and water for both domestic and industrial use; abating sanitary nuisances;
3. promoting hygiene education including school health programmes;
4. implementing international health regulations and rules at ports, airports, frontiers and border posts;
5. undertaking inspection for preventive maintenance of health facilities; vetting and
approving building plans;
vi. inspecting and issuing occupancy certificates of new buildings;
vii. inspecting commercial and trading premises for maintenance of set standards;
vii. overseeing exhumation process and authorizing disposal of unclaimed bodies;
ix. educating the public on health and safety at work place;
x. implementing community based health care programmes.

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

(i) served in the grade of Senior Public Health Officer for a minimum period of three (3) years;
(ii) Bachelor’s Degree in either Environmental Health Science or Public Health Inspection from a recognized institution;
(iii) Certificate in Computer Application Skills from a recognized institution; and
(v) Shown merit and ability as reflected in work performance and results

**85. CHIEF ASSISTANT PUBLIC HEALTH OFFICERS (15 posts) JG ‘M’**

**Duties and Responsibilities**

An officer at this level will coordinate environmental health activities in the area of deployment. Specific duties and responsibilities will include:
i. implementing promotive and preventive health programmes;
i. ensuring safety and quality of food and water for both domestic and industrial use; abating sanitary nuisances;
iii. promoting hygiene education including school health programmes;
iv. implementing international health regulations and rules at ‘ports, airports, frontiers and border posts;
v. undertaking inspection for preventive maintenance of health facilities; vetting and approving building plans;
vi. inspecting and issuing occupancy certificates of new buildings;
vii. inspecting commercial and trading premises for maintenance of set standards;
vii. overseeing exhumation process and authorizing disposal of unclaimed bodies;
ix. educating the public on health and safety at work place;
x. implementing community based health care programmes.
For appointment to this grade, an officer must have:

(i) served in the grade of Senior Assistant Public Health Officer for a minimum period of three (3) years;
(ii) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
(iii) Certificate in Computer Application Skills from a recognized institution; and
(iv) Shown merit and ability as reflected in work performance and results.

86. SENIOR ASSISTANT PUBLIC HEALTH OFFICER (16 posts) JG ‘L’

Duties and Responsibilities

i. identifying environmental health issues at community level;
ii. maintaining up to date records of services rendered;
iii. implementing vector, vermin and, rodent control measures;
iv. implementing integrated mosquito control strategies;
v. issuing of and statutory notices; inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water;
vi. undertaking inspection for preventive maintenance of health care facilities;
vii. Overseeing construction of sanitary facilities in schools trading centers and commercial premises;
viii. collecting water and food samples for bacteriological and chemical analysis and carrying out immunizations;
ix. initiating and implementing Community Based Health Care Programmes;
x. implementing integrated mosquito control and other public health strategies; and following up on proper collection and disposal of solid waste.

For appointment to this grade, an officer must have:

(i) served in the grade of Assistant Public Health Officer 1 for a minimum period of three (3) years;
(ii) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
(iii) Certificate in Computer Application Skills from a recognized institution; and shown merit and ability as reflected in work performance and results.

87. ASSISTANT PUBLIC HEALTH OFFICER I (4 posts) JG ‘K’

Duties and Responsibilities

i. mobilizing, sensitizing and advising communities on matters related to environmental health;

ii. carrying out immunization; defaulter tracing and reporting of Tuberculosis and other immunizable diseases;

iii. identifying environmental health issues at community level; implementing vector, vermin and rodent control measures;

iv. implementing integrated mosquito control strategies.; sitting of homesteads, pit latrines, grain stores, trading centers, emergency camps and giving advice on vermin and rodent control;

v. implementing sanitation and hygiene standards in the community;

vi. undertaking inspection for preventive maintenance at the health facility, hospital sanitation and health care waste management;

vii. Issuing of intimation and statutory notices and inspecting springs and wells to ensure that they are properly maintained and ensure safe sources of drinking water.

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

(i) served in the grade of Assistant Public Health Officer II for a minimum period of three (3) years;

(ii) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;

(iii) Certificate in Computer Application Skills from a recognized institution;

And

(iv) Shown merit and ability as reflected in work performance and results.

88. SENIOR PUBLIC HEALTH ASSISTANT (3 posts) JG ‘K’

Duties and Responsibilities
i. mobilizing, sensitizing and advising communities on matters related to environmental Health;

ii. carrying out immunizations; defaulter tracing and reporting of Tuberculosis and other immunizable diseases; referring health cases to relevant health facilities;

iii. identifying environmental health issues at household level; organizing community health days to advise communities on common public health issues;

iv. maintaining and updating records of public health data; assessing health needs of the community;

v. sensitizing communities on food and water safety measures; inspecting homesteads, markets, commercial premises, trading centers to ensure that general cleanliness and sanitary requirements, are maintained; and issuing of intimation and statutory notices.

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

i. served in the grade of Public Health Assistant I for a minimum period of three (3) years;

(ii) Certificate in Environmental Health Science or Public Health Technology from a recognized institution;

(iii) Certificate in Computer Application Skills from a recognized institution;

(iv) Shown merit and ability as reflected in work performance and results.

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**89. PUBLIC HEALTH ASSISTANT 1 (5 posts) JG ‘J’**

**Duties and Responsibilities**

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 household level; organizing community health days to advise communities on common public health issues;

iv. collecting and maintaining up to date records of services rendered;

v. assessing health needs of the community; and sensitizing communities on food and water safety measures.
For appointment to this grade, an officer must have:

(i) served in the grade of Public Health Assistant H for a minimum period of three (3) years;
(ii) Certificate in Environmental Health Science or Public Health Technology from a recognized institution;
(iii) Certificate in Computer Application Skills from a recognized institution;
(iv) Shown merit and ability as reflected in work performance and results.

90. CHIEF OFFICE ADMINISTRATOR (1 post) JG ‘M’

Duties and Responsibilities

i. Taking oral dictation; managing e-office; word and data processing.

ii. Operating office equipment; maintaining office diary, appointments and travel itineraries.

iii. Attending to visitors/clients; handling telephone calls; coordinating schedules of meetings.

iv. Ensuring security of office records, equipment and documents, including classified materials.

v. Maintaining an up to date filling system in the office.

vi. Establishing and monitoring procedures for record keeping of correspondence and file movements.

vii. Preparing responses to simple routine correspondence.

viii. Managing office protocol and etiquette, supervising office cleanliness.

ix. Managing petty cash; ensuring security, integrity and confidentiality of data.

x. Undertaking any other office administrative services that may be assigned.

For appointment to this grade, an officer must have:

i. Served in the grade of Senior Office Administrator I or Senior Office Administrative Assistant for a minimum period of three (3) years.

Has a Bachelor’s degree in secretarial studies or Business office management from a recognized institution

ii. Diploma in Secretarial Studies from the Kenya National Examinations Council. OR

Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:

a) Shorthand III (minimum 110 w.p.m.)
b) Typewriting III (50 w.m.p) /Computerized Document processing III.
c) Business English III /Communications II.
d) Office Practice II.
e) Commerce II.
f) Office Management III /Office Administration and Management III.
g) Secretarial Duties II.

iii. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution.
iv. Certificate in computer applications from a recognized institution.
v. Shown merit and ability as reflected in work performance and results.

91. SENIOR ASSISTANT OFFICE ADMINISTRATOR (2 posts) JG ‘L’

Duties and Responsibilities
i. Taking oral dictation; managing e-office; word and data processing.
ii. Operating office equipment; maintaining office diary, appointments and travel itineraries.
iii. Attending to visitors/ clients; handling telephone calls; coordinating schedules of meetings.
iv. Ensuring security of office records, equipment and documents, including classified materials.
v. Maintaining an up to date filling system in the office.
vi. Establishing and monitoring procedures for record keeping of correspondence and file movements.
vii. Preparing responses to simple routine correspondence.
viii. Managing office protocol and etiquette, supervising office cleanliness.
ix. Managing petty cash; ensuring security, integrity and confidentiality of data.
x. Undertaking any other office administrative services that may be assigned.

For appointment to this grade, an officer must have: -
i. Served in the grade of Assistant Office Administrator I or Senior Office Administrative Assistant for a minimum period of three (3) years.

OR
Business Education Single and Group Certificates (BES & GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects:
a) Shorthand III (minimum 110 w.p.m.)
b) Typewriting III (50 w.m.p) /Computerized Document processing III.
c) Business English III /Communications II.
d) Office Practice II.
e) Commerce II.
f) Office Management III /Office Administration and Management III.
g) Secretarial Duties II.

iii. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution.
iv. Certificate in computer applications from a recognized institution.
v. Shown merit and ability as reflected in work performance and results.

92. OFFICE ADMINISTRATOR 1 (3 posts) JG ‘K’
Duties and Responsibilities
i. Taking oral dictation, managing e-office, word and data processing.
ii. Operating office equipment, attending to visitors/clients, handling telephone calls and equipment’s.
iii. Maintaining office diary and travel itineraries.
iv. Ensuring security of office records, equipment and documents, including classified materials.
v. Preparing responses to simple routine correspondence.
vi. Establishing and monitoring procedures for record keeping of correspondence and file movements.

vii. Maintaining an up to date filling system in the office.
viii. Ensuring security, integrity and confidentiality of data.
ix. Managing office protocol and etiquette, managing petty cash.
x. Supervising office cleanliness and undertaking any other administrative services that maybe assigned.

For appointment to this grade, an officer must have:
i. Served in the grade of Office Administrator II for a minimum period of three (3) years.

ii. Bachelor’s Degree in Secretarial Studies or Bachelor of Business and Office Management from a recognized institution. OR Bachelor’s Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution.

iii. Certificate in Secretarial Management Course from Kenya School of Government or any other Government training institution.

iv. Certificate in computer applications from a recognized institution.

v. Shown merit and ability as reflected in work performance and results.

93.ASSISTANT OFFICE ADMINISTRATOR 1/SENIOR OFFICE ADMINISTRATIVE ASSISTANT (3 posts) JG ‘K’

Duties and Responsibilities

i. Taking oral dictation word and data processing,

ii. operating office equipment,

iii. Ensuring security of office equipment documents and records.

iii. Attending to visitors/clients.

iv. Handling telephone calls and appointments

v. Maintaining diary and scheduling of meetings.

vi. Ensuring an up to date filing system in the office.

vii. Supervision of office cleanliness

viii. Handling routine correspondences.

ix. Managing office petty cash and undertaking any other office administrative services duties that may be assigned.

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

i. Served in the grade of Office Administrative Assistant I for a minimum period of three (3) years

ii. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects: -

a) Typewriting III (minimum 50 w.p.m) Computerized Document Processing III

b) Business English III/Communications II

c) Office Practice II
d) Commerce II  
e) Secretarial duties II  
f) Office Management III/Office Administration and Management III OR  
Craft Certificate in Secretarial Studies from the Kenya National Examination Council  

iii. Certificate in Public Relations and Customer care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution.  
iv. Certificate in computer applications from a recognized institution.  
v. Shown merit and ability as reflected in work performance and results.

94. OFFICE ADMINISTRATIVE ASSISTANT I (5 posts) JG ‘J’  

Duties and Responsibilities  
i. Taking oral dictation.  
ii. Word and data processing.  
iii. Operating office equipment  
iv. Ensuring security of office equipment, documents and records  
v. Attending to visitors/clients  
vi. Handling telephone calls and appointments.  
vii. Maintaining up to date filling system in the office.  
viii. Supervision of office cleanliness.  
ix. Managing petty cash and undertaking any other administrative duties that may be assigned.  

For appointment to this grade, an officer must have: -  
i. Served in the grade of Office Administrative Assistant II for a minimum period of three (3) years.  
ii. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects  
a. Typewriting III (minimum 50 w.p.m) /computerized Document Processing III.  
b. Business English III/Communications II.  
c. Commerce II.  
d. Office Practice II.  
e. Secretarial duties II  
f. Office Management II/Office Administration and Management III

iv. Certificate in Public Relations and Customer Care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution.

v. Certificate in computer applications from a recognized institution.

Shown merit and ability as reflected in work performance and results

95. SENIOR OFFICE ADMINISTRATIVE ASSISTANT (2 posts) JG ‘K’

Duties and Responsibilities

i. Taking oral dictation word and data processing,

ii. Operating office equipment,

iii. Ensuring security of office equipment documents and records.

Attending to visitors/clients.

iv. Handling telephone calls and appointments.

v. Maintaining diary and scheduling of meetings.

vi. Ensuring an up to date filing system in the office.

vii. Supervision of office cleanliness

viii. Handling routine correspondences.

ix. Managing office petty cash and undertaking any other office administrative services duties that may be assigned.

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

i. Served in the grade of Office Administrative Assistant I for a minimum period of three (3) years

ii. Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects:-

a) Typewriting III (minimum 50 w.p.m) Computerised Document Processing III

b) Business English III/Communications II

c) Office Practice II

d) Commerce II

e) Secretarial duties II

f) Office Management III/Office Administration and Management III
OR

Craft Certificate in Secretarial Studies from the Kenya National Examination Council

iii. Certificate in Public Relations and Customer care course lasting not less than two (2) weeks from the Kenya School of Government or any other government training institution.

iv. Certificate in computer applications from a recognized institution.

96. SENIOR ACCOUNTANT (1 post) JG ‘L’

Duties and Responsibilities

i. Executing all the accounting functions relating to the unit assigned.

ii. Safe-keeping of unused cheque books and cheque counterfoils.

iii. Maintaining cash books.


v. Posting of cash books.

vi. Filing of vouchers in an orderly way for ease of retrieval.

vii. Safe custody of cash, cashbooks, paid vouchers, and bank statements.

viii. Daily balancing of cashbooks.

ix. Doing monthly bank reconciliation and clearing all outstanding items in the bank reconciliation.

x. Spending in accordance with the available funds or AIE.

xi. Ensuring smooth flow of work in the station.

xii. Managing cash, including imprest according to regulations.

xiii. Processing LPOs, payments and payment vouchers.

xiv. Ensuring payments are in conformity with the existing Government financial regulations and procedures.

xv. Preparing sectional budget.

xvi. Following up audit issues and ensuring their minimization.

xvii. Maintaining a reliable vote book system.

xviii. Ensuring implementation of internal controls.

xix. Ensuring the budget is fully implemented.

xx. Ensuring efficient use of financial resources and county assets.

xviii. Performing any other duty as may be assigned from time to time.
For appointment to this grade, an officer must have: -

i. Served in the grade of accountant 1 for a minimum period of three (3) years,

ii. Be able to demonstrate familiarity with Government operations and general accounting systems.

iii. Demonstrate understanding of public finance management

iv. Ability to interpret Government policy, procedures and data

v. Must have excellent communication and interpersonal skills.

vi. Must be self-driven with a lot of initiative and drive

iii. Proficiency in computer applications

97. ACCOUNTANT I (1 post) JG ‘K’

Duties and Responsibilities

i. Executing all the accounting functions relating to the unit assigned.

ii. Safe-keeping of unused cheque books and cheque counterfoils.

iii. Maintaining cash books.


v. Posting of cash books.

vi. Filing of vouchers in an orderly way for ease of retrieval.

vii. Safe custody of cash, cashbooks, paid vouchers, and bank statements.

viii. Daily balancing of cashbooks.

ix. Doing monthly bank reconciliation and clearing all outstanding items in the bank reconciliation

x. Spending in accordance with the available funds or AIE.

xi. Ensuring smooth flow of work in the station.

xii. Managing cash, including imprest according to regulations.

xiii. Processing LPOs, payments and payment vouchers.

xiv. Ensuring payments are in conformity with the existing Government financial regulations and procedures

xv. Preparing sectional budget

xvi. Following up audit issues and ensuring their minimization.

xvii. Maintaining a reliable vote book system
xv. Ensuring implementation of internal controls.
xvi. Ensuring the budget is fully implemented.
xvii. Ensuring efficient use of financial resources and county assets.
xviii. Performing any other duty as may be assigned from time to time.

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

i. Served in the grade of accountant officer II for a minimum period of three (3) years,
ii. Be able to demonstrate familiarity with Government operations and general accounting systems.
iii. Demonstrate understanding of public finance management
iv. Ability to interpret Government policy, procedures and data
v. Must have excellent communication and interpersonal skills.
vi. Must be self-driven with a lot of initiative and drive
vii. Proficiency in computer applications

**98. PRINCIPAL DRIVER (2 posts) JG ‘J’**

**Duties and responsibilities**

i. driving the assigned vehicle
ii. carrying out routine checks on the vehicles cooling, oil, electrical, tyre pressure and brake systems
iii. detecting and reporting malfunctioning of the vehicle systems
iv. maintenance of work tickets for vehicle assigned
v. ensuring security and safety of the vehicle on and off the road
vi. overseeing safety of the passengers and of goods therein
vii. maintaining cleanliness of the vehicle
viii. In addition the officer may be required to supervise and guide staff in a small transport unit.

**For appointment to this grade an officer must have:**

i. served in the grade of Chief driver for a minimum period of three (3) years
ii. passed Occupational trade test I for drivers
iii. a valid driving license free from any current endorsements for class of vehicles the officer is required to drive
iv. Defensive driving certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution.

v. attended a refresher course for drivers lasting not less than one (1) week within every three (3) years at the Kenya institute of highway and building technology (KIHBT) or any other recognized institution.

vi. a valid certificate of good conduct from the Kenya police

vii. attended a first aid certificate course lasting not less than one (1) week at St john ambulance or Kenya institute of Highway and building technology (KIHBT) or any other recognized institution

viii. Demonstrated outstanding professional competence and integrity in work performance and results.

99. CHIEF DRIVER (2 posts) JG ‘H’

Duties and responsibilities

i. driving the assigned vehicle

ii. carrying out routine checks on the vehicles cooling, oil, electrical, tyre pressure and brake systems

iii. detecting and reporting malfunctioning of the vehicle systems

iv. maintenance of work tickets for vehicle assigned

v. ensuring security and safety of the vehicle on and off the road

vi. overseeing safety of the passengers and of goods therein

vii. maintaining cleanliness of the vehicle

viii. in addition the officer may be required to supervise and guide staff in a small transport unit.

For appointment to this grade an officer must have: -

i. served in the grade of senior driver for a minimum period of three (3) years

ii. passed Occupational trade test I for drivers

iii. a valid driving license free from any current endorsements for class of vehicles the officer is required to drive

iv. Defensive driving certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution.
v. attended a refresher course for drivers lasting not less than one (1) week within every three (3) years at the Kenya institute of highway and building technology (KIHBT) or any other recognized institution.

vi. a valid certificate of good conduct from the Kenya police

vii. attended a first aid certificate course lasting not less than one (1) week at St John’s ambulance or Kenya institute of Highway and building technology (KIHBT) or any other recognized institution.

viii. demonstrated outstanding professional competence and integrity in work performance and results.

100. SENIOR DRIVER (2 posts) JG ‘G’

Duties and responsibilities

i. driving the assigned vehicle

ii. carrying out routine checks on the vehicles cooling, oil, electrical, tyre pressure and brake systems

iii. detecting and reporting malfunctioning of the vehicle systems

iv. maintenance of work tickets for vehicle assigned

v. ensuring security and safety of the vehicle on and off the road

vi. overseeing safety of the passengers and of goods therein

vii. maintaining cleanliness of the vehicle

viii. in addition the officer may be required to supervise and guide staff in a small transport unit.

For appointment to this grade an officer must have:

i. served in the grade of driver 1 for a minimum period of three (3) years

ii. Passed Occupational trade test I for drivers

iii. a valid driving licence free from any current endorsements for class of vehicles the officer is required to drive

iv. Defensive driving certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution.

v. attended a refresher course for drivers lasting not less than one (1) week within every three (3) years at the Kenya institute of highway and building technology (KIHBT) or any other recognized institution.
building technology (KIHBT) or any other recognized institution.

vi. a valid certificate of good conduct from the Kenya police

vii. Attended a first aid certificate course lasting not less than one (1) week at St John ambulance or Kenya institute of Highway and building technology (KIHBT) or any other recognized institution

viii. demonstrated outstanding professional competence and integrity in work performance and results.

101. CHEF (1 post) JG ‘J’

Duties and Responsibilities

i. food preparation and production; setting up and directing placement of foods in serving line;

ii. replenishing of foodstuffs in the buffet service line;

iii. maintaining correct stock levels; detecting and reporting spoilt or unattractive raw food materials;

iv. ensuring proper stock rotation; ordering of foodstuffs from the main store and carrying out on-the-job training for staff;

v. filling work order forms for defective equipment.

For appointment to this grade, an officer must have:

(i) served in the grade of Cook I for at least three (3) years; and

(ii) Demonstrated knowledge and skills in institutional food preparation.

102. SENIOR COOK (1 post) JG ‘H’

Duties and Responsibilities

i. food preparation and production; setting up and directing placement of foods in serving line;

ii. replenishing of foodstuffs in the buffet service line;

iii. maintaining correct stock levels; detecting and reporting spoilt or unattractive raw food materials;

iv. ensuring proper stock rotation; ordering of foodstuffs from the main store and carrying out on-the-job training for staff;
v. filling work order forms for defective equipment

For appointment to this grade, an officer must have:

(i) served in the grade of Cook I for at least three (3) years; and
(ii) Demonstrated knowledge and skills in institutional food preparation.

103. TELEPHONE SUPERVISOR II, JOB GROUP ‘J’ (2 posts)
(a) Duties and Responsibilities
An officer at this level will be in charge of a telephone exchange of three to four (3-4) switchboard positions with a maximum capacity of forty (40) exchange lines and four hundred (400) extension lines. Specifically, the officer will be responsible for supervision of work at the switchboard; telephone exchange routine work; preparation of duty/annual leave roster for Telephone Personnel; liaising with Engineers/Technicians on maintenance of telephone exchange equipment/facilities, with Accounts Section on payment of telephone bills and with Supplies Section on procurement of telephone facilities/spares parts and stationery.

(b) Requirements for Promotion
For promotion to this grade, an officer must:
(I) have served in the grade of Senior Telephone Operator or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
(ii) have attended and passed a Certificate Course for Government Telephone Supervisors lasting not less than four (4) months from a Government Training Institute or any other recognized Institution;
(iii) be proficient in computer applications;
(iv) possess good oral and written communication skills in both English and Kiswahili; and
(v) have shown merit and ability as reflected in work performance

104. TELEPHONE SUPERVISOR II (2 posts)
Duties and Responsibilities
i. An officer at this level will be in charge of a telephone exchange of three to four (3-4) switchboard positions with a maximum capacity of forty (40) exchange lines and four hundred (400) extension lines.

ii. Specifically, the officer will be responsible for supervision of work at the switchboard; telephone exchange routine work and preparation of duty/annual leave roster for Telephone Personnel;

iii. liaising with Engineers/Technicians on maintenance of telephone exchange equipment/facilities, with Accounts Section on payment of telephone bills and with Supplies Section on procurement of telephone facilities/spares parts and stationery.
For appointment to this grade, an officer must have:

(i) have served in the grade of Senior Telephone Operator or in a comparable and relevant poison in the Public Service for a minimum period of three (3) years;

(ii) have attended and passed a Certificate Course for Government Telephone Supervisors lasting not less than four (4) months from a Government Training Institute or any other recognized Institution;

(iii) be proficient in computer applications;

(iv) possess good oral and written communication skills in both English and Kiswahili; and

(v) have shown merit and ability as reflected in work performance and results.

105. CHIEF CLERICAL OFFICER (4 posts) JG ‘J’

Duties and Responsibilities

i. An officer at this level will handle complex clerical tasks of diverse nature, and may be deployed to be in charge of Clerical Officers within a section or deployed as a Caretaker.

ii. Coordination of clerical work in a section; maintenance of general cleanliness and security of buildings and equipment;

iii. Planning of office accommodation and layout; processing of documents for issue of licenses or certificate under relevant Acts. In addition, the officer will induct new Clerical Officers, and supervise and guide staff working under him/her.

For appointment to this grade, an officer must have:

(i) have served in the grade of Senior Clerical Officer for at least three (3) years;

(ii) possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;

(iii) be in possession of an ICT certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and

(iv) Have shown merit and ability as reflected in work performance and results.
**106. SENIOR CLERICAL OFFICER (2 posts) JG ‘H’**

**Duties and Responsibilities**

i. An officer at this level will supervise and provide guidance to officers working under him/her.

ii. verifying compiled statistical records for accuracy and processing of human resource statistics;

iii. preparation of indents; processing of pension documents and ensuring implementation of Public Service Commission and Ministerial Human Resource Management Advisory Committee (MHRMAC);

iv. preparation of agenda for MHRMAC and MTC meetings; maintenance of stores, records and equipment inventory.

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

(i) have served in the grade of Clerical Officer I for a minimum period of three (3) years;

(ii) have passed the Proficiency Examination for Clerical Officers;

(iii) possess a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;

(iv) be in possession of an Information Communication Technology (ICT) certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and

(v) Have shown merit and ability as reflected in work performance and results.

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**107. CLEANING SUPERVISOR 2 (8 posts) JG ‘F’**

**Duties and Responsibilities**

i. undertaking cleaning duties in the area of deployment

ii. Perfuming messengerial duties

iii. Preparing tea and washing utensils

iv. Undertaking any other related duties

v. Handling confidential duties in the area of deployment as required

vi. Supervising and guiding support staff in area of deployment
vii. Developing duty roaster for the support staff the officer is in charge of
viii. Liaising with the office superintendent on operational matters

For appointment to this grade, an officer must have: -
i. Served in senior support staff for a period of four years (4) years
ii. Undertaken a course of not less than or in aggregate of at least one (1) month in the area of deployment
iii. Demonstrated merit and ability as reflected in work performance and results.

108. CLEANING SUPERVISOR 1 (2 posts) JG ‘G’
Duties and Responsibilities
i. undertaking cleaning duties in the area of deployment
ii. Perfuming messengerial duties
iii. Preparing tea and washing utensils
iv. Undertaking any other related duties
v. Handling confidential duties in the area of deployment as required
vi. Supervising and guiding support staff in area of deployment
vii. Developing duty roaster for the support staff the officer is in charge of
viii. Liaising with the office superintendent on operational matters

For appointment to this grade, an officer must have: -
i. Served as support staff supervisor for a period of four years (4) years
ii. Undertaken a course of not less than or in aggregate of at least one (1) month in the area of deployment
iii. At least KCSE mean Grade D
iv Demonstrated supervisory abilities

109. PRINCIPAL ASSISTANT COMMUNITY HEALTH OFFICER (2 posts) JG ‘N’
Duties and Responsibilities
Analyzing and interpreting health data from community units and generating community health reports; validating community health services data in sub county health information systems; conducting functionality assessment of community units using standard tools; carrying out advocacy and resource mobilization activities for community health activities;
monitoring and evaluating community health activities; sensitizing committees on available health services and emerging issues; developing community health annual work plans; planning and budgeting for supplies to support management of common ailments and minor injuries; designing and developing information education materials for community health services and coaching and mentoring staff.

**For appointment to this grade, an officer must have:**
Served in the grade of chief community health officer for a minimum period of three (3) years.
Diploma in any of the following disciplines; community health nursing, community health, community oral health, psychology, nutrition, environmental health counselling, social work, community development or health promotion and education from a recognized institution.
Certificate in computer application skills from a recognized institution and;
Shown merit and ability as reflected in work performance and results

110. CHIEF ASSISTANT COMMUNITY HEALTH OFFICER (2 posts) JG ‘M’

**Duties and Responsibilities**
Analyzing and interpreting health data from community units and generating community health reports; validating community health services data in sub county health information systems; conducting functionality assessment of community units using standard tools; carrying out advocacy and resource mobilization activities for community health activities; monitoring and evaluating community health services; monitoring and evaluating community health activities; sensitizing committees on available health services and emerging issues; developing community health annual work plans; planning and budgeting for supplies to support management of common ailments and minor injuries; designing and developing information education materials for community health services and coaching and mentoring staff.

**For appointment to this grade, an officer must have:**
Served in the grade of Senior Assistant Community health officer for a minimum period of three (3) years.
Diploma in any of the following disciplines; community health nursing, community health, community oral health, psychology, nutrition, environmental health counselling, social work, community development or health promotion and education from a recognized institution.
Certificate in computer application skills from a recognized institution and;
Shown merit and ability as reflected in work performance and results

111. COMMUNITY HEALTH ASSISTANT 1 (1 post) JG ‘J’

Duties and Responsibilities
Identifying common ailments and minor injuries at community level; identifying and referring health cases to the appropriate health facilities; coordinating community health activities; collating health data from households for analysis; visiting homes to determine health situations and dialogue with house holds for analysis; visiting homes to determine health information to the community; identifying defaulters of health interventions and referring them to health facilities; convening meetings and action days in collaboration with community health committees and other stakeholders; managing community health resource centers and requisitioning refills for the community workers kits.

For appointment to this grade, an officer must have:

Served in the grade of Community Health Assistant II for a minimum period of three (3) years;
Certificate in any of the following disciplines; Community health, Psychology, Counselling, Social work or community development from a recognized institution
Certificate in computer application skills from a recognized institution and;
Shown merit and ability as reflected in work performance and results

112. PRINCIPAL ASSISTANT OCCUPATIONAL THERAPIST (2 posts) JG ‘N’

Duties and Responsibilities
Assessing, formulating and implementing patients treatment plan; carrying out vocational assessments and recommending appropriate placement; maintain up to date records; keeping information relating to patients/clients; preparing occupational therapy health education materials; following up on patients progress; analyzing data for research, inducting students on practical training on occupational therapy services, preparing and compiling periodic reports; and evaluating occupational therapy activities in the area of deployment.
For appointment to this grade, an officer must have: -
Served in the grade of chief assistant occupational therapist for a minimum period of three (3) years.
Diploma in Occupational Therapy from a recognized institution.
Certificate in computer application skills from a recognized institution and;
Shown merit and ability as reflected in work performance and results.

113. CHIEF ASSISTANT OCCUPATIONAL THERAPIST (2 posts) JG ‘M’

Duties and Responsibilities
Assessing, formulating and implementing patient’s treatment plan; carrying out vocational assessments and recommending appropriate placement; maintain up to date records; keeping information relating to patients/clients; preparing occupational therapy health education materials; following up on patient’s progress; analyzing data for research, inducting students on practical training on occupational therapy services, preparing and compiling periodic reports;

For appointment to this grade, an officer must have: -
Served in the grade of Senior Assistant occupational therapist for a minimum period of three (3) years.
Diploma in Occupational Therapy from a recognized institution.
Certificate in computer application skills from a recognized institution and;
Shown merit and ability as reflected in work performance and results.

114. SENIOR OCCUPATIONAL THERAPIST (1 POST) JG ‘L’

Duties and Responsibilities
Assessing, formulating and implementing patient’s treatment plan; carrying out vocational assessments and recommending appropriate placement; maintain up to date records; keeping information relating to patients/clients; preparing occupational therapy health education materials; following up on patient’s progress; analyzing data for research, inducting students on practical training on occupational therapy services, preparing and compiling periodic reports;
For appointment to this grade, an officer must have: -
Served in the grade of occupational therapist 1 for a minimum period of three (3) years.
Diploma in Occupational Therapy from a recognized institution.
Certificate in computer application skills from a recognized institution and;
Shown merit and ability as reflected in work performance and results.

115. PRINCIPAL HEALTH PROMOTION OFFICER (1 post) JG ‘N’

Duties and Responsibilities
Implementing health promotion programmes projects and activities; liaising with stakeholders and other government agencies in promoting health; compiling and disseminating health promotion reports; coordinating training for community outreach to inform health promotion; carrying out research to inform health promotion interventions; compiling and consolidating health operation plans; working with health teams to facilitate training activities in health promotion; engaging the media on health awareness monitoring development and dissemination of health messages and education materials; mobilizing local resources for implementation and coaching and mentoring staff.

For appointment to this grade, an officer must have: -
Served in the grade of chief health promotion officer for a minimum period of three (3) years.
Bachelors in Health Promotion and Education from a recognized institution. OR Bachelor’s degree in any of the following disciplines; health communication, community health, medical anthropology or sociology from a recognized institution plus a diploma in health promotion and education from a recognized institution.
Certificate in computer application skills from a recognized institution and;
Shown merit and ability as reflected in work performance and results

116. CHIEF PROCUREMENT ASSISTANT, (1) JG M

Duties and Responsibilities
i) Undertaking procurement of less complex nature
ii) Overseeing and coordinating warehousing, distribution, and fleet management,
iii) Disposal of stores and equipment,
iv) Market surveys, and research,
v) inventory and stock control and procurement plans and also supervise staff working under him

**(b) Requirements for Appointment**
For appointment to this grade, an officer must have:
(i) Served for at least three (3) years in the grade of chief Procurement Assistant;
(ii) Shown merit and ability in work performance and results;
(iii) An Advanced Certificate in Supplies Management from a recognized institution;
(iv) attended a management course lasting for not less than 4 weeks.
(v) Shown administrative capability and outstanding performance.

**(v) Proficiency in Computer Applications**

117. **SENIOR CHARGEHAND, (1 post) JG `J`**

**(a) Duties and Responsibilities**
An officer at this level will be the overall in-charge of the Artisans and Charge hands in line with their area of specialization (Carpentry, Masonry, Welding, Painting and Plumbing). Duties at this level will entail preparation of improvement, repair and maintenance schedules; managing maintenance workshops; supervising, training and guiding other staff.

**(b) Requirements for Appointment**
For appointment to this grade, an officer must have:

(i) Served in the grade of Charge hand or in a comparable and relevant position in the Public Service for at least three (3) years;
(ii) Demonstrated ability to organize works, train and supervise junior staff; and
(iii) Shown merit and ability in work performance and results.

118. **PRINCIPAL CLERICAL OFFICER, (3 posts) `K`**

**(a) Duties and Responsibilities**
This is the highest grade in the cadre. An officer at this level will handle complex clerical tasks of diverse nature, and may be deployed to be in charge of Clerical Officers within a section or deployed as a Caretaker. Specific duties and responsibilities will involve coordination of clerical work in a section; maintenance of general cleanliness and security of buildings and equipment; planning of office accommodation and layout; processing of documents for issue of licenses or certificate under relevant Acts. In addition, the officer will induct new Clerical Officers, and supervise and guide staff working under him/her.

**(b) Requirements for Appointment**
(i) Have served in the grade of Chief Clerical Officer for at least three (3) years;
(ii) Posses a Certificate in any of the following disciplines: Human Resource Management, Business Administration, Kenya Accounts Technician Certificate (KATC), Kenya Administration and Management Examination (KAME) or any other approved equivalent qualification from a recognized institution;
(iii) Be in possession of an ICT certificate and be proficient in Word Processors, Spread Sheets, Presentation and Database; and
(iv) Have shown merit and ability as reflected in work performance and results

END