



REPUBLIC OF KENYA

COUNTY GOVERNMENT OF NYAMIRA COUNTY PUBLIC SERVICE BOARD

P.O Box 434-40500, NYAMIRA



INTERNAL ADVERTISEMENT

Nyamira County Public Service Board wishes to fill the following vacant positions as per the constitution of Kenya 2010 under Articles 176 and County Government Act No.17 of 2012.

1. POSITION: ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALIST II Vacancies - 22

Job Grade: CPSB 05

Requirements:-

- Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by the Kenya Medical Practitioners and Dentists Board;
- Must have served in the grade of Senior Medical officer (CPSB 06) for a minimum period of three (3) years;
- Shown merit and ability in work performance and results at this level;
- Certificate of registration by the relevant body;
- Valid practicing license;
- Certificate in Senior Management Course lasting not less than four weeks; and
- Demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities:-

- reviewing patients and instructing in writing all the recommendations;
- undertaking "First-on-Call" duties including clerking, investigating, and managing patients;
- conducting weekly clinic and theatre days;
- managing health facilities at various tiers in communities;
- responding to intern calls; training, supervising and mentoring Medical Officers (Intern) and other students;

- performing emergency surgeries;
- undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems;
- undertaking medical examinations and preparing Medical Board Proceedings;
- carrying out community diagnosis, care and treatment;
- ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider; and conducting disease surveillance, prevention, and control;
- carrying out health education and promotion; and preparing medical reports.

2. POSITION: ASSISTANT DIRECTOR, PHARMACEUTICAL SERVICES/ PHARMACEUTICAL SPECIALIST II.

Vacancies - 3

Job Grade: CPSB 05

Requirements:-

For appointment to this grade, an officer must have:

- Served in the grade of Senior Pharmacist (CPSB 06) for a minimum period of three (3) years;
- Bachelor of Pharmacy (B Pharm) degree from an institution recognized by the Pharmacy and Poisons Board;
- Certificate of Registration by the Pharmacy and Poisons Board;
- valid practicing license from Pharmacy and Poisons Board;
- Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- Certificate in computer application skills; and
- shown merit and ability as reflected in work performance and results.

Duties and Responsibilities:-

- Selecting, quantifying, procuring and warehousing of medical supplies;
- monitoring effective storage of specialized medical supplies requiring cold storage;
- making entries into the relevant inventory management records and registers;
- participating in ward rounds to monitor medicine use, interactions and adverse drug reactions;
- carrying out continuing medical education for health workers in general;
- conducting health education on appropriate use of medicines to patients;
- participating in multidisciplinary clinical team activities of patient care;

- reporting adverse drug reactions and poor-quality medicines;
- timely preparation of relevant monthly reports and submission to relevant offices;
- training and mentoring of interns and students attached to the facility;
- keeping safe custody and maintenance of up to date narcotic and psychotropic substances records; running of poison information centers;
- disseminating and providing new drug information to health workers and the general public; and
- and supervising pharmaceutical services at lower level health facilities.

3. POSITION: ASSISTANT DIRECTOR, DENTAL SERVICES/DENTAL SPECIALIST II

Vacancies - 1

Job Group: CPSB 05

Requirements:-

- Served in the grade of Senior Dental Officer (CPSB 06) for a minimum period of three (3) years;
- Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;
- Certificate of Registration by the Medical Practitioners and Dentists Board;
- Valid practicing license from Medical Practitioners and Dentists Board;
- Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- Certificate in computer application skills from a recognized institution; and
- demonstrated ability and competence in organizing, performing and discharging the dental function.

Duties and Responsibilities:-

- performing specific dental procedures including restorative, prosthodontics, paedodontics, orthodontics, minor oral-facial surgeries, and periodontology;
- being on call to review and manage dental health patients;
- undertaking medico-legal duties which include filling of P.3 forms;
- undertaking dental examinations, age assessment, and writing dental reports;
- conducting outreach community oral health services;
- referring complex cases;
- educating and creating awareness on prevention of dental diseases and dental health;

- maintaining up-to-date dental health patients' records and bio data;
- supervising, training and coaching dental interns and students;
- ensuring that dental health reports are prepared and submitted promptly;
- coordinating preparation of annual work plans and ensuring they are adhered to; and
- Coordinating capacity building and deployment of dental personnel.

4. POSITION: SENIOR ASSISTANT DIRECTOR MEDICAL SERVICES/MEDICAL SPECIALIST I

Vacancies - 9

Job Group: CPSB 04

Requirements:-

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

- served in the grade of Assistant Director, Medical Services/Medical Specialist II (CPSB 05) for a minimum period of three (3) years;
- Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by the Kenya Medical Practitioners and Dentists Council;
- Masters degree in any of the following disciplines:- Medicine, Anesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Kenya Medical Practitioners and Dentists Council;
- Certificate of Registration by the Kenya Medical Practitioners and Dentists Council;
- valid practicing license from the Kenya Medical Practitioners and Dentists Council;
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- Certificate in computer application skills; and
- Demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities:-

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

5. POSITION: DEPUTY DIRECTOR, MEDICAL SERVICES/SENIOR MEDICAL SPECIALIST

Vacancies - 3

Job Group: CPSB 03

Requirements:-

- Served in the grade of Senior Assistant Director, Medical Services/Medical Specialist (CPSB 04) for a minimum period of three (3) years;
- Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by the Kenya Medical Practitioners and Dentists Council;
- Masters degree in any of the following disciplines: Medicine, Anesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Kenya Medical Practitioners and Dentists Council;
- Certificate of Registration by the Kenya Medical Practitioners and Dentists Council;

- valid practicing license from the Kenya Medical Practitioners and Dentists Council;
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- Certificate in computer application skills; and
- Demonstrated professional competence and managerial capability as reflected in work performance and results.

Duties and Responsibilities:-

- Performing complex and advanced clinical patient management in area of specialization including: - Internal Medicine, Obstetrics and Gynecology, General Surgery, ENT Surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health, or other specialties recognized by the Board;
- Coordinating training, coaching and mentoring of health personnel;
- Managing health stores including essential medicines and/or plant and equipment;
- Managing larger facilities/hospitals; developing intervention activities or programs for the management of diseases and conditions;
- developing medical Standard Operating Procedures (SOPs) and protocols;
- developing training curricular and syllabi in collaboration with training institutions; coordinating emergency response and clinical care;
- coordinating health projects and programmes;
- managing health information systems;
- carrying out health surveys and research;
- and monitoring the provision of forensic and medico-legal services.

6. POSITION: SENIOR DEPUTY DIRECTOR MEDICAL SERVICES/CHIEF MEDICAL SPECIALIST

Vacancies - 2

Job Group: CPSB 02

Requirements:-

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

- served in the grade of Deputy Director, Medical Services/Senior Medical Specialist for a minimum period of three (3) years;
- Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by the Kenya Medical Practitioners and Dentists Council;

- Masters degree in any of the following disciplines:- Medicine, Anesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Kenya Medical Practitioners and Dentists Council;
- Registration Certificate issued by the Kenya Medical Practitioners and Dentists Council;
- valid practicing license from the Kenya Medical Practitioners and Dentists Council;
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- Certificate in computer application skills; and
- shown outstanding professional competence and administrative capability administration and management of the Medical Health Function.

Duties and Responsibilities:-

- coordinating implementation of health standards, guidelines and protocols;
- undertaking specialized diagnosis, care, treatment and rehabilitation of patients;
- assessing employees' fitness for continuation of work, age assessment and medical practice among others;
- planning and managing County healthcare programs at the implementation level directed towards the improvement of health services in the country;
- developing intervention activities or programs for training of health staff in field of community health and health management;
- promoting International/inter-county Health Relations;
- monitoring and evaluating health projects and programmes;
- providing guidance, training and development of professional staff in clinical practice specialty;
- coordinating outreach activities and services;
- designing and undertaking research; coordinating health research;

- analyzing, utilizing and disseminating research findings in planning activities to improve service delivery;
- initiating development of an appropriate health information management system;
- coordinating provision of quality health care and adherence to health standards;
- providing specifications for procurement of health supplies and commodities;
- and coordinating training and development and performance management.

HOW TO APPLY

All applicants should submit their applications accompanied with a copy of National ID card, a detailed CV and copies of all relevant certificates and testimonials. Applications should be submitted at the Nyamira County Public Service Board's Offices located in Nyamira Town, MEA COMPLEX building, on or before Wednesday 29th November 2023, 5:00 p.m.

**Secretary/CEO,
Nyamira County Public Service Board,
P.O. Box 434-40500,
Nyamira.**