



COUNTY GOVERNMENT OF BUNGOMA

COUNTY PUBLIC SERVICE BOARD

Moi Avenue next to Governor's Office; P.O. Box 2489 – 50200 Bungoma

email: cpsb.bungoma50200@gmail.com



VACANCIES

The County Public Service Board wishes to recruit competent and qualified Kenyans to fill the under mentioned positions.

DEPARTMENT OF HEALTH AND SANITATION

V.NO. 1/03/2021 MEDICAL LABORATORY TECHNOLOGIST III, JG “H” (8 POSTS)

Duties and Responsibilities

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

Requirements for Appointment

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

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

Terms of service -Three (3) years contract

V.NO. 2/03/2021 ASSISTANT HEALTH RECORDS & INFORMATION MANAGEMENT OFFICER III, JG “H” (7 POSTS)

Duties and Responsibilities

- a) Receiving and documenting patients at hospital reception;
- b) Registering and booking appointments for patients to clinics and consultants;
- c) Storing and retrieving medical records documents;
- d) Preparing Clinics;
- e) Updating bed bureau;
- f) Editing of patient's case records;
- g) Gathering data from different sources;

- h) Capturing data from service points;
- i) Maintaining records safety and confidentiality;
- j) Storing and retrieving medical records;
- k) Balancing daily bed returns;
- l) Creating and maintaining master index;
- m) Updating patients master index;
- n) Directing patients to relevant clinics;
- o) Scheduling of patients to the consultants and speciality clinics;
- p) Assigning codes to diseases and surgical procedures in medicine and
- q) Preparing health records and reports.

Requirements for Appointments

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

- a) Diploma in Health Records and Information Technology from a recognized institution and
- b) Certificate in computer application skills from a recognized institution.

Terms of service -Three (3) years contract

V.NO. 3/03/2021 ASSISTANT PUBLIC HEALTH OFFICER III, JG “H” (6 POSTS)

Duties and Responsibilities

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

Requirements for Appointment

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

- a) Diploma in either environmental Health Science or Public Health Inspection from a recognized institution;
- b) Certificate in computer application skills from a recognized institution and
- c) Valid license by the Public Health Officers and Technician.

Terms of service –three (3) years contract

V.NO. 403/2021 NUTRITION & DIETETIC TECHNOLOGIST III, JG “H” (4 POSTS)

Duties and Responsibilities

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

Requirements for Appointment

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

1. Diploma in community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
2. Certificate in computer Application skills from a recognized institution;
3. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND) and
4. A valid practicing license.

Terms of service - Three (3) years contract

V.NO. 5/03/2021 MEDICAL OFFICERS, JG “M” (6 POSTS)

Duties and Responsibilities

- a) Diagnosing, caring and treating diseases;
- b) Performing medical and surgical procedures;
- c) Preparing and responding to emergencies and disasters;
- d) Participating in management of medicines, medical instruments and equipment;
- e) Providing health education;
- f) Maintaining medical records, health information and data;
- g) Counselling patients and their relatives on diagnosis and bereavement;
- h) Teaching and coaching medical students, nursing students and clinical officer interns and
- i) Preparing requisite documents for registration.

Requirements for Appointment

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

- a) Bachelor of medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- b) Successfully completed one (1) year internship from a recognized institution;
- c) Registration license from the Medical Practitioners and Dentists Board and
- d) Certificate in Computer application Skills form a recognized institution.

Terms of service - Three (3) years contract

V.NO.6/03/2021 PHARMACIST, JG “M” (3 POSTS)

Duties and Responsibilities

- a) Screening prescriptions for legal validity, drug contraindications, drug interactions, and appropriateness of dose, frequency and duration of dosing and patient convenience;
- b) Preparation and dispensing of medicines according to good dispensing practices and counseling patients on use of medicines;
- c) Making extemporaneous preparations;
- d) Participating in ward rounds;
- e) Identifying medicinal gaps and challenges;
- f) Maintaining a daily activity log book for recording all activities under taken;
- g) Recommending over the counter (OTC) Medicine to patients/clients with simple medical conditions and making necessary referrals and
- h) Making entries into the relevant inventory management records and registers.

Requirements for Appointment

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

- a) Bachelor of pharmacy Degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board;
- b) Successfully completed one (1) year internship from a recognized institution;

- c) Registration Certificate by the Pharmacy and Poisons Board;
- d) Certificate in Computer application Skills form a recognized institution and
- e) A valid practicing license.

Terms of service -Three (3) years contract

V.NO.7/03/2021 PHARMACEUTICAL TECHNOLOGIST III, JG “H” (5 POSTS)

Duties and Responsibilities

- a) Dispensing drugs/medicines;
- b) Receiving ,interpreting and processing prescriptions;
- c) Recording prescriptions in a pharmacy unit;
- d) Pre-packing ,repacking and writing instructions on labels;
- e) Counseling patients on usage of drugs in a pharmacy unit;
- f) Maintaining drugs registers/books and
- g) Stock-taking of drugs and medicinal devices on monthly basis.

Requirements for Appointment

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

- a) Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- b) Certificate of Enrolment as Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB);
- c) Certificate in computer application skills from a recognized institution and
- d) A valid practicing Certificate.

Terms of service –three (3) years contract

V.NO.8/03/2021 REGISTERED CLINICAL OFFICER III, JG “H” (7 POSTS)

Duties and Responsibilities

- a) Taking history, examining, diagnosing and treating patients’ common ailments at an outpatient or inpatient health facility;
- b) Implementing community health care activities in liaison with other health workers;
- c) Guiding and counseling patients, clients and staff on health issues;
- d) Sensitizing patients and clients on preventive and promotive health;
- e) Carrying out minor surgical procedures as per training and skill;
- f) Collecting and compiling clinical data and
- g) Referring patients and clients to appropriate health facilities.

Requirement for Appointment

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

- a) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community health from a recognized institution;
- b) Certificate of Registration from the Clinical Officers’ Council;
- c) Certificate in Computer Application Skill from a recognized institution and
- d) A valid practicing license.

Terms of service –three (3) years contract

V.NO.9/03/2021 REGISTERED NURSE III, JG “H” (40 POSTS)

Duties and Responsibilities

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

Requirements for Appointment

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

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

Terms of service –three (3) years contract

GOVERNOR'S OFFICE

V.NO.10/03/2021 DIRECTOR COMMUNICATION AND PUBLIC RELATIONS JG “R” (1 POST)

Duties and Responsibilities

- a) Formulation, Implementation and co-ordination of Communication and Relations Policies, Strategies, programmes and significant events in the Lake Region Economic Bloc (LREB);
- b) Advising the Lake Region Economic Bloc (LREB) on Communication and Public Relations issues;
- c) Co-ordinating research and development on emerging issues of Lake Region Economic Bloc (LREB) on communication and Public Relations;
- d) Preparing Communication and Public relations reports/ briefs for the Lake Region Economic Bloc (LREB);
- e) Ensuring professional ethics and consistence information gathering and dissemination;
- f) Liaising with the Office of the County Secretary on cross cutting issues that need to be centrally disseminated to the Public and
- g) Ensuring correct interpretation of Communication and Public Relations policies, rules, regulations and other relevant statutes.

Requirements for Appointment

For appointment to this grade, a candidate must:-

- a) Be a Kenyan citizen;
- b) Have a degree in Mass Communication, Information Sciences, Public Relations, Social Sciences, Journalism, International relations or any other comparable qualification from a recognized institution;
- c) Should possess excellent oral and written communication skills in both English and Kiswahili;

- d) Have relevant working experience of not less than 5 years, and 3 years in managerial position;
- e) Demonstrate a high degree of professional competence, administration and management of Information, Communication and Public Relations function as reflected in work performance and results;
- f) Satisfy the requirements of chapter six of the Constitution of Kenya 2010 and demonstrate understanding and commitment to the value and principles as in article 10 and 232 of the constitution of Kenya and
- g) Be computer literate.

Terms of Service: 5 years contract

DEPARTMENT OF FINANCE

SENIOR STATISTICIAN, JG “N” (1 POST)

Duties and Responsibilities

- a) Production and compiling of statistical data;
- b) Collection and presentation of statistical data in the form of survey reports and bulletins;
- c) Performing the role of Head of Statistical division in the Department of Finance and Economic Planning and
- d) Any other duties as may be assigned from time to time.

Requirements for appointment

For appointment to this grade, one must:-

- a) Be a Kenyan Citizen;
- b) Have relevant working experience of not less than twelve (12) years in the Public Service or Private sector;
- c) Have demonstrated professional competence and managerial capability coupled with appreciation of the County’s economic development needs and strategies and production of statistical data;
- d) Have a Bachelor’s degree in Economics or Statistics from a University recognized in Kenya or its equivalent;
- e) Have demonstrated high administrative capability coupled with broad experience in economic planning, policy analysis and research or the production of statistical data and
- f) Meet the requirements of leadership and integrity set out in Chapter Six of the Constitution of Kenya 2010.

Terms of Service: Permanent and Pensionable

How to Apply

Applications including detailed Curriculum Vitae (C.V), Copies of Academic and Professional Certificates, Testimonials, National Identification Card or Passport and any other supporting documents should be submitted in sealed envelope, clearly indicating the position applied for on the top left side of the envelope. Bungoma County residents will be required to indicate their Sub-county and ward of residence to reach the undersigned by **30th April, 2021 at 5 p.m**

Hand delivered applications should be submitted to the County Public Service Board Offices located next to the Governor’s Office.

Bungoma County is an Equal Opportunity Employer. Youth, Women, Persons with Disabilities, Minority and Marginalized groups are particularly encouraged to apply.

PLEASE NOTE: Bungoma County Public Service Board does not charge **ANY FEE** at any stage of the recruitment and selection process.

Canvassing will lead to automatic disqualification

Only shortlisted candidates will be contacted.

The Secretary
County Public Service Board
P.O Box 2489-50200
BUNGOMA