



# 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](mailto: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. 1/2023 MEDICAL OFFICERS, JG “M” (20 POSTS)

##### Duties and Responsibilities

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

##### Requirements for Appointment

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

- Be a Kenyan Citizen;
- Have Bachelor of medicine and Bachelor of Surgery (MChB) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- Have successfully completed one (1) year internship from a recognized institution;
- Have Registration license from the Medical Practitioners and Dentists Board and
- Have Certificate in Computer application Skills form a recognized institution.

##### Terms of service –Permanent & Pensionable

#### V.NO.2/2023 PHARMACIST, JG “M” (5 POSTS)

##### Duties and Responsibilities

- Screening prescriptions for legal validity, drug contraindications, drug interactions, and appropriateness of dose, frequency and duration of dosing and patient convenience;
- Preparation and dispensing of medicines according to good dispensing practices and counseling patients on use of medicines;
- Making extemporaneous preparations;
- Participating in ward rounds;
- Identifying medicinal gaps and challenges;
- 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:-*

- a) Be a Kenyan Citizen;
- b) Have Bachelor of pharmacy Degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board;
- c) Have successfully completed one (1) year internship from a recognized institution;
- d) Have Registration Certificate by the Pharmacy and Poisons Board;
- e) Have Certificate in Computer application Skills form a recognized institution and
- f) Have a valid practicing license.

### **Terms of service –Permanent & Pensionable**

## **V.NO.3/2023 DENTAL OFFICER, JG “M” (2 POSTS)**

### **Duties and Responsibilities**

- a) Providing dental care including: diagnosing common oral conditions, treating, prescribing and referring;
- b) Carrying out minor oral and maxillofacial surgery;
- c) Prosthetics, and conservative dentistry;
- d) Facilitating admission, disease investigations of patients, report writing and assisting in theatre activities;
- e) Collecting information on dental health information system;
- f) Organizing discharge summaries and follow-up of patients; and
- g) Acting as the first on call on duty

### **Requirements for Appointment**

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

- a) Be a Kenyan Citizen;
- b) Have Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentists Board;
- c) Have successfully completed one (1) year internship from a recognized institution;
- d) Have Certificate of Registration by the Medical Practitioners and Dentists Board; and
- e) Have Certificate in Computer Application skills from a recognized institution.

### **Terms of service –Permanent & Pensionable**

## **V.NO.4/2023 ASSISTANT PUBLIC HEALTH OFFICER III, JG “H” (14 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;
- d) Identifying environmental health issues at community level;

- e) Organizing community health days to advise communities on common public health issues;
- f) Collecting and maintaining up to date records of services rendered;
- g) Assessing health needs of the community and
- h) Implementing vector, vermin and rodent control measures; and implementing integrated mosquito control strategies.

**Requirements for Appointment**

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

- a) Be a Kenyan Citizen
- b) Have Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution; and
- c) Have Certificate in Computer application skills from a recognized institution.

**Terms of service –Permanent & Pensionable**

**V.NO.5/2023 DENTAL TECHNOLOGIST III, JG “H” (6 POSTS)**

**Duties and Responsibilities**

- a) Performing dental prosthesis;
- b) Adjust dental devices for people who have lost teeth or need help to correct the appearance and performance of their teeth;
- c) Create plastic or metal devices such as braces, to straighten teeth (Orthodontics);
- d) Construct items which can be cemented in place (Crown and bridge work);
- e) Produce plastic dentures or implants, some of which have metal inserts to help keep them straight (Prosthetics); and
- f) Help to reconstruct the faces of people damaged by accident or disease (Maxillo-facial prosthetics).

**Requirements for Appointment**

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

- a) Be a Kenyan Citizen;
- b) Be a holder of Diploma in Dental Technology from Kenya Medical Training College or any other recognized training institution.
- c) Have Kenya Certificate of Secondary Education (KCSE) mean grade of C (plain) and above or its equivalent;
- d) Certificate of Registration from the Kenya Dental Technologist Association (KDTA);
- e) Have three (3) years experience in the relevant field; and
- f) Be Computer literate

**Terms of service –Permanent & Pensionable**

**V.NO.6/2023 PHARMACEUTICAL TECHNOLOGIST III, JG “H” (10 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:-*

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

**Terms of service –Permanent & Pensionable**

**V.NO.7/2023 REGISTERED CLINICAL OFFICER III, JG “H” (15 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:-*

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

**Terms of service –Permanent & Pensionable**

**V.NO.8/2023 SENIOR REGISTERED CLINICAL OFFICER (ANAESTHETIST), JG “L” (4 POSTS)**

**Duties and Responsibilities will include:**

- a) Implementing community health care activities in liaison with other health workers;
- b) History taking, examining, diagnosing, treating and managing diseases and conditions in an outpatient or inpatient health facility;

- c) Sensitizing patients and clients on preventive and promotive health;
- d) Providing clinical outreach and school health services;
- e) Coaching and mentoring students on attachment;
- f) Carrying out surgical procedures as per training and skill;
- g) guiding and counseling patients, clients and staff on health issues;
- h) Assessing, preparing and presenting medico-legal reports;
- i) Organizing health management teams and convening health management committee meetings
- j) Conducting ward rounds, reviewing and making appropriate referrals;
- k) offering specialized clinical services including: Ear, Nose and throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, ophthalmology, Anesthesia, Lungs and skin, Dermatology and venerology; and
- l) Collecting and compiling clinical data.

### **Requirements for Appointment**

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

- a) Be a Kenyan Citizen;
- b) Have Higher Diploma in Clinical Medicine and Surgery (Anaesthesia)
- c) Have Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- d) Have Certificate of Registration from the Clinical Officer's Council;
- e) Have Valid Practicing License; and
- f) Have Certificate in Computer Application Skills from a recognized institution.

### **Terms of service –Permanent & Pensionable**

## **V.NO.9/2023 REGISTERED NURSE III, JG “H” (85 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:-*

- a) Be a Kenyan Citizen;
- b) Have 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;
- c) Have Registration Certificate issued by the Nursing Council of Kenya;

- d) Have a Valid practicing license from the Nursing Council of Kenya and
- e) Have Certificate in computer application skills from a recognized institution.

**Terms of service –Permanent & Pensionable**

**V.NO.10/2023 SENIOR REGISTERED NURSE (ANAESTHETIST), JG “L” (2 POSTS)**

**Duties and Responsibilities**

- a) Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- b) Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of adolescents and Adulthood illnesses (IMAI), immunization and reproductive health;
- c) Providing health education and counseling to patients/clients and community on identified health needs;
- d) Referring patients and clients appropriately;
- e) Facilitating patients' admission and initiating discharge plans;
- f) Maintaining records on patients/clients health condition and care;
- g) Ensuring tidy and safe clinical environment; conducting home visits;
- h) Conducting nursing teaching and assessment of nursing staff and students;
- i) Evaluating healthcare outcomes on patients/clients and preparing individualized report; conducting assessment of school ' health needs;
- j) Planning, implementing interventions and preparing periodic reports;
- k) Conducting occupational health needs assessment and making appropriate recommendations; managing a health service delivery unit;
- l) Ensuring effective utilization and safety of assigned medical supplies and equipment; and implementing recommendations of research findings for improvement of nursing care.

**Requirements for Appointment**

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

- a) Be a Kenyan Citizen;
- b) Have Higher Diploma in Anaesthetic Nursing;
- c) Have 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;
- d) Have Registration Certificate issued by the Nursing Council of Kenya;
- e) Have valid practicing license from the Nursing Council of Kenya; and
- f) Have Certificate in computer application skills from a recognized institution.

**Terms of service –Permanent & Pensionable**

**V.NO. 11/2023 MEDICAL LABORATORY TECHNOLOGIST III, JG “H” (20 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:-*

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

### **Terms of service –Permanent & Pensionable**

## **V.NO. 12/2023 ASSISTANT HEALTH RECORDS & INFORMATION MANAGEMENT OFFICER III, JG “H” (6 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:-*

- a) Be a Kenyan Citizen;
- b) Have Diploma in Health Records and Information Technology from a recognized institution;
- c) Have a Registration Certificate Issued by Association of Medical Records Officers of Kenya (AMROK); and
- d) Have Certificate in computer application skills from a recognized institution.

### **Terms of service –Permanent & Pensionable**

## **V.NO. 13/2023 HEALTH RECORDS & INFORMATION MANAGEMENT ASSISTANT III, JG “G” (4 POSTS)**

### **Duties and Responsibilities**

- a) Receiving and registering patients at hospital reception;
- b) Booking appointment for patients to specialty and consultants clinics;
- c) Storing and retrieving medical records and documents;
- d) Preparing clinics;
- e) Updating bed bureaus;
- f) Capturing data from service points; maintaining record safety and confidentiality; and
- g) Directing patients to relevant clinics.

### **Requirements for Appointment**

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

- a) Be a Kenyan Citizen;
- b) Have Certificate in Health Records and Information Technology from a recognized institution;
- c) Have a Registration Certificate Issued by Association of Medical Records Officers of Kenya (AMROK); and
- d) Have Certificate in Computer Application Skills from a recognized institution.

### **Terms of service –Permanent & Pensionable**

## **V.NO.14/2023 NUTRITION & DIETETIC TECHNOLOGIST III, JG “H” (5 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) Preparation of monthly reports and monitoring Nutrition Programmes;
- i) Implementing outpatient and inpatient supplementary and therapeutic feeding programmes and
- j) Promoting maternal, infant and young children feeding programmes and providing micronutrient supplementation.



### **Requirements for Appointment**

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

- a) Be a Kenyan Citizen;
- b) Have Diploma in community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution;
- c) Have Certificate in computer Application skills from a recognized institution;
- d) Have Registration by the Council of the Institute of Nutritionists and Dieticians (CIND) and
- e) Have a valid practicing license.

### **Terms of service –Permanent & Pensionable**

## **V.NO.15/2023 NUTRITION & DIETETICS OFFICER, JG “K” (2 POSTS)**

### **Duties and Responsibilities**

- a) Preparing and implementing therapeutic diets for outpatients and inpatients;
- b) Providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home based care and other institutions;
- c) Treating and counseling patients using specialized dietetic process including screening, assessing, formulating and implementing nutrition interventions and evaluating outcomes;
- d) Providing nutrition support in patient management in health care facilities;
- e) Developing and disseminating nutrition behavior change communication, information, education and communication materials;
- f) Implementing nutrition health programmes; and
- g) Collecting and compiling nutrition and dietetic data.

### **Requirements for Appointment**

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

- a) Be a Kenyan Citizen;
- b) Have a Bachelor’s Degree in any of the following disciplines: Foods, Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition or Home Economics from a recognized Institution;
- c) Be registered by the Council of the Institute of Nutritionists and Dietitians (CIND); and
- d) Have Certificate in Computer Application Skills from a recognized institution;

### **Terms of service –Permanent & Pensionable**

## **V.NO.16/2023 ASSISTANT PHYSIOTHERAPIST III, JG “H” (4 POSTS)**

### **Duties and Responsibilities**

- a) Providing Physiotherapy services to inpatients and outpatients at an outpatient unit/ward/health institution;
- b) Assessing patient needs including rehabilitation;
- c) Verifying and maintaining information and records relating to patients; screening assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan;
- d) Collecting data for operational research;

- e) Sensitizing the community on Physiotherapy issues; and
- f) Preparing periodic reports.

### **Requirements for Appointment**

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

- a) Be a Kenyan Citizen;
- b) Have Diploma in Physiotherapy from a recognized institution;
- c) Have Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- d) Have Current Certificate of practice from Physiotherapy Council of Kenya (PCK); and
- e) Have Certificate in any Computer Application skills.

### **Terms of service –Permanent & Pensionable**

## **V.NO.17/2023 ASSISTANT OCCUPATIONAL THERAPIST III, JG “H” (5 POSTS)**

### **Duties and Responsibilities**

- a) Maintaining records and data relating to patients;
- b) Collecting data for operational research;
- c) Sensitizing the community on occupational therapy issues; and
- d) Preparing periodic reports.

### **Requirements for Appointment**

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

- a) Be a Kenyan citizen;
- b) Be a holder of Kenya Certificate of Secondary Education (KCSE), mean grade C and above or its equivalent; and
- c) Be a holder of Diploma in Occupational Therapy from a recognized institution.

### **Terms of service –Permanent & Pensionable**

## **V.NO.18/2023 HEALTH ADMINISTRATIVE OFFICER III, JG “H” (3 POSTS)**

### **Duties and Responsibilities**

- a) Procurement and
- b) Provision and maintenance of facilities and general upkeep of the hospital.

### **Requirements for Appointment**

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

- a) Be a Kenyan Citizen;
- b) Have Kenya Certificate of Secondary Education (KCSE), mean grade C- or its equivalent qualification with at least a C in English/Kiswahili and Mathematics from a recognized Institution; and
- c) Have Diploma in any of the following: - Health Management, Hospital Administration, Business Administration or its equivalent qualification from a recognized institution.

### **Terms of service –Permanent & Pensionable**

## **V.NO.19/2023 MEDICAL ENGINEERING TECHNOLOGIST III, JG “H” (5 POSTS)**

### **Duties and Responsibilities**

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

### **Requirements for Appointment**

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

- a) Be a Kenyan Citizen;
- b) Have Diploma in Medical Engineering or any other equivalent qualification from a recognized institution; and
- c) Have Certificate in Computer Application Skills from a recognized institution

### **Terms of service –Permanent & Pensionable**

## **V.NO.20/2023 RADIOGRAPHER III, JG “H” (5 POSTS)**

### **Duties and Responsibilities**

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

### **Requirements for Appointment**

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

- a) Be a Kenyan Citizen;
- b) Have Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics; and
- c) Have Diploma in any of the following: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution.

### **Terms of service –Permanent & Pensionable**

## **V.NO.21/2023 COMMUNITY ORAL HEALTH OFFICER III, JG “H” (8 POSTS)**

### **Duties and responsibilities**

- a) Participation in oral health demonstrations, exhibitions and giving lectures to communities and schools;
- b) Collecting data for fluoride testing in water samples, analyzing and interpreting results and advising the relevant authorities accordingly;
- c) Diagnosis and treatment of common dental conditions;
- d) Temporary and permanent dental restorations;
- e) Reducing simple fractures of jaws;
- f) Extractions and disimpactions;
- g) Drainage of dental abscess, suturing to stop bleeding; and
- h) Prescription of analgesics and anti-biotics.

### **Requirements for Appointment**

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

- a) Be a Kenyan Citizen;
- b) Have Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) and C (Plain) in English/ Kiswahili and Biology/Biological Sciences and C-(Minus) grade in either chemistry, physics/physical sciences, mathematics or general sciences; and
- c) Have Diploma in Community Oral Health from Kenya Medical Training College or its equivalent from a recognized institution.

### **Terms of service –Permanent & Pensionable**

## **V.NO.22/2023 ORTHOPEDIC TECHNOLOGIST II, JG “H” (3 POSTS)**

### **Duties and responsibilities**

- a) Provision of supportive services in orthopaedics which entail preparation and fitting of appliances that are required in orthopaedics in health institutions
- b) Assess patient’s needs;
- c) Verify and maintain information relating to patients; and
- d) Order and maintain records of supplies as well as guiding, supervising and counseling of staff working under him.

### **Requirements for Appointment**

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

- a) Be a Kenyan Citizen;
- b) Have successfully completed at least three (3) years pre-service training at a Medical Training Centre and have been awarded a Diploma in Orthopaedic Technology or an equivalent qualification from a recognized Medical Training Institution;
- c) Be a holder of Kenya Certificate of Secondary Education (KCSE), mean grade C and above or its equivalent; and

### **Terms of service –Permanent & Pensionable**

## V.NO.23/2023 ORTHOPEDIC TRAUMA TECHNOLOGIST III, JG “H” (2 POSTS)

### Duties and responsibilities

- a) Interpreting radiological images of orthopaedic and trauma cases;
- b) Manipulating and reducing fractures and dislocations;
- c) Fixing and removing casts, bandages and tractions to and from patients;
- d) Correcting congenital Talipes Equino-Varus (C.T.E.V);
- e) Counseling patients/clients on issues regarding orthopaedic trauma;
- f) Cleaning and treating simple wounds resulting from orthopaedic trauma;
- g) Documenting orthopaedic and trauma case; and
- h) Assessing and referring patients with musculo-skeletal conditions;

### Requirements for Appointment

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

- a) Be a Kenyan Citizen;
- b) Have Diploma in Orthopaedic Plaster Technology from a recognized institution; and
- c) Have Certificate in Computer Applications skills from a recognized institution

### Terms of service –Permanent & Pensionable

### How to Apply

Applications including detailed Curriculum Vitae (C.V), Copies of Academic and Professional Certificates duly certified, 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 **3<sup>rd</sup> March, 2023 at 5 p.m.**

Please **NOTE** that all applicants will be required to provide copies of clearance certificates from the following institutions:

- i. The Criminals Investigations Department (**CID**)
- ii. The Higher Education Loans Board (**HELB**),
- iii. The Kenya Revenue Authority (**KRA**)
- iv. The Ethics and Anti- Corruption Commission (**EACC**) and
- v. Credit Reference Bureau (**CRB**)

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**