

COUNTY GOVERNMENT OF MERU



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

Meru County Public Service Board is a body corporate established under Section 57 of the County Governments Act 2012 whose mandate includes appointing persons to hold or act in the offices of County Public Service. In order to strengthen the capacity of the Public Service, the Board wishes to recruit competent and qualified persons to fill the following positions as per Article 176 of the Constitution of Kenya 2010.

DEPARTMENT OF HEALTH

1. MCPSB/01/07/2023 REGISTERED CLINICAL OFFICER III JG 'H' – (9) POSTS.

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

- i). Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution; and
- ii). Certificate of Registration by Clinical Officers' Council
- iii). Valid practicing license from the Clinical Officers' Council ;
- iv). Certificate in computer applications skills.

Duties and Responsibilities:-

This is an entry grade into this cadre and an officer at this level will work under guidance of a senior officer.

Specific duties and responsibilities at this level will include:

- (i) Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- (ii) Implementing Community Health Care activities in liaison with other health workers;
- (iii) Guiding and counseling patients, clients and staff on health issues;
- (iv) Sensitizing patients and clients on preventive and promotive health;
- (v) Carrying out minor surgical procedures as per training and skill;
- (vi) Collecting and compiling clinical data; and
- (vii) Referring patients and clients to appropriate health facilities.

2. MCPSB/02/07/2023 REGISTERED NURSE III JG ‘H’ – (151) POSTS)

For appointment to this grade, a candidate must 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;
Registration Certificate issued by the Nursing Council of Kenya; and
Valid practicing license from the Nursing Council of Kenya;

Duties and Responsibilities

This is an entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail:

- (i) Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- (ii) Providing appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Immunization, PMTCT, Ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs;
- (iii) Referring patients and clients appropriately;
- (iv) Facilitating patients' admission and initiating discharge plans;
- (v) Maintaining records on patients/clients health condition and care;
- (vi) Ensuring a tidy and safe clinical environment; and
- (vii) Collecting and compiling data.

3. MCPSB/03/07/2023 MEDICAL LABORATORY TECHNOLOGIST III JG ‘H’– (8) POSTS

For appointment to this grade, an officer must have

- i). A Diploma in Medical Laboratory sciences /Technology, from a recognized institution.
- ii). Registration Certificate issued by the KMLTTB; and
- iii). Valid practicing license from the KMLTTB;

Duties and Responsibilities:

This is an entry and training grade for this cadre. Duties and responsibilities at this level will include:-

- (i) Sampling and receiving samples;
- (ii) Decontaminating working benches'
- (iii) Receiving and scrutinizing laboratory requisition forms and specimens
- (iv) Preparing and standardizing laboratory reagents and procedures; and
- (v) Receiving, collecting, labelling and registering specimens,
- (vi) Disaggregating specimens for processing and analysis, and performance routine diagnostic tests

4. MCPSB/04/07/2023 ASSISTANT COMMUNITY HEALTH OFFICER III JG 'H' – (1) POST

For appointment to this grade, a candidate must have a Certificate in any of the following disciplines: Community Health, Psychology, Counseling, Social Work or Community Development from a recognized institution.

Duties and Responsibilities:

This is an entry and training grade for this cadre. Duties and responsibilities at this level will include:-

- (i) Visiting homes to determine health situations and dialogue with household members;
- (ii) Identifying and sensitizing communities on health interventions;
- (iii) Identifying common ailments and minor injuries at community level;
- (iv) Collecting health data at household level for analysis;
- (v) Distribution of Information Education Communication materials, mosquito nets and other commodities to households;
- (vi) Identifying defaulters of health interventions and other health cases and referring them to health facilities; and
- (vii) Maintaining and updating health data using health registers.

5. MCPSB/05/07/2023 ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER III JG 'H'- (3) POSTS

For appointment to this grade, a candidate must have:

- (i) Diploma in Health Records and Information Technology from a recognized institution; and
- (ii) Certificate of Registration from Association of Medical Records Officers' Kenya (AMRO-K).

Duties and Responsibilities:

Duties and responsibilities at this level will entail:

- i. Receiving and documenting patients at hospital reception;
- ii. Registering and booking appointment for patients to clinics and consultants;
- iii. Storing and retrieving medical records documents;
- iv. Preparing clinics;
- v. Updating bed bureau;
- vi. Editing of patient case records;
- vii. Gathering data from different sources;
- viii. Capturing data from service points;
- ix. Maintaining record safety and confidentiality;
- x. Storing and retrieving medical records;
- xi. Balancing daily bed returns;
- xii. Creating and maintaining master index;
- xiii. Updating patient master index; directing patients to relevant clinics;
- xiv. Scheduling of patients to the consultants and specialty clinics; and
- xv. Assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine.

6. MCPSB/06/07/2023 NUTRITION AND DIETETICS TECHNOLOGIST III JG 'H'- (1) POST

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

- (i) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized training institution; and
- (iii) Registration by the Council of the Institute of Nutritionists and Dieticians (CIND)

Duties and Responsibilities:

Duties and responsibilities at this level will include:

- (i) Implementing nutrition programs; providing nutrition services in health care facilities; conducting nutrition assessments;
- (ii) Collecting and compiling nutrition data;
- (iii) Providing nutrition health education and demonstrations;
- (iv) Counseling of patients with specific nutritional needs;
- (v) Monitoring preparation of therapeutic feeds;
- (vi) Implementing outpatient and inpatient supplementary and therapeutic feeding programmes; promoting maternal, infant and young children feeding programmes;
- (vii) Providing micronutrient supplementation.

7. MCPSB/07/07/2023 ASSISTANT OCCUPATIONAL THERAPIST III JG 'H'- (4) POST

For appointment to this grade, a candidate must have a Diploma in Occupational Therapy from a recognized institution.

Duties and Responsibilities

Duties and responsibilities at this level will entail;

- (i) Maintaining records and data relating to patients;
- (ii) Collecting data for operational research;
- (iii) Sensitizing the community on occupational therapy issues; and preparing periodic reports.

8. MCPSB/08/07/2023 ASSISTANT PUBLIC HEALTH OFFICER III JG 'H' (29) POSTS

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

- i). Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution.
- ii). A valid practicing license from the Public Health officers and technicians council.
- iii). Computer knowledge.

Duties and Responsibilities

- i). Mobilizing sensitizing and advising communities on matters related to environmental health referring health cases to relevant health facilities carrying out immunizations.
- ii). Identifying environmental health issues at community level,
- iii). Organizing community health days to advise communities on common public health issues,
- iv). Collecting and maintaining up to date records of services rendered.

9. MCPSB/09/07/2023 ASSISTANT PHYSIOTHERAPIST III JG 'H' - (2) POSTS

Requirements for Appointment

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

- i). Diploma in Physiotherapy from a recognized institution;
- ii). Certificate of registration from the physiotherapy council of Kenya
- iii). Current certificate of practice from the physiotherapy council of Kenya
- iv). Computer knowledge.

Duties and Responsibilities

- i). Planning and providing physiotherapy services to outpatients at an outpatient unit/ward/health institution;
- ii). Assessing patient needs including rehabilitation;
- iii). Verifying and maintaining information and records relating to patients;
- iv). Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan;
- v). Collecting data for operational research;
- vi). Sensitizing the community on physiotherapy issues; and
- vii). Preparing periodic reports.

10. MCPSB/10/07/2023 DENTAL TECHNOLOGIST III, JOB GROUP 'H'- (1) POST

(a) Duties and Responsibilities

This is the entry grade into this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities will include:

- i). receiving and recording all patient work and interpreting patient prescription;
- ii). disinfecting impressions;
- iii). casting impressions;
- iv). making acrylic complete/partial dentures and repairs; and
- v). Participating in oral/dental health promotion.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Diploma in Dental Technology or its equivalent qualification from a recognized institution;
- (ii) Certificate of registration from the Kenya Dental Technologists Association; and
- (iii) Certificate in computer applications.

11. MCPSB/11/07/2023 ASSISTANT HEALTH ADMINISTRATION OFFICER JG 'H'- (4) POSTS

Duties and responsibilities

This will be the entry level and training for this cadre. An officer at this level may be deployed at a sub county hospital, rural health training center, department or a unit within a large hospital or to a specific health programme where he/she will be exposed to various administrative duties which will include procurement, provision and maintenance of facilities and general upkeep of the hospital. The officer will work under supervision of a more senior officer.

Requirements for appointment;

KCSE mean grade of C- or its equivalent qualification with at least a C in English/Kiswahili and mathematics;

A diploma in any of the following; health management, hospital administration, business administration, or its equivalent from a recognized institution.

12. MCPSB/12/07/2023 ASSISTANT HEALTH PROMOTION OFFICER III JG “H” – (2) POSTS

Duties and responsibilities

This will be the entry level and training for this cadre, and will work under a more experienced officer, and will be responsible for the implementation of the community health projects, programmes and activities which include- working with the community in identifying and prioritizing health needs; conducting school health promotion programs, conducting patient and community health education, creating awareness on prevention and control of diseases ; providing support to community health workers , carrying out training for community health workers on health promotion, mobilizing and educating community groups on health promotion issues, developing and disseminating health information and materials and mobilizing local resources for implementation of health promotion programs.

For appointment to grade a candidate must have

Diploma in health promotion and education from a recognized training institution and;
Certificate in computer applications

13. MCPSB/13/07/2023 MEDICAL OFFICERS JG ‘M’ (6) POSTS

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

- i) Bachelor of medicine and Bachelor of Surgery (M.B;Ch.B) degree from a recognized institution recognized by Medical Practitioners and Dentist council.
- ii) Successfully completed one year (1) internship from a recognized institution
- iii) Registration license from the Medical Practitioners council.
- iv) Computer knowledge.

Duties and Responsibilities

- i) Entail diagnosing, Caring and treating diseases performing medical and surgical procedures,
- ii) Preparing and responding to emergencies and disasters,
- iii) Participating in management of medicines medical instruments and equipment,
- iv) Providing health education,
- v) Maintaining medical records and preparing requisite documents for registration.

14. MCPSB/14/07/2023 PHARMACIST JG 'M' (4) POSTS

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

- i) Bachelor of Pharmacy Degree (B. Pharm) from an institution recognized by the Pharmacy and Poisons board.
- ii) Have successfully completed at least one year of internship and been registered as a Pharmacist under the Pharmacy and Poisons Act;
- iii) Registration Certificate by the Pharmacy and poisons board.
- iv) Computer knowledge.

Duties and Responsibilities

- i) Screening prescription for legal validity drug interactions frequency and duration of dosing and patient convenience,
- ii) Preparing and dispensing medicines according to good dispensing practices and counselling patients on use of medicines.

15. MCPSB/15/07/2023 MEDICAL SPECIALIST (ONCOLOGIST) JG 'Q' (1) POST

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

- i). Master's degree in clinical oncology from a recognized institution
- ii). Bachelor of /medicine and Bachelor of Surgery (M.B;Ch.B) degree from a recognized institution recognized by Medical Practitioners and Dentist Board.
- iii). Must have a recognition for specialty certificate from Kenya medical practitioners and dentists council
- iv). Registration license from the Medical Practitioners and dentists council.
- v). Valid practising from Medical Practitioners and dentists council.
- vi). Computer knowledge

Duties and Responsibilities

- i) Testing cancerous growth found on the body of the patients
- ii) Testing and finding out how developed the cancer is and then decide upon the treatment for the patient
- iii) Keeping the reports and progress of the patient.

Please Note:

Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews, registration and licenses where applicable.

The Meru County Government is committed to availing equal employment opportunities to all Kenyans. People with disabilities, the marginalized and the minorities are encouraged to apply.

Interested and qualified persons are requested to make their applications **ONLINE** through the jobs portal: www.careers.meru.go.ke so as to reach the undersigned on or **before 21st August 2023**

PLEASE NOTE NO HAND DELIVERED APPLICATIONS WILL BE ACCEPTED.

**Ag. SECRETARY/CEO
Meru County Public Service Board
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Meru**