

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF BOMET PUBLIC SERVICE BOARD

VACANCIES

The County Government of Bomet through the Public Service Board invites applications from competent, qualified persons to fill the following vacant positions in addition to the National Government support on Coronavirus (COVID-19) pandemic on a three (3) months contract renewable on need basis; -

i. KENYA REGISTERED COMMUNITY HEALTH NURSE III (45 Posts)

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), immunization, PMTCT, ante-natal care and delivery, 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 patients/clients health condition and care;
- Ensuring a tidy and safe clinical environment; and
- Collecting and compiling data.

Requirements for Appointment

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;
- Valid practising license from Nursing Council of Kenya;
- Certificate in computer application skills from a recognized institution; and,
- Kenyan citizenship.

ii. REGISTERED CLINICAL OFFICER III (4 Posts)

Duties and Responsibilities

- To apply advanced clinical procedures for treating and preventing diseases, injuries, and other physical or mental illness.

- To carry out clinical and/or surgical procedures, patient care procedures, medical protocols and testing procedures
- Participate in the development of clinical procedures for the department
- Make clinical decisions regarding work processes based on established guidelines
- Prioritize and organize clinical work to meet changing conditions and any other roles and responsibilities assigned from time to time Minimum

Requirements for appointment:

- Must be a Kenyan;
- Must have at least a diploma in Clinical Medicine and Surgery from KMTC or other recognized training;
- Must be registered by the Clinical Officers Council;
- Must possess a valid practicing license from Clinical Officers Council;
- Certificate in computer application skills from a recognized institution; and,
- Kenyan citizenship.

iii. MEDICAL LABORATORY TECHNOLOGIST III

(4 Posts)

Duties and Responsibilities

- Cleaning and sterilizing laboratory glass ware, Surfaces and equipment,
- Documenting and receiving Samples for analysis,
- Preparing laboratory reagents,
- Carrying out chemical/microbiological analysis on samples (food, water, waste waters and beverages),
- Extracting, isolating and identifying drugs, pesticides and heavy metal's from biological and miscellaneous samples and disposing laboratory waste.

Requirements for appointment:

- Diploma in Medical Laboratory sciences or any other qualification from a recognized institution;
- Registration certificate issued by the KMLTTB;
- Valid practicing license from KMLTTB;
- Certificate in computer application skills from a recognized institution; and,
- Kenyan citizenship.

iv. ASSISTANT PUBLIC HEALTH OFFICER III

(12 Posts)

Duties and Responsibilities

- Provide Environmental Health Extension services in the area of deployment,
- Mobilizing, sensitizing and advising communities on matters related to environmental health;
- Referring health cases to relevant health facilities;
- Carrying out immunization;
- Identifying environmental health issues at community level and area of deployment;
- Organizing community health days to advise communities on common public health issues;
- Collecting and maintaining up to date records of services rendered;

- Assessing health needs of the community;
- Implementing vector, vermin, viral and rodent control measures;
- Implementing integrated mosquito control strategies.
- Implementing strategic coronavirus control measures

Requirements for Appointment:

For appointment to this grade, a candidate must have:

- Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution; and
- Certificate in Computer application skills from a recognized institution.
- Registration certificate issued by the PHOTC;
- Valid practicing license from PHOTC;
- Certificate in computer application skills from a recognized institution; and,
- Kenyan citizenship.

v. NUTRITION AND DIETETICS OFFICER III

(6 Posts)

Duties and Responsibilities

- Planning, formulating and managing therapeutic diets
- Being the resource person on nutrition in the health team;
- Developing weaning foods with families using community resources;
- Initiating projects in the community which promote nutrition
- Supervising and guiding other staff working under the officer and other duties

Requirements for Appointment;

- Must be a Kenyan citizen
- Holder of Kenya certificate of secondary Education, or its equivalent.
- Have a Diploma in Community Nutrition and Dietetics from Kenya Medical Training College or other recognized institution;
- Registered with the Kenya Nutrition and Dietetic Institute (KNDI).
- Certificate in computer application skills from a recognized institution; and,
- Kenyan citizenship.

vi. HEALTH RECORDS & INFORMATION OFFICER III

(4 Posts)

Duties and Responsibilities:

- Receiving and documenting patients at hospital reception;
- Registering and booking appointment for patients to clinics and consultants;
- Storing and retrieving medical records documents;
- Preparing clinics;
- Updating bed bureau;
- Editing of patient case records;
- Gathering data from different sources;
- Capturing data from service points;
- Maintaining record safety and confidentiality;
- Storing and retrieving medical records;
- Balancing daily bed returns;
- Creating and maintaining master index;

- Updating patient master index;
- Directing patients to relevant clinics;
- Scheduling of patients to the consultants and specialty clinics;
- Assigning codes to diseases and surgical procedures according to the International
- Classification of Diseases and Procedures in Medicine;
- Preparing Health records and reports;
- Performing any other duties as may be assigned by the immediate supervisor;

Requirements for Appointment;

- Be a Kenyan citizen;
- Be a holder of Diploma in Health Records and Information Technology from a recognized Institution;
- Certificate in computer application skills from a recognized institution;
- A registration Certificate from a relevant professional board or Association; and,
- Computer knowledge; and,
- Kenyan citizenship.

vii. PSYCHOLOGICAL COUNSELLOR

(5 Posts)

Duties and Responsibilities

- Conducting client intake and individual counselling sessions for people with all kinds of difficulties then help clients define goals, plan action and gain insight;
- Undertaking assessments, including assessment of counselling needs, risk assessment and psychometric testing;
- Select, administer, and interpret psychological tests to assess intelligence, aptitudes, abilities, or interests;
- Collect information about individuals or clients, using interviews, case histories, observational techniques, and other assessment method;
- Formulating a psychological explanation of the client's issues; as well as talking to people and helping them deal with their problems;
- Based on these assessments, counselling psychologists will then create a bespoke therapy plan for the individual service user;
- Develop therapeutic and treatment plans based on clients' interests, abilities, and needs;
- Evaluate the results of counselling methods to determine the reliability and validity of treatments;
- Establishing a collaborative working relationship with the client based on trust and respect;
- Consult with other professionals to discuss therapies, treatments, counselling resources, or techniques, and to share occupational information.

Requirements for Appointment;

- Be a Kenyan citizen.
- Be a holder of at least a Diploma in Counselling or Social Sciences
- Certificate in computer application skills from a recognized institution;

- A registration Certificate from a relevant professional board or Association; and,
- Computer knowledge; and,
- Kenyan citizenship.

viii. CATERESS

(2 Posts)

Duties and Responsibilities

- To prepare and serve food and drink, in accordance with the health and hygiene regulations to meet the daily needs of the patients.
- Food service, cleaning tables, dishwasher operation, and general cleaning duties as required,
- To maintain the kitchens, bins, dining areas, floor areas, tables and all other catering related areas, to the highest standard of cleanliness.
- To report to the Catering Manager/Catering Supervisor any matters of concern which affects the day-to-day operations of the department.

Requirements for appointment:

- Diploma in Food and Beverage from a recognized Institution
- Competence in computer applications
- Able to work under pressure and to a tight schedule.
- Excellent interpersonal skills.
- Must be a team player with the ability to multi-task.
- Ability to communicate effectively at all levels.

Terms of Service:

Three Month Contract renewable on Need Basis

How to Apply:

1. Applications can only be **submitted online** on or before **Wednesday 15th April, 2020** through Bomet County Public Service Board recruitment portal, www.cpsbbomet.net or from **a link in Bomet County website**, www.bomet.go.ke. Manual applications will not be accepted.
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2. Clearance documents for purposes of complying with the provisions of Chapter Six of the Constitution of Kenya will be required for those shortlisted.

The Secretary /C.E.O
Public Service Board
P.O. Box 605-2040
Bomet
www.bomet.go.ke

“The County Government of Bomet is an equal opportunity employer, women and persons with disabilities are encouraged to apply.”

Dated: 9th April, 2020