

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF BOMET

PUBLIC SERVICE BOARD

**VACANCIES IN THE
DEPARTMENT OF HEALTH
SERVICES**

The County Government of Bomet through the County Public Service Board wishes to fill the vacant positions in Health Services Department as detailed below:

1. Medical Specialists – (ENT specialist-1, Oncologist-1, Radiologist -1, Nephrologist -1) – CPSB 4 (4 Posts).

(a) Responsibilities

Reporting to the medical superintendent in charge, the specialist will: -

- i. Head the unit and discharge both clinical and administrative duties.
- ii. Provide guidance in their departments as consultants in their respective areas
- iii. Train students attached to the department
- iv. Perform general surgical procedures as needed to preserve patient's health safely
- v. Analyse records, reports, test results, or examination information to diagnose medical condition of patients
- vi. Explain procedures and discuss test results or prescribed treatments with patients
- vii. Monitor patient's conditions and progress and re-evaluate treatments as necessary
- viii. Refer patients to medical specialist or other practitioner when necessary

(b) Requirements

- i. Master's degree in the relevant field
- ii. Bachelor's degree in Medicine and Surgery (MBCHB)
- iii. Registered with the Kenya Medical practitioners and Dentists Boards
- iv. Must have served in the grade of Senior Medical officer for at least three (3) years
- v. Have current annual retention certificate by the Kenya Medical practitioners and Dentists Board

2. Hospital Administrator /Deputy Chief Health Administrator, CPSB 6 (1 Post)

Duties and Responsibilities

- i. Supervise daily administration activities
- ii. Monitoring expenses and suggesting cost-effective solutions
- iii. Creating quarterly and annual budgets
- iv. Oversee procurement at the hospital and/or the sub-county health facilities
- v. Develop and implement effective policies for all operational procedures
- vi. Ensure work schedules and work plans are prepared
- vii. Maintain organized medical and employee records

- viii. Logistics operations
- ix. Monitor administrative staff's performance
- x. Ensure prompt ordering and stocking of medical and office supplies
- xi. Oversee staffs and patients' welfare

Requirements

For appointment to this job, a candidate should:

- i. Bachelors' degree in health/hospital administration/education/business management/public administration or any other related field
- ii. Master' degree will be an added advantage
- iii. 10 years' work experience
- iv. Senior Management Course lasting for not less than 4 weeks
- v. Computer literacy
- vi. Proven problem-solving skills
- vii. Excellent organizational skills

3. Nursing Officer (BSCN)- CPSB 9 (15 Posts)

(a) Responsibilities

Reporting to the Nursing Officer in-Charge the officer will be: -

- i. Responsible for the day to day nursing services in the county and sub county health facilities.
- ii. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes; diagnosing common health conditions;
- iii. Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health;
- iv. Providing health education and counselling to patients/clients and community on identified health needs; referring patients and clients appropriately;
- v. Facilitating patients' admission and initiating discharge plans;
- vi. Maintaining records on patient's/client's health condition and care; ensuring a tidy and safe clinical environment;
- vii. Collecting and collating data for research; evaluating healthcare outcomes on patients/clients and preparing individualized reports;
- viii. Conducting assessment of school's health needs; planning, implementing interventions and preparing periodic reports;
- ix. Identifying occupational health needs and making appropriate recommendations.
- x. Supervise and train staff, interns and student Nurses

(b) Requirements

- i. Be a holder of a Degree in Nursing from a recognized training institute in Kenya
- ii. Have a registration certificate and a valid practicing license issued by the Nursing Council of Kenya
- iii. Have at least 2yrs Professional experience

4. Higher National Diploma Nurses (Specialists): CPSB 10 (Nephrology-2, Ophthalmology- 2, Perioperative 10, Neonatology-2, Critical Care-4, Psychiatry- 1, Oncology-2) (23 posts)**(a) Responsibilities**

Reporting to the Facility –in- charge, the officer will: -

- i. Work in critical care setting to provide care to patients in the clinics/units.
- ii. Plan and provide services in administering anaesthesia/oncology/neonatal/renal.
- iii. Be responsible for monitoring the patients from the operating theatre and other relevant units.
- iv. Attend to the patients, making sure that they are adequately treated/cared for and followed up.
- v. Supervise and train staff and student Nurses

(b) Requirements

- i. Be a holder of higher diploma in the specialized area from a recognized training institution.
- ii. Have a registration certificate and a valid practicing license issued by the Nursing Council of Kenya.
- iii. Two years relevant Experience
- iv. Knowledge of ICT is an added advantage.

5. Kenya Registered Community Health Nurse III, CPSB 11 – (40) POSTS**a) Duties and Responsibilities**

- i. Assessing, planning, implementing nursing interventions and evaluating patients' outcomes;
- ii. Providing appropriate healthcare service including integrated management of childhood illness (IMCI), immunization, PMCTC, ante-natal care and delivery, providing health education and counselling to patients/clients appropriately;
- iii. facilitating patients' admissions and initiating discharge plans;
- iv. Maintain records on patients'/clients health condition and care;

- v. ensuring a tidy and safe clinical environment;
- vi. Collecting and compiling data

b) Requirements for Appointment

For appointment to this grade candidate must have:-

- i. 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.
- ii. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid practicing license from Nursing Council of Kenya;
- iv. Certificate in computer application skills from a recognized institution.

6. Enrolled Community Health Nurse 111: CPSB 12 (10 POSTS)

Responsibilities

Reporting for day to day nursing services in the county and sub county health facilities: -

- i. Assessing, planning, implementing nursing interventions and evaluating patients' outcomes;
- ii. Providing appropriate healthcare service including integrated management of childhood illness (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counselling to patients/clients appropriately;
- iii. facilitating patients' admissions and initiating discharge plans;
- iv. Maintain records on patient's/client's health condition and care;
- v. ensuring a tidy and safe clinical environment;
- vi. Collecting and compiling data

Requirements for Appointment

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

- i. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;

- ii. Enrolment Certificate issued by the Nursing Council of Kenya;
- iii. Valid practising license from Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution.

7. Medical Officer –CPSB 7 (15 Posts)

(a) Responsibilities

Reporting to the Medical Superintendent, the officer will be: -

- i. Responsible for diagnosing, caring and treating diseases;
- ii. performing medical and surgical procedures;
- iii. preparing and responding to emergencies and disasters;
- iv. participating in management of medicines, medical instruments and equipment;
- v. providing health education;
- vi. maintaining medical records, health Information and data;
- vii. counselling patients and their relatives on diagnoses and bereavement;
- viii. 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 have: -

- i. Bachelor of Medicine and Bachelor of Surgery (M.B; Ch.B.) degree from an institution recognized by Medical Practitioners and Dentists Board;
- ii. successfully completed one (1) year Internship from a recognized institution
- iii. Registration license from the Medical Practitioners and Dentists Board; and
- iv. Certificate in computer application skills from a recognized institution

8. Clinical Officer Specialists – CPSB 9 (Ophthalmologist (COCS-2, Lung and skin- 1)

(3 Posts)

a. Responsibilities

Reporting to the Ophthalmologist in charge, the specialist will: -

- i. Work in ophthalmology unit and discharge both clinical, supervisory and Mentorship duties.
- ii. Provide treatment for wide variety of common eye problems
- iii. Evaluate symptoms, run tests to diagnose a patient's condition and then prescribe medication or treatment to remedy the illness or injury.

- iv. Carry out corrective eye surgeries
- v. Train students attached to the unit

b. Requirements

- i. Bachelor's degree in relevant field (Comprehensive Ophthalmology and Cataract Surgery, Oncology, Anaesthesiology, paediatrics, Dermatology) from a recognized institution
- ii. Have a registration certificate and a valid practicing license issued by the Clinical Officers Council of Kenya.
- iii. Must be willing to work during odd hours and on weekends/holidays
- iv. Must have served as a Clinical officer for at least three (3) years

9. Medical Laboratory Officer- CPSB 9 (3 Posts)

a. Responsibilities

Reporting to the Lab-Officer in-Charge/ Facility- In – charge, the officer will:-

- i. Prepare cultures of tissue samples
- ii. Provide laboratory diagnostic services to ensure there is provision of quality health services in the County and sub-County health facilities.
- iii. Establish and monitor programs that ensure data accuracy
- iv. Microscopically examine slides of bodily fluids
- v. Cross-match blood for transfusions
- vi. Chemically analyse blood or urine for toxic components
- vii. Analyse lab reports for accuracy
- viii. Operate and calibrate equipment Deliver test results to physicians, researchers or patients
- ix. Collect and study blood samples to determine morphology

b. Requirements

- i. Bachelor's degree in medical laboratory sciences or any other equivalent qualifications from an institution recognized by the Kenya Medical Laboratory technicians and Technologist board.
- ii. Have a Registration certificate and valid practicing license issued by the Kenya Medical Laboratory Technician & Technologist Board.
- iii. Certificate n computer application skills from a recognized institution.

10. Medical Laboratory Technologist III- CPSB 11 (19 Posts)

a. Responsibilities

Reporting to the Lab-Technologist in-Charge/ Facility- In – charge, the officer will: -

- i. Prepare cultures of tissue samples
- ii. Provide laboratory diagnostic services to ensure there is provision of quality health services in the County and sub-County health facilities.
- iii. Establish and monitor programs that ensure data accuracy
- iv. Microscopically examine slides of bodily fluids
- v. Cross-match blood for transfusions
- vi. Chemically analyse blood or urine for toxic components
- vii. Analyse lab reports for accuracy
- viii. Operate and calibrate equipment Deliver test results to physicians, researchers or patients
- ix. Collect and study blood samples to determine morphology

b. Requirements

- i. Diploma in medical laboratory sciences or any other equivalent qualifications from an institution recognized by the Kenya Medical Laboratory technicians and Technologist board.
- ii. Have a Registration certificate and valid practicing license issued by the Kenya Medical Laboratory Technician & Technologist Board.
- iii. Certificate in computer application skills from a recognized institution.

11. Medical Laboratory Technician III – CPSB 12 (3 Posts)

(a) Responsibilities

Reporting to the Lab-Technologist in-Charge/ Facility- In- charge, the officer will: -

- i. Prepare cultures of tissue samples
- ii. Provide laboratory diagnostic services to ensure there is provision of quality health services in the County and sub-County health facilities.
- iii. Establish and monitor programs that ensure data accuracy
- iv. Microscopically examine slides of bodily fluids
- v. Cross-match blood for transfusions
- vi. Chemically analyse blood or urine for toxic components
- vii. Analyse lab reports for accuracy
- viii. Operate and calibrate equipment
- ix. Deliver test results to physicians, researchers or patients
- x. Collect and study blood samples to determine morphology

(b) Requirements

- i. Certificate in medical laboratory sciences or any other equivalent qualifications from an institution recognized by the Kenya Medical Laboratory technicians and Technologist board.
 - i. Have a Registration certificate and valid practicing license issued by the Kenya Medical Laboratory Technician & Technologist Board.
- ii. Certificate in computer application skills from a recognized institution.

12. Health Records and Information Management Officer – CPSB 9 (2 Posts)

a. Responsibilities

Reporting to the Facility in-Charge, the officer will: -

- i. Collect, compile and analyse health data
- ii. Prepare health information reports for decision making
- iii. Keep files and health records of patients.

b. Requirements

- i. Be a holder of Degree in Health Records and Information management or any other relevant and equivalent qualification from a recognized training institution.
- ii. Certificate in computer applications skills from a recognized institution
- iii. Must be registered member of Association of Medical Records Officers (AMRO) Kenya

13. Assistant Health Records and Information Management Officer III – CPSB 11 (8 Posts)

(a) Responsibilities

Reporting to the Facility in-Charge, the officer will: -

- i. Collect, compile and analyse health data
- ii. Prepare health information reports for decision making
- iii. Keep files and health records of patients.

(b) Requirements

- i. Be a holder of a diploma in Health Records and Information Technology or any other relevant and equivalent qualification from a recognized training institution.
- ii. Certificate in computer applications skills from a recognized institution
- iii. Must be registered member of Association of Medical Records Officers (AMRO) Kenya

14. Health Records and Information Management Ass. III – CPSB 12 (3 Posts)

a. Responsibilities

Reporting to the Facility -in-Charge, the officer will: -

- i. Collect, compile and analyse health data
- ii. Prepare health information reports for decision making
- iii. Keep files and health records of patients.

b. Requirements

- i. Be a holder of a certificate in Health Records and Information Technology from a recognized training institution.
- ii. Certificate in computer applications skills from a recognized institution
- iii. Must be registered member of Association of Medical Records Officers (AMRO) Kenya

15. Radiographer III – CPSB 11 (5 Posts)

(a) Responsibilities

Reporting to the Radiologist/ facility- in –charge, the officer will: -

- i. Ensure Radiation Protection Rules, policies, standards and procedures are adhered to.
- ii. Undertake Radiographic and Imaging examinations as required.
- iii. Participate in continuous medical education activities in the hospital on health facilitation.
- iv. Perform routine daily inspection of equipment and quality assurance procedures and report any deficiencies or malfunctions
- v. Keep up-to-date with current techniques and developments in Radiographic and Imaging procedures and endeavour to achieve a high standard of image quality.
- vi. Supervise and train assistant staff and student radiographers.
- vii. Ensure effective and economic use of resources and report all occurrences of defects which may affect health and safety.

(b) Requirements

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

- i. 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
- ii. 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.

16. Biomedical Engineering Technologist III – CPSB 11 (6 Posts)

(a) Responsibilities

Reporting to the Facility – in - charge, the officer will: -

- i. Plan for medical technology capital requirements including setting priorities and document requirements for annual technology plans.
- ii. Provide option analysis leading to a preferred solution.
- iii. Prepare comprehensive project cost estimates including direct and indirect equipment, construction costs and relocation costs.

- iv. Do equipment cost analysis to reflect anticipated expenditures and variances.
- v. Determine and communicate the advantages and disadvantages of alternative solutions with engineers and clinicians.
- vi. Obtain terms and conditions of equipment trials from vendors.
- vii. Liaise with departments (biomedical technicians, information technology, facilities, radiation safety, patient safety, clinical departments) and other interested parties to determine the requirements for purchase, installation, maintenance, and training of the device.

(c) Requirements

- i. Diploma in Biomedical Engineering or instrumentation or Clinical Engineering from a Government approved institution
- ii. Three years relevant Experience
- iii. Certificate in computer application skills from a recognized institution.

17. Biomedical Engineering Technician III – CPSB 12 (5 Posts)

(a) Responsibilities

Reporting to the Facility – in - charge, the officer will: -

- i. Plan for medical technology capital requirements including setting priorities and document requirements for annual technology plans.
- ii. Develop and maintain current technical knowledge of evolving and emerging
- iii. Prepare comprehensive project cost estimates including direct and indirect equipment, construction costs and relocation costs.
- iv. Do equipment cost analysis to reflect anticipated expenditures and variances.
- v. Determine and communicate the advantages and disadvantages of alternative solutions with engineers and clinicians.
- vi. Liaise with departments (biomedical technicians, information technology, facilities, radiation safety, patient safety, clinical departments) and other interested parties to determine the requirements for purchase, installation, maintenance, and training of the device.

(b) Requirements

- i. Certificate in Biomedical Engineering or instrumentation or Clinical Engineering from a Government approved institution
- ii. Three years relevant Experience
- iii. Certificate in computer application skills from a recognized institution.

18. Community Oral Health Officer III– CPSB 11 (2 Posts)

(a) Responsibilities

Reporting to the Facility in charge, the officer will be expected to-;

- i. Exhibition and give lectures to communities and schools;
- ii. Collect data for fluoride testing in water samples,
- iii. Analyse and interpret results and advising the relevant authorities accordingly.
- iv. Other duties include diagnosis and treatment of common dental conditions,
- v. Do temporary and permanent dental restorations,
- vi. Reducing simple fractures of jaws, extractions

(b) Requirements

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) with grade C (Plain) in English/Kiswahili and Biology/Biological Sciences and grade C- (Minus) in either Chemistry, Physics/Physical Sciences, Mathematics or General Sciences.
- ii. Diploma in Community Oral Health from Kenya Medical Training College or its equivalent from a recognised institution.

19. Dental Technologist III- CPSB 11 (3 Posts)

(a) Responsibilities

Reporting to the Dentist in-charge, the officer will: -

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

(b) Requirements

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain) with grade C (Plain) in English/Kiswahili and Biology/Biological Sciences and grade C- (Minus) in either Chemistry, Physics/Physical Sciences, Mathematics or General Sciences.
- ii. Be a holder of Diploma in Dental Technology from Kenya Medical Training College or any other recognized training institution.
- iii. Certificate of registration from the Kenya dental technologist association
- iv. Three years' experience in the relevant field

20. Registered Clinical Officer (Higher National Diploma) – CPSB 10 (Dermatology (COLS)- 1, ENT-2, Ophthalmology – 2, Oncology-2) - (7 post),

a. Responsibilities

Reporting to the County Clinical Officer/ facility in charge, the officer will; -

- i. Work in critical care setting to provide care to patients in the clinics/units.
- ii. Plan and provide/administer the relevant service.
- iii. Be responsible for monitoring the patients from the clinics and relevant wards/units.
- iv. Attend to the patients, making sure that they adequately treated/cared for and followed up

b. Requirements

- i. Have a registration certificate and a valid practicing license issued by the Clinical Officers Council of Kenya.
- ii. Certificate in computer application skills from a recognized institution.
- iii. Certificate in computer application skills from a recognized institution.

Salary and Remuneration as per SRC guidelines

Terms of Service Permanent & Permanent

21. Registered Clinical Officer III – CPSB 11 (21 Posts)

Duties and Responsibilities

- i. Examining, diagnosing and treating patient's common ailments at an outpatient or inpatient health facility;
- ii. Implementing community health care activities and liaison with other health workers;
- iii. Guiding and counselling patients, clients and staff on Health issues;
- iv. Sensitizing patients and clients on preventive promotional health services;
- v. Carrying out minor surgical procedures as per training skill;
- vi. Collecting and compiling clinical data;
- vii. Referring patients and clients to appropriate health facility.

Requirements for Appointment

For appointment to this grade candidate must have:-

- i. Diploma in clinical Medicine Surgery or clinical Medicine and Community Health from a recognized institution;
- ii. Certificate of Registration from the Clinical Officer's Council;
- iii. Certificate in computer application skills from a recognized institution.
- iv. a valid practicing license

22. Orthopaedic Technologist III – CPSB 11 (4 Posts)

a. Responsibilities

Reporting to the facility /department- in -charge, the officer will: -

- i. Develop assistive and adaptive devices and equipment commonly used in Orthopaedic Technology
- ii. Provide guidance in the development of procedures for the department
- iii. Make decisions regarding work processes based on established guidelines
- iv. Prioritize and organize work to meet changing conditions

b. Requirements

- i. Diploma in Orthopaedic Technology from KMTC or approved government medical training institution
- ii. Member of the National Association for Orthopaedic Technologists in Kenya
- iii. Knowledge of modern orthopaedic equipment., plaster technology, appliances and materials
- iv. Knowledge of affirmative action and rights of persons with disabilities
- v. Ability to assess client needs, design, make fit and train users on a variety of adaptive devices and equipment
- vi. Demonstrable skills and experience in orthopaedic technology using modern equipment and tools
- vii. Certificate in computer application skills from a recognized institution

23. Orthopaedic Trauma Technologist III - CPSB 11 (4 posts)

a. Responsibilities

Reporting to the facility /department- in -charge, the officer will: -

- i. Manipulating and reducing fractures and dislocations
- ii. Fixing and removing casts, bandages and tractions to and from patients
- iii. Correcting Congenital Talipes Equino-Varus (C.T.E.V.);
- iv. Counselling patients/ clients on issues regarding to orthopaedic trauma

- v. Cleaning and treating simple wounds resulting from orthopaedic trauma
- vi. Documenting orthopaedic and trauma cases
- vii. Assessing and referring patients with musculoskeletal conditions

Requirements

- i. Diploma in orthopaedic and trauma medicine from KMTC or approved government medical training institution
- ii. Member of the Kenya Society of Ortho-trauma Technologists
- iii. Knowledge of emergency trauma medicine
- iv. Minimum 1-year experience
- v. Certificate in computer application skills from a recognized institution

24. Pharmaceutical Technologist III – CPSB 11 (4 Posts)

a. Responsibilities

Reporting to the County Pharmacist/ Facility In-charge, the officer will: -

- i. Ensure that there is an efficient supply of essential commodities and rational use of medicines in the county & Sub-county Health facilities.
- ii. Receive written prescription or refill requests and verify that information is complete and accurate.
- iii. Maintain proper storage and security conditions for drugs.
- iv. Answer telephones, responding to questions or requests.
- v. Fill bottles with prescribed medications and type and affix labels.
- vi. Assist customers by answering simple questions, locating items or referring them to the pharmacist for medication information.

b. Requirements

- i. Be a holder of a Diploma in pharmaceutical technology from a recognized training institution
- ii. Be registered and licensed by Pharmacy & Poisons Board.
- iii. Certificate in computer application skills from a recognized institution.

25. Physiotherapist III – CPSB 11 (2 Posts)

(a) Responsibilities

Reporting to the Facility in charge, the officer will: -

- i. Be expected to initiate appropriate physiotherapy intervention programs for patients & clients suffering from immobility and other disabilities in the hospital & in the community.
- ii. Work with some patients and their families/caretakers over a period of weeks or months to identify and treat their physical problem;
- iii. Develop and review treatment programmes, along with patients themselves that encourage exercise and movement by the use of a range of techniques;
- iv. Assist Patients with joint and spinal problems, including following surgery;
- v. Help patients' rehabilitation following accidents, injury and strokes;
- vi. Assist in the supervision and education of student and junior physiotherapists and physiotherapy support workers;
- vii. Write patient case notes and reports and collect statistics;
- viii. Educate patients and their caregivers about how to prevent and/or improve conditions;
- ix. Keep up to date with new techniques and technologies available for treating patients;
- x. Communicate with a wide range of patients, caregivers and health and social care team members;
- xi. Liaise with other healthcare professionals to exchange information about the background and progress of patients, as well as to refer patients who require other medical attention;
- xii. Be legally responsible and accountable;
- xiii. Be caring, compassionate and professional at all times;
- xiv. Manage clinical risk.

(b) Requirements

- i. Be a holder of Diploma in Physiotherapy from a recognized training institution
- ii. Have a registration certificate and a valid practicing license from Kenya Society of Physiotherapists

26. Nutrition and Dietetics Officer- CPSB 9 (5 POSTS)

(a) Responsibilities

Reporting to the Facility in charge, the officer will:

- i. Preparing and implementing therapeutic diets for outpatients and inpatients
- ii. Providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home-based care and other institutions
- iii. Treating and counselling patients using specialized dietetic nutritionally modified products

- iv. Implementing the nutrition and dietetic processes including screening, assessing, formatting and implementing nutrition interventions and evaluating outcomes
- v. Providing nutrition support to inpatient management in health care facilities
- vi. Developing and disseminating nutrition behaviour change communication, education and communication materials
- vii. Implementation of nutrition health programs
- viii. Collecting and compiling nutrition and dietetic data

(b) Requirements

- i. Bachelor's degree in any of the following disciplines; Foods, Nutrition & Dietetics, Dietetics/Clinical Nutrition, Food Science and Nutrition or Home Economics from a recognized institution
- ii. Registration by the council of the Institute of Nutritionists and Dietetics (CIND)

27. Nutrition and Dietetics Technologist III – CPSB 11 (21 Posts)

(a) Responsibilities

Reporting to the Facility in charge, the officer will:

- i. Implementing nutrition programs
- ii. Providing nutrition services in health care facilities
- iii. Conducting nutrition assessments
- iv. Collecting and compiling nutrition data
- v. Providing nutrition health education and demonstrations
- vi. Counselling of patients with specific nutritional needs
- vii. Monitoring preparation of therapeutic feeding programs
- viii. Promoting maternal, infant and young children feeding programs
- ix. Providing micronutrient supplementation

(b) Requirements

- i. Diploma in community nutrition, clinical nutrition or nutrition and dietetics from a recognized institution
- ii. Registration by the council of the Institute of Nutritionists and Dieticians (CIND)
- iii. Competence in computer applications

28. Community Health Assistant- CPSB 12/11 (11 Posts)

(a) Responsibilities

In liaison with the Public health officers and/or Technician; the officer will: -

- i. Mobilize and create awareness on health issues in the communities
- ii. Identify health hazards, and advise the communities accordingly
- iii. Ensure proper waste management in respective communities
- iv. Enhance best health and nutritional practices at the household levels

- v. Identify contravention of public health laws, policies and regulations and report to relevant authorities for appropriate action
- vi. Participate in all community health integrated programs as assigned

(b) Requirements

- i. Certificate/Diploma in health or health related field from a recognized institution
- ii. Two years' relevant experience
- iii. Membership to a relevant regulatory body

29. Public Health Officer – CPSB 9 (8 Posts)

(a) Responsibilities

- i. Supervising and guiding other staff working under the officer
- ii. Identifying public health issues at the community level.
- iii. Assessing health needs in the community
- iv. Coordinating sanitation and hygiene programmes in the community.
- v. Sensitizing communities on food and water safety measures.
- vi. Spearhead the CLTS process aimed to deliver village open defecation free
- vii. Conducting Training for Public Health Trainees, Community Own Resource Persons (CORPS). Community based health volunteers (CHVs) and Community Health committee (CHCs) on Public Health Issues. Implementing public health programmes and projects.
- viii. Inspecting homesteads, markets, commercial premises, trading centres to ensure cleanliness and sanitary requirements are maintained.
- ix. Implementing vector, vermin and rodent control measures.
- x. Collecting water and food samples for bacteriological and chemical analysis.
- xi. Initiating and implementing community-based health care programmes. Implementing integrated mosquito control and other public health strategies.
- xii. Organizing health days to advise communities on common public health issues.
- xiii. Following up on proper collection and disposal of solid waste in markets and other dwelling premises in towns.
- xiv. Defaulter tracking and reporting of Tuberculosis and other immunizable diseases
- xv. Issuing of intimation and statutory notices
- xvi. Collecting and maintaining up to date records of services rendered

(b) Requirements

- i. Bachelor's Degree in Environmental or Public Health from a recognized institution.
- ii. Registered by a relevant regulatory body
- iii. One-year relevant experience

30. Assistant Public Health Officer III / Public Health Officer III – CPSB 11 (7 Posts)

(a) Responsibilities

- i. Mobilize, sensitize and advise the community on matters related to public health at household level.
- ii. Refer health cases to health facilities.
- iii. Inspect homesteads, markets, commercial premises, trading centres to ensure cleanliness and sanitary requirements are maintained
- iv. Assess health needs in the community.
- v. Spearhead the CLTS process aimed to deliver village open defecation free.
- vi. Initiate local community mobilization processes and promote / oversee the formation of user groups for programme implementation.
- vii. Identify public health issues at household level
- viii. Organize health days to advice communities on common public health issues.
- ix. Defaulter tracking and reporting of Tuberculosis and other immunizable diseases
- x. Implement vector, vermin and rodent control measures
- xi. Issuing of intimation and statutory notices

(b) Requirements

- i. Diploma in Environmental Health Science or Public Health from a recognized institution
- ii. Registered by a relevant regulatory bod
- iii. One-year relevant experience

31. Health Administrative Officer – CPSB 9 – (5) Posts

a. Responsibilities

Reporting to the officer in charge, the job holder will: -

- i. Oversee procurement at the hospital and/or the sub-county health facilities
- ii. Oversee maintenance of health facilities
- iii. Prepare budgets and manage budgetary allocations

- iv. Oversee revenue collection
- v. Oversee staff and patients 'welfare
- vi. Ensure security at the facilities and general upkeep of the health facilities

b. Requirements for the Health Administrative Officer Job

- i. Bachelor's degree in either Health Service Management, Hospital administration, Health system management or any health related undergraduate or equivalent qualifications from a recognized institution
- ii. Must have at least one-year experience in a health institution or health projects or programs management
- iii. Computer literate

32. Laundry Attendant - CPSB 13 (3 Posts)

Responsibilities

Reporting to the Hospital administrator, the job holder will;

- i. Sort all linen and treat stains
- ii. Load all laundry into washer and add specified cleaning agents
- iii. Clean items and dry as directed
- iv. Sort and fold or hang clean dry items
- v. Maintaining of all cleaning supplies and communicates needs to hospital administrator.
- vi. Maintain all laundry equipment and inform facility manager.
- vii. Perform additional laundry services.

Requirements

- i. Be holder of a craft in laundry or related course from a recognized training institute in Kenya.
- ii. Experience in hospital cleaning services

33. Caterer/Cateress - CPSB 11 (2 posts)

Responsibilities

Reporting to the officer in charge of catering, the officer will; caterer

- i. Prepare and serve food and drink, in accordance with the health and hygiene regulations to meet the daily needs of the patients.
- ii. Serve food, clean tables, and perform general cleaning duties as required,
- iii. Maintain the kitchens, bins, dining areas, floor areas, tables and all other catering related areas to high standard of cleanliness.
- iv. Report to the Catering Manager/Catering Supervisor any matters of concern which affects the day-to-day operations of the department.
- v. Perform any other duty that may be assign to her/him

Requirements

- i. Diploma in Food and Beverage from a recognized Institution
- ii. Competence in computer applications
- iii. Working experience of 3 years and above
- iv. Able to work under pressure and to a tight schedule.
- v. Excellent interpersonal skills.
- vi. Must be a team player with the ability to multi-task.
- vii. Ability to communicate effectively at all levels.

34. Medical Social Worker III – CPSB 11 (5 Posts)

a) Duties and responsibilities

This will be the entry and training grade. An officer at this level will be a member of a health team addressing the psychosocial effects as related to patients' diagnosis, prognosis and future resettlement, and counselling of patients especially in cases associated with pandemic diseases, Mental illness, HIV/AIDS, epilepsy etc.

b) Requirements for Appointment

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

- i. Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification; and

- ii. Diploma in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental health or its equivalent qualification from a recognized institution.

35. Psychological Counsellor – CPSB 9 (5Posts)

a) Duties and Responsibilities

- i. Conducting client intake and individual counselling sessions; and keeping appropriate records.

b) Requirements for Appointment

For appointment to this grade, a candidate must have;

- i. Bachelor's Degree in Counselling or a Bachelor's Degree in any of the Social Sciences with a Post-Graduate Diploma from a recognized institution; and,
- ii. Registration with the Kenya Counselling Association (KCA).

36. Public Health Assistant III – CPSB 12 (4 Posts)

(a) Duties and Responsibilities will include:

- i. mobilizing, sensitizing and advising communities on matters related to environmental health;
- ii. referring health cases to relevant health facilities;
- iii. identifying environmental health issues at household level;
- iv. organizing community health days to advise communities on common public health issues;
- v. and collecting and maintaining up to date records of services rendered.

(b) Requirements for Appointment

- i. Certificate in Environmental Health Science or Public Health Technology from a recognized institution; and
- ii. Certificate in Computer Application Skills from a recognized institution.

Salary and Remuneration as per SRC guidelines

Terms of Service Permanent & Permanent

37. Optometrist III – CPSB 11 (2 Posts)

a. Responsibilities

Reporting to the facility -in –charge, the officer will: -

- i. Examine and diagnose eye and vision problems.
- ii. Test patients' depth and color perception,
- iii. Test patients' ability to coordinate and focus their eyes.
- iv. Prescribe contact lenses and glasses,

- v. Treat eye problems like glaucoma,
- vi. Refer patients to other specialist doctors
- b. **Requirements**
 - i. Have a diploma in Optometry from KMTC or equivalent qualification from a recognized institution.
 - ii. Have a certificate in ICT
 - iii. At least 3 years' experience in relevant field

Terms of Service for All the Above Positions:

Permanent and Pensionable

Salaries, Remuneration and Allowances:

Salary and allowances for all the positions is as prescribed by Salaries and Remuneration Commission (SRC)

HOW TO APPLY:

1. Applications can only be **submitted online** on or before **13th December, 2022** through Bomet County Public Service Board recruitment portal, www.cpsbbomet.net. **Manual applications will not be accepted.**
2. Clearance documents for purposes of complying with the provisions of Chapter Six of the Constitution of Kenya, 2010 will be required from those shortlisted
3. Only Shortlisted and successful candidates will be contacted.

Please Note:

Bomet County Public Service Board does not charge **ANY FEE** at any stage of the recruitment. Our official email is cpsb@bomet.go.ke or [info@ cpsbbomet.net](mailto:info@cpsbbomet.net)

The Secretary /C.E.O

Public Service Board

P.O Box 605-20400

Bomet.

“The County Government of Bomet is an equal opportunity employer. Women and Persons with disabilities are encouraged to apply. Canvassing will lead to automatic disqualification”

Dated: 29th November, 2022