



## **ELGEYO MARAKWET COUNTY PUBLIC SERVICE BOARD**

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### **I. NURSING OFFICER III – JOB GROUP ‘H’ (30 POSTS)**

**Terms of Service: Permanent & Pensionable**

#### **Duties and Responsibilities**

- i. Assessing patients’ needs for nursing services
- ii. Verifying and maintaining patients’ confidential records
- iii. Keeping and maintaining records of drugs and other supplies
- iv. Supervision of other nurses and students
- v. Performing administrative duties
- vi. Any other duties as may be assigned from time to time

#### **Requirements**

- (i) Diploma in Community Health Nursing
- (ii) Be registered by the Nursing Council of Kenya (NCK) and possess a valid practicing license
- (iii) Computer literacy certificate
- (iv) Excellent communication skills
- (v) Satisfy the requirements of Chapter Six of the Constitution of Kenya

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### **2. REGISTERED CLINICAL OFFICER – JOB GROUP ‘H’ (20 POSTS)**

**Terms of Service: Permanent & Pensionable**

#### **Responsibilities**

- (i) Assessing and treating patients
- (ii) Verifying and maintaining patients’ confidential records
- (iii) Keeping and maintaining records drugs and other supplies
- (iv) Provide leadership and supervision
- (v) Performing administrative duties and health education
- (vi) Any other duties as may be assigned from time to time by the supervisor

## **Qualifications**

- (i) Diploma in clinical medicine from a recognized institution
- (ii) Registration with the Clinical Officers' Council
- (iii) Computer literacy certificate
- (iv) Excellent communication skills
- (v) Satisfy the requirements of Chapter Six of the Constitution of Kenya

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### **3. PHARMACEUTICAL TECHNOLOGISTS III – JOB GROUP ‘H’ (10 POSTS)**

**Terms of Service: Permanent & Pensionable**

#### **Duties and Responsibilities**

- (i) Dispensing and compounding medicine
- (ii) Verifying and maintaining information related to drugs issued to patients
- (iii) Provide leadership and supervision
- (iv) Performing administrative duties
- (v) Ordering and recording of drugs and other supplies
- (vi) Any other duties as may be assigned from time to time

#### **Requirements**

- (i) Be a holder of Diploma in Pharmaceutical technology from KMTC or any other recognized institution
- (ii) Be registered by the Pharmacy and Poisons Board (PPB)
- (iii) Possess computer literacy certificate
- (iv) Excellent communication skills
- (v) Satisfy the requirements of Chapter Six of the Constitution of Kenya

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### **4. MEDICAL LABORATORY TECHNOLOGIST III – JOB GROUP ‘H’ (10 POSTS).**

**Terms of Service: Permanent & Pensionable**

#### **Duties and Responsibilities**

- (i) Offering general diagnostic or other laboratory services
- (ii) Plan and conduct primary health services
- (iii) Provide leadership and supervision
- (iv) Perform administrative duties
- (v) Any other duties as may be assigned from time to time

## **Requirements**

- (i) Be holder of Diploma in medical laboratory technology from KMTC or any other recognized institution
- (ii) Be registered by the Kenya Medical Laboratory Technologists & Technicians Board (KMLTB)
- (iii) Possess computer literacy certificate
- (iv) Excellent communication skills
- (v) Satisfy the requirements of Chapter Six of the Constitution of Kenya

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## **5. HEALTH RECORDS & INFORMATION OFFICER III-JOB GROUP 'H' (10 POSTS)**

### **Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

- (i) Collect data on health,
- (ii) Compile, analyze and disseminate information
- (iii) Maintain correct and accurate facility records
- (iv) Providing monitoring, evaluation and data collection tools to the facilities
- (v) Performing administrative duties
- (vi) Any other duties as may be assigned from time to time.

### **Requirements**

- (i) Be a holder of Diploma in Health Records & Information from KMTC or any other recognized institution
- (ii) Possess computer literacy certificate
- (iii) Excellent communication skills
- (iv) Satisfy the requirements of Chapter Six of the Constitution of Kenya

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## **6. NUTRITION OFFICER III – JOB GROUP 'H' (4 POSTS)**

### **Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

- (i) Planning, monitoring and evaluating specific nutrition therapeutic diets for patients
- (ii) Nutritional counseling for patients
- (iii) Plan and conduct primary health services
- (iv) Provide leadership and supervision
- (v) Performing administrative duties
- (vi) Conduct outreach services
- (vii) Any other duties as may be assigned from time to time

## **Requirements**

- (i) Be a holder of Diploma in Nutrition from KMTC or any other recognized institution
- (ii) Be registered by the relevant body
- (iii) Possess computer literacy certificate
- (iv) Excellent communication skills
- (v) Satisfy the requirements of Chapter Six of the Constitution of Kenya

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## **7. RADIOGRAPHER III – JOB GROUP ‘H’ (3 POSTS)**

**Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

- (i) Provide medical imaging and radiographic services to patients
- (ii) Processing, verifying and maintaining information relating to patients
- (iii) Provide leadership and supervision
- (iv) Performing administrative duties
- (v) Safeguarding and ensuring maintenance of equipment and appliances
- (vi) Any other duties as may be assigned from time to time

## **Requirements**

- (i) Be a holder of Diploma in Diagnostic radiography/ Medical diagnostic and imaging from KMTC or any other recognized institution
- (ii) Possess computer literacy certificate
- (iii) Excellent communication skills
- (iv) Satisfy the requirements of Chapter Six of the Constitution of Kenya

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## **8. PHYSIOTHERAPIST III – JOB GROUP ‘H’ (3 POST)**

**Terms of Service: Permanent & Pensionable**

### **Duties and Responsibilities**

- (i) Provide physiotherapy services to patients
- (ii) Processing, verifying and maintaining information relating to patients
- (iii) Plan and conduct primary health services
- (iv) Provide leadership and supervision
- (v) Safeguarding and ensuring maintenance of equipment and appliances
- (vi) Any other duties as may be assigned from time to time

**Requirements**

- (i) Be a holder of Diploma in Physiotherapy from KMTC or any other recognized institution
- (ii) Possess computer literacy certificate
- (iii) Excellent communication skills
- (iv) Satisfy the requirements of Chapter Six of the Constitution of Kenya

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**SECRETARY/CEO  
COUNTY PUBLIC SERVICE BOARD**