



## ELGEYO MARAKWET COUNTY PUBLIC SERVICE BOARD

Elgeyo Marakwet County Public Service Board wishes to recruit competent and qualified persons to fill the following positions:

### 1. DEPARTMENT OF HEALTH SERVICES

- I. DIRECTOR PLANNING AND ADMINISTRATION- REF NO: EMCPSB/06/15-(1 position)
- II. DIRECTOR MEDICAL SERVICES- REF NO : EMCPSB/07/15- (1 position)
- III. DIRECTOR PUBLIC HEALTH AND SANITATION- REF NO : EMCPSB/08/15- (1 position)

### 2. DEPARTMENT OF AGRICULTURE, LIVESTOCK AND FISHERIES

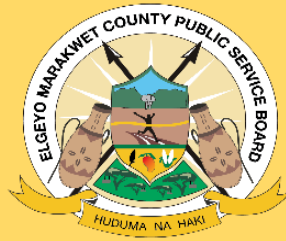
1. DIRECTOR OF FISHERIES AND IRRIGATION- REF NO: EMCPSB/09/15-(1 position)

Details of the job descriptions, job requirements and application procedure can be obtained by logging onto [www.elgeyomarakwetcpsb.org/](http://www.elgeyomarakwetcpsb.org/) or [www.elgeyomarakwet.go.ke/jobsandvacancies](http://www.elgeyomarakwet.go.ke/jobsandvacancies)

### IMPORTANT INFORMATION FOR APPLICANTS/CANDIDATES

- i. All applications can only be submitted online on or before **Thursday 7<sup>TH</sup> May 2015**.
- ii. **Applicants should meet requirements of chapter six of the constitution of Kenya 2010. Shortlisted candidates will be required to present clearance certificates from EACC, KRA, HELB and obtain a certificate of good conduct from the police.**
- iii. Those who had earlier applied for the position of director fisheries are eligible to reapply.
- iv. Only shortlisted candidates will be contacted.
- v. Elgeyo Marakwet is an equal opportunity employer.

**The Secretary,  
Elgeyo Marakwet County  
Public Service Board.**



## ELGEYO MARAKWET COUNTY PUBLIC SERVICE BOARD

23<sup>RD</sup> APRIL 2015

### VACANCY ADVERTISEMENT

Elgeyo Marakwet County Public Service Board wishes to recruit competent and qualified persons to the fill the following positions:

#### 1. DEPARTMENT OF HEALTH SERVICES

##### A. DIRECTOR PLANNING AND ADMINISTRATION- REF NO: EMCPSB/06/15-(1 position

The Director of Health planning and administration shall be in charge of all Health support functions including Planning Unit, HR, Finance, health information, and supply chain management and will be reporting to the Chief Officer of Health Services.

##### DUTIES AND RESPONSIBILITIES:

- The officer will be in charge of County health planning, HR administration, accounting and finance for health, logistics, procurement and health information.
- Holds administrative meetings, writes reports and supervises administrative matters
- Is responsible for taking and keeping of minutes of the County Health Management Team subject to the directions of the Chief Officer of Health.
- Prepares Budgets, manages and supports revenue collection and prepares regular financial reports for health department
- Ensures proper coordination, monitoring and evaluation of the activities as detailed in the County Health Sector Strategic and Investment Plan
- Follows up activities in the county health annual work plans.
- Carries out audit and accounting reports for the health facilities in the county and the County Health Management Teams
- Prepares AIE for health facilities and monitors their spending to ensure that it conforms to County Treasury
- Ensures efficient management and coordination of County Health Management administrative activities.
- Performs any other duties as directed by the County Chief Officer of Health.

## **REQUIREMENT FOR APPOINTMENT**

- Must be a Kenyan Citizen
- Must have a Bachelor's Degree in either of the following fields; Commerce/Accounting/Finance/Administration/Economics from a University recognized in Kenya
- A Master's is an added advantage
- Should have relevant professional qualification – IHRM, CPAK, CPSK or ACCA
- Should be computer literate with training in IFMIS and e-Procurement
- Should have knowledge, experience and a distinguished career of not less than ten (10) years in Administration and Finance in health sector five (5) of which must be at a managerial level.
- Must be conversant with Government of Kenya Accounting procedures (PFM ACT, PPOA)
- Must be a registered member of a recognized professional body
- Must be computer literate
- Must have capacity to work under pressure and meet strict deadlines
- Ability to gain and retain effective working relationships with employees and government agency officials and the general public
- Demonstrate a good understanding of the county government mandate, medical policies, Vision, Mission as well as Vision 2030
- Must have undergone a Senior Health Management Course
- Must satisfy the requirements of Chapter six of the Constitution of Kenya 2010

### **B. DIRECTOR MEDICAL SERVICES- REF NO : EMCP SB/07/15- (1 position)**

The County Director of Medical Services shall be reporting to the County Chief Officer of Health Services for organization, control and coordination of medical health services at the county

## **DUTIES AND RESPONSIBILITIES**

The specific duties will be to oversee medical service delivery in the following areas:-

- Carries out overall planning, coordination and development of medical services
- Does policy development for medical services
- Ensures consistent administration of health policies and procedures
- Implements County Integrated Development Plan and the Health Sector Strategic and Investment Plan
- Prepares proposals for resource mobilization, identifies relevant partners and agencies in support of health programs and projects
- Ensures effective and efficient management of resources for operations of medical services
- Supervises and promotes development of the staff within his/her jurisdiction
- Monitors and reviews medical health services.
- Provides leadership and stewardship for overall medical health management in the county
- Facilitates and implements national medical services programs

- Coordinates the referral functions across all levels of facilities in the county
- Ensures delivery of quality medical services and adheres to the national and county health plans, policies, guidelines and standards
- Ensures regular supportive supervision to medical service delivery points in the county
- Any other duties as may be assigned Chief Officer of Health from time to time

### **REQUIREMENT FOR APPOINTMENT**

- Must be a Kenyan Citizen
- Have a Bachelor's Degree in Medicine and Surgery (MBCHB), Pharmacy or Dentistry from a recognized university in Kenya
- A Masters degree will be an added advantage
- Must be a registered member of a recognized professional body
- Must possess wide professional experience, competence and capacity required for direction, administration and management of medical services
- Must have a working experience of 10 years in the relevant field of which 5 years should be at managerial level
- Should be computer literate
- Must have capacity to work under pressure and meet strict deadlines
- Ability to gain and retain effective working relationships with employees and government agency officials and the general public
- Demonstrate a good understanding of the county government mandate, medical policies, Vision, Mission as well as Vision 2030
- Must have undergone a senior Management Course
- Must satisfy the requirements of Chapter six of the Constitution of Kenya 2010

### **C. DIRECTOR PUBLIC HEALTH AND SANITATION- REF NO: EMCPST/08/15- (1 position)**

The Director of Public Health and Sanitation shall be the Head of Public Health and Sanitation and will be reporting to the Chief Officer of Health.

### **DUTIES AND RESPONSIBILITIES**

- Overall planning, direction and development of public health and sanitation services
- Ensures consistent administration of public health policies and procedures and implementation of the Health Sector Strategic and Investment Plan in matters concerning Public and Environmental Health
- Shall be in charge of public health and sanitation programs domain and ensures management of programs within the budget.
- Ensures advocacy for healthier life style, chronic disease management and control through community strategy and outreaches

- Ensure administration of laws and regulations including International Health that protects environmental and public safety
- Prepares proposals for resource mobilization, identifies relevant partners and agencies in support of public health programs and projects
- Initiates the development of modern Information Communication and Technology in provision of public health and sanitation services.
- Oversees administration of County Health Sector Strategic Plan, County Integrated Development Plan and supports officers under him/her to ensure performance targets are achieved
- Manages and coordinates the licensing and control of all undertakings that sell food to the public
- Is in charge of the management and maintenance of all cemeteries, funeral parlors and crematorium
- Ensures proper and timely solid and liquid waste management and maintenance of refuse dumps
- Diagnoses and investigates Environmental Health problems and epidemiological hazards in the community
- Mobilizes community participation to identify and solve health problems, and promotes staff development, coaching and mentoring.
- Performs any other duties as may be assigned by the supervisor

#### **REQUIREMENT FOR APPOINTMENT**

- Must be a Kenyan Citizen
- Must have a Bachelor's Degree in Environmental Health Sciences or Public Health from a recognized university in Kenya
- A Master's degree will be an added advantage.
- Must be a registered member of a recognized professional body
- Must have a working experience of 10 years in the relevant field, 5 years of which should be at managerial level
- Should be computer literate
- Must have capacity to work under pressure and meet strict deadlines
- Ability to gain and retain effective working relationships with employees and government agency officials and the general public
- Must possess wide professional experience, competence and capacity required for direction, administration and management of public health services
- Demonstrate a good understanding of the county government mandate, medical policies, Vision, Mission as well as Vision 2030
- Must have undergone a senior management Course
- Must satisfy the requirements of Chapter six of the Constitution of Kenya 2010

## **1. DEPARTMENT OF AGRICULTURE, LIVESTOCK AND FISHERIES**

### **A. DIRECTOR OF FISHERIES AND IRRIGATION- REF NO: EMCPST/09/15-(1 position)**

The Director Fisheries and Irrigation shall be the Head of Fisheries and Irrigation and will be reporting to the Chief Officer of Agriculture, Livestock and Fisheries.

#### **DUTIES AND RESPONSIBILITIES**

- Development, implementation and evaluation of the relevant division strategic plans, programmes and projects in collaboration with other departments and stakeholders planning and supervision of the relevant division's programmes and activities.
- Organization, direction and co-ordination of the functions of the division.
- Interpreting and applying national and county laws and other related statutes in the relevant division in the line with the county goals and objectives.
- Developing appropriate county departmental policies, legal and international frameworks for implementation of the mandate of the division.
- Handling administrative, Human resources and asset management issues.
- Oversee preparation of annual work plans and financial budgets.
- Ensuring strict compliance with all financial, budgetary and procurement procedures.
- Coordination of production documentation and dissemination of the relevant division's information
- Provide advice and guidance in recruiting, hiring and staff development
- Perform other duties that may be assigned from time to time by the Chief Officer.

#### **REQUIREMENT FOR APPOINTMENT**

- Be a holder of a relevant degree from a recognized University in Kenya i.e Fisheries and aquatic sciences ,Environmental sciences ,Biological sciences ,Agricultural Economics and Resource Management ,Food Science and Irrigation and General Agriculture and RELATED FIELD
- A master's degree in the relevant field will be an added advantage
- Have relevant knowledge and experience of not less than (10) years in the related field, 5years of which should be at managerial level.
- Demonstrate a high degree of professional and technical competence as reflected in work performance and results.
- Be conversant with policy formulation and implementation.
- Be a strategic thinker and result oriented.
- Demonstrate a thorough understanding of Devolution, the county development objectives and vision 2030.
- Satisfy the requirements of chapter six of the constitution of Kenya 2010 on leadership and integrity.

**TO APPLY, CLICK ON THE LINK BELOW**

[www.elgeyomarakwetcpsb.org/](http://www.elgeyomarakwetcpsb.org/) or visit [www.elgeyomarakwet.go.ke](http://www.elgeyomarakwet.go.ke)

**The Secretary,  
Elgeyo Marakwet County Public Service Board,  
P.O BOX 665-30700.  
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