



## ELGEYO MARAKWET COUNTY GOVERNMENT COUNTY PUBLIC SERVICE BOARD

Elgeyo/Marakwet County Public Service Board  
Email: [secretarycpsb@elgeyomarakwet.go.ke](mailto:secretarycpsb@elgeyomarakwet.go.ke)  
Website: [www.elgeyomarakwet.org/](http://www.elgeyomarakwet.org/).

Telephone +254 790 570 990  
P.O BOX 665-30700  
ITEN.

Our Ref: EMC/PSB/ ADV/CONT/01/20

9<sup>TH</sup> APRIL, 2020

### ADVERTISEMENT FOR POSITIONS IN THE PUBLIC SERVICE, MINISTRY OF HEALTH FOR THE COUNTY GOVERNMENT OF ELGEYO MARAKWET

The County Public Service Board of Elgeyo Marakwet hereby advise all applicants for vacant positions in Public Service under the Ministry of Health to do so as guided by the advert shown below before the deadline.

#### REMUNERATION PACKAGE (CONSOLIDATED)

**DIPLOMA HOLDERS:** KSHS 50,000  
**CERTIFICATE HOLDERS:** KSHS 40,000  
**TERMS OF SERVICE:** 3 YEARS CONTRACT

**NOTE:** Applicants are required to indicate the County they would wish to serve.



**PUBLIC SERVICE COMMISSION**  
Our Vision  
"A citizen-centric public service"  
Our Mission  
"To reform and transform the public service for efficient and effective service delivery"

**VACANT POSITIONS IN THE PUBLIC SERVICE**

Applications are invited from qualified persons for the positions shown below.

V/NO	POST	MINISTRY/STATE DEPARTMENT	GRADE	NO. OF VACANCIES
18/2020	Registered Clinical Officer III	Health (Universal Health Coverage Health Programme)	CSG 12	500
19/2020	Registered Nurse III		CSG 12	2000
20/2020	Pharmaceutical Technologist III		CSG 12	200
21/2020	Medical Laboratory Technologist III		CSG 12	200
22/2020	Community Oral Health Officer III		CSG 12	100
23/2020	Radiographer III		CSG 12	50
24/2020	Assistant Public Health Officer III		CSG 12	500
25/2020	Enrolled Nurse III		CSG 13	500
26/2020	Community Health Assistant III		CSG 13	1500

The details of the posts, distribution of the posts per county and the mode of application can be accessed from the Commission's website.

Interested and qualified persons are requested to make their applications online through the Commission's website: [www.publicservice.go.ke](http://www.publicservice.go.ke) or jobs portal [www.psckjobs.go.ke](http://www.psckjobs.go.ke) indicating the counties where they wish to serve, so as to reach the undersigned on or before 10<sup>th</sup> April 2020 at 5 pm.

Those who have already applied are requested to review their applications and resubmit indicating the counties where they wish to be deployed.

SECRETARY/CEO  
PUBLIC SERVICE COMMISSION  
P. O. BOX 30095-00100  
NAIROBI

The break down for vacant positions per cadre in Elgeyo Marakwet is as per below table;

NO	CADRE	GRADE	NUMBER
1	Registered Clinical Officer III	CSG12	15
2	Registered Nurse III	CSG12	68
3	Pharmaceutical Technologist III	CSG12	8
4	Medical Laboratory Technologist III	CSG12	21
5	Community Oral Health Officer III	CSG12	2
6	Radiographer III	CSG12	2
7	Assistant Public Health Officer III	CSG12	8
8	Enrolled Nurse III	CSG13	15
9	Community Health Extension Workers	CSG13	40
10	Assistant Health Records and Information Officers III	CSG 12	10
<b>TOTAL</b>			<b>189</b>

Kindly note that the application for the position of **Community Health Extension Workers** and **Assistant Health Records and Information officers III** should apply online to Elgeyo Marakwet County Public Service Board website via the link [http://recruitment.elgeyomarakwet.go.ke/hrsyspro\\_marakwet/index.php/site/allJobs](http://recruitment.elgeyomarakwet.go.ke/hrsyspro_marakwet/index.php/site/allJobs)

## COMMUNITY HEALTH EXTENSION WORKERS

### DUTIES AND RESPONSIBILITIES

- i. Sensitizing communities for uptake of quality health services;
- ii. Managing common ailments and minor injuries at community level;
- iii. Tracing defaulters to ensure compliance with health interventions such as immunization, tuberculosis treatment, malaria control, antiretroviral, malnutrition, antenatal care;
- iv. Conducting community health diagnosis and recommending suitable interventions;
- v. Referring health cases to appropriate health facilities; and
- vi. Coordinating community health activities, workers and committees.
- vii. Monitoring, evaluating and preparing community health reports;
- viii. Facilitating planning activities at community level;
- ix. Mobilizing the community and other stakeholders;
- x. Advocating and mobilizing resources for community health activities; and
- xi. Facilitating, training and developing community health volunteers / workers and members of community health committees.

### REQUIREMENTS FOR APPOINTMENT

- i. Certificate/diploma in any of the following disciplines: Community Health, Psychology, Counseling, Social Work or Community Development from a recognized institution; and
- ii. Certificate in Computer Application Skills from a recognized institution
- iii. Shown merit and ability as reflected in work performance and result.
- iv. Demonstrated professional competence and ability as reflected in work performance and results.



## **ASSISTANT HEALTH RECORDS AND INFORMATION OFFICERS III-TEN (10) POSTS - CSG 12**

### **DUTIES AND RESPONSIBILITIES**

An officer at this level will work under the guidance of a senior officer and experienced officer

- i. Receiving and documenting patients at the hospital reception;
- ii. Registration and booking appointments for patients to clinics and consultants;
- iii. Storing and retrieving medical records documents;
- iv. Preparing clinics;
- v. Updating bed Bureau;
- vi. Editing of patients 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 patients master index;
- xiv. Directing patients to relevant clinics;
- xv. Scheduling patients to the consultants and specialty clinics;
- xvi. Assigning codes to diseases and surgical procedures according to the international classification of Diseases and Procedure in medicine and
- xvii. Preparing health records and reports

### **REQUIREMENTS FOR APPOINTMENT**

- i. Diploma in Health Records and Information Technology from a recognized Institution;
- ii. Certificate in computer application skills from a recognized Institution
- iii. Registration Certificate from a relevant professional Board or Association;

### **IMPORTANT INFORMATION FOR APPLICANTS**

- i. All applications be submitted **ONLINE** on or before **16<sup>TH</sup> APRIL 2020**
- 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. Only shortlisted candidates will be contacted.
- iv. Note that it is a criminal offence to submit fake/forged papers.
- v. Canvassing in any form will lead to automatic disqualification.
- vi. Elgeyo Marakwet County is an equal opportunity employer.

