



**ELGEYO MARAKWET COUNTY GOVERNMENT
COUNTY PUBLIC SERVICE BOARD**

DATE: 11TH JUNE, 2025

INTERNAL ADVERTISEMENT-PHASE V, 2024/25

Pursuant to the provisions of Chapter 11 of the Constitution of Kenya 2010 and the County Government Act 2012, the County Public Service Board of Elgeyo Marakwet invites applications from suitably qualified **serving officers** in the County Public Service for the following positions;

L.OFFICE OF THE GOVERNOR

VACANCY NO: OOG/ 03/2025

SENIOR ASSISTANT DIRECTOR, OFFICE ADMINISTRATIVE SERVICES, JOB GROUP `CPSB 04'-ONE (1) POST

Salary Scale: Ksh 107,130 x 5,170-112,300 x 5,400-117,700 x 5,660-123,360 x 5,940-129,300 x 6370-135,670 x 6,670-142,340 p.m.

For appointment to this Grade a candidate **MUST** have; -

- i. Served in the grade of Assistant Director, office administrative services for a minimum period of three (3) years;
- ii. Bachelor's degree in secretarial studies or bachelor of business and office management from recognized institution or;
- iii. Bachelors in degree in social sciences plus diploma in secretarial studies from a recognized institution or;
- iv. Bachelor's degree in social science plus business education single and group certificates (BES&GC) stages I, II and III from the Kenya national examination council in the following subjects
- v. shorthand III (minimum 120 w.p.m)
- vi. typewriting III (50W.P.M)/computerized document processing III
- vii. Business English III/communications II
- viii. Commerce II



- ix. Office management III/office administration and management III
- x. Secretarial duties II
- xi. Master's degree in business administration/business management from a recognized institution
- xii. Certificate senior management course lasting not less than four (4) weeks from a recognized institution
- xiii. Certificate in strategic leadership development course lasting not less than six (6) weeks from a recognized institution
- xiv. Certificate in computer applications from a recognized institution
- xv. Demonstrated outstanding professional competence in the management of office management service.

Duties and Responsibilities

Senior assistant director will deputize the deputy director in the administration and management of the office administrative services functions. Specific duties and responsibilities will entails interpreting and implementing office administrative services personnel policies and procedures: participating in selection and recruitment of office administrative services personnel, verifying and analyzing office administrative services personnel data for posting and deployment participating in organizing and budgeting for seminars and workshops for office administrative service personnel: and participating in updating bio data for office administrative services staff. In addition, the officer will be involved in :reviewing the office administrative services personnel curriculum in liaison with the Kenya Institute of Curriculum Development and Kenya national examination council: providing technical advice on recruitment and promotion of office administrative services personnel: participating in the selection of office administrative service personnel for Higher National Diploma and upgrading courses :supervising office administrative services personnel and undertaking any other duties that may be assigned.

2. DEPARTMENT OF HEALTH SERVICES – (CLINICAL HEALTH SERVICES)

VACANCY NO: HS/22/2025

**PRINCIPAL REGISTERED CLINICAL OFFICER II, JOB GROUP 'CPSB 06'-ONE
(1) POST**

Salary Scale: Ksh 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 x 3,810-73,160 x 3,590-76,970 x 4,110-81,080 x 4,120-85,200 x 4,410-89,610 x 4,560-94,170 p.m.

For appointment to this grade, an officer **MUST** have:



- i. Served in the grade of Chief Registered Clinical Officer for a minimum period of three (3) years;
- ii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate of Registration from the Clinical Officers' Council;
- v. Certificate in Computer application skills from a recognized institution; and shown merit and ability as reflected in work performance and results

DUTIES AND RESPONSIBILITIES: -

Providing clinical and family health care in health institutions and communities; implementing medico-legal standards and guidelines; undertaking disease surveillance, control and management; undertaking research on critical health issues and emerging trends; providing clinical outreach and school health services; monitoring patients, making appropriate referrals and providing necessary guidance and counseling; providing specialized services including Ear, Nose and Throat /Audiology, Ophthalmology and Cataract Surgery, Child Health and Pediatrics, Anesthesia, Orthopedics, Epidemiology, Lung and Skin, Reproductive Health, Dermatology and Venereology, Coroner and Forensic Medicine, Medical Education, Health Economics and Policy, Health Systems Management, Psychology, Family and Community Health Services; and providing emergency clinical care during disasters.

VACANCY NO: HS/23/2025

SENIOR ENROLLED NURSE I, JOB GROUP 'CPSB 08'-EIGHT (8) POSTS

Salary Scale: Ksh 46,240 x 1,920 – 48,160 x 2,000 – 50,160 x 2,390 – 52,550 x 2,460-55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 p.m.

For appointment to the grade, an officer **MUST** have:

- i. Served in the grade of Senior Enrolled Nurse II for a minimum period of three (3) years;
- ii. 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;
- iii. Enrolment Certificate issued by the Nursing Council of Kenya;
- iv. Valid practicing license from Nursing Council of Kenya;
- v. Certificate in computer application skills from a recognized institution;
- vi. Shown merit and ability as reflected in work performance and results

DUTIES AND RESPONSIBILITIES: -

Assessing patients and clients and establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs; providing health education and counselling on identified health and socio-economic needs to patients/clients; referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; ensuring a tidy and safe clinical environment; ensuring safe custody of in-patients belongings; maintaining records on patients/clients personal and health condition/care; conducting assessment of school health needs; planning, implementing interventions and preparing periodic reports; conducting occupational health needs; assessment, planning, implementing, evaluating, making recommendations and preparing periodic reports; providing appropriate healthcare services including immunization, reproductive health; guiding and orienting staff, students and health personnel; and carrying out health outreach activities.

VACANCY NO: HS/24/2025**SENIOR MEDICAL LABORATORY TECHNOLOGIST, JOB GROUP 'CPSB 08'
THREE (3) POSTS**

Salary Scale: Ksh 46,240 x 1,920 – 48,160 x 2,000 – 50,160 x 2,390 – 52,550 x 2,460 – 55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 p.m.

For appointment to this grade, an officer **MUST** have:

- i. Served in the grade of Senior Medical Laboratory Technician II for a minimum period of (3) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technicians and Technologists Board;
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iv. Valid practicing license from Kenya Medical Laboratory Technician and Technologists Board;
- v. Certificate in computer application skills;
- vi. Shown merit and ability as reflected in work performance and results.

DUTIES AND RESPONSIBILITIES: -

Receiving and scrutinizing laboratory requisition forms and specimens; preparing clients for collection of specimens; receiving, collecting, labelling and registering specimens; disaggregating specimens for processing and analysis; preparing reagents; supervising the disinfection, washing and sterilization of apparatus; maintaining equipment and reagents for vector insecticides application, monitoring and evaluation; preparing media

for culture and sensitivity testing; examining specimens for quality; writing and recording of laboratory findings and results; dispatching laboratory results for use in clinical management; preparing stains; preparing blood products; collecting and analyzing data; processing the specimen according to the Specific standards Operating Procedures(SOP);mentoring and coaching trainees on practical attachment; and preparing periodical reports.

VACANCY NO: HS/25/2025

**PRINCIPAL MEDICAL LABORATORY TECHNOLOGIST II, JOB GROUP 'CPSB 06'-
ONE (1) POST**

Salary Scale: Ksh 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 x 3,810-73,160 x 3,590-76,970 x 4,110-81,080 x 4,120-85,200 x 4,410-89,610 x 4,560-94,170 p.m.

For appointment to this grade, an officer **MUST** have:

- i. Served in the grade of Chief Medical Laboratory Technologist for a minimum period of (3) years;
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by Kenya Medical Laboratory Technician and Technologists Board;
- iii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB);
- iv. Valid practicing license from Kenya Medical Laboratory Technician and Technologists Board;
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Certificate in computer application skills;
- vii. Demonstrated capability and efficiency in organizing work and discharging Medical laboratory functions

DUTIES AND RESPONSIBILITIES: -

Implementing laboratory policies, guidelines, strategies and programmes; recruiting, preparing and bleeding of blood donors for transfusion services; performing blood grouping; screening for blood transfusion transmissible infections; issuing blood and blood product to health facilities as per request; coordinating the preparation of reagents, stains and examining specimens; carrying out operational laboratory research; preparing procurement plan for laboratory requirements; providing technical specifications for the procurement of medical laboratory reagents, apparatus and equipment; maintaining equipment and reagents for vector and insecticide application, monitoring and evaluation; investigating disease outbreaks in liaison with other health care providers; archiving specimens of medical importance for reference; processing the specimen according to

specific Standard Operating Procedures (SOP); validating and calibrating laboratory equipment and preparing periodical laboratory reports.

3.DEPARTMENT OF PUBLIC SERVICE, DEVOLUTION, ADMINISTRATION, COMMUNICATION, ICT& E-GOVERNANCE

VACANCY NO: PSMA/05/2025

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER I-JOB GROUP 'CPSB 09'-TWO (2) POSTS

Salary Scale: Ksh.41,320 x 1,580 – 42,900 x 1,630 – 44,530 x 1,710 – 46,240 x 1,920 – 48,160 x 2,000 – 50,160 x 2,390 – 52,550 x 2,460- 55,010 p.m.

For appointment to this grade an officer **MUST** have:

- i. Bachelor's degree in any of the following fields; Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration or Education from a recognized institution;
- ii. Membership of Institute of Human Resource Management (IHRM);
- iii. Certificate in computer application skills from a recognized institution and;
- iv. Shown merit and ability as reflected in work performance and results.

Duties And Responsibilities

Verifying information relating to recruitment, appointments, transfers and human resource management information systems, implementing human resource decisions within existing rules, regulations and procedures; collecting and collating data for assessing training needs; preparing training projection: and preparing agendas and minutes for human resource advisory committee.

4.DEPARTMENT OF ROADS, PUBLIC WORKS AND TRANSPORT

VACANCY NO: RPW &T/ 05/2025

PRINCIPAL DRIVER JOB GROUP 'CPSB 10'-THREE (3) POSTS

Salary scale: Ksh 33,900 x 1,350 – 35,250 x 1,430 – 36,680 x1,500 – 38,180 x 1,560 – 39,740 x 1,580 – 41,320 x 1,580 – 42,900 x 1,630 – 44,530 p.m.

For appointment to this grade an officer **MUST** have:

- i. Served in the grade of chief driver for a minimum period of three (3) years;



- ii. Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized institution;
- iii. Passed occupation trade test I for drivers;
- iv. Valid driving license free from any current endorsement(s) for class (es) of vehicle(s) the officer is required to drive;
- v. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
- vi. Refresher Course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- vii. Valid Certificate of Good Conduct from the Kenya Police;
- viii. First- Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- ix. Demonstrated outstanding professional competence in work performance and results.

Duties and responsibilities: -

Driving assigned vehicle as authorized; carrying out routine checks on the vehicles cooling, oils, electrical tyre pressure and brake system; detecting and reporting malfunction in the vehicle; maintaining work tickets; ensuring security and safety of vehicle and passenger; supervising and guiding staff working under him /her.

5. DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

VACANCY NO: FEP/ 12/2025

CHIEF ACCOUNTANT, JOB GROUP 'CPSB 07'-ONE (1) POST

Salary Scale: Ksh 52,550 x 2,460- 55,010 x 2,650 – 57,660 x 2,920 – 60,580 x 2,920 – 63,500 x 2, 920-66,420 x 3,080-69,500 p.m.

For appointment to this grade, an officer **MUST** have:

- i. Served in the grade of Senior Accountant, job group 'CPSB 08' or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- ii. Bachelor's Degree in either Commerce (Accounting or Finance option) and passed part II of the Certified Public Accountants (CPA) Examination or;
- iii. Passed part III of the Certified Public Accountants (CPA) Examination or its recognized equivalent.
- iv. Registered with the institute of Certified Public Accountants of Kenya (ICPAK)



- v. Management course lasting not less than four (4) weeks from the Kenya Institute of administration or any other recognized institution
- vi. Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities: -

Preparing financial statements and reports; managing and controlling utilization of county assets(e.g. Vehicles) and liabilities(e.g. utility bills); coordinating budgets and work plans for the department; verification of reconciliation statements; responding to audit queries and mandatory inquiries whenever necessary; providing technical support to departments on financial matters; coordinating payments for goods and services; enforcing adherence to financial policies, regulations and professional practices in all financial transactions and any other duties assigned from time to time.

IMPORTANT INFORMATION TO APPLICANTS/CANDIDATES

- i. All applications should be submitted online on or before **Tuesday, 17th June, 2025** through the link www.elgeyomarakwet.go.ke click on <online recruitments> ***NOTE: After submission of your application you will immediately receive email notification that your application has been submitted.***
- ii. Only online applications will be accepted;
- iii. Only shortlisted candidates will be contacted;
- iv. Note that it is a criminal offence to submit fake/forged papers.

**THE SECRETARY/CEO,
ELGEYO MARAKWET COUNTY
PUBLIC SERVICE BOARD,
PO BOX 665 - 30700,
ITEN.**

