



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF BUSIA
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 1103 – 50400



ADVERTISEMENT

Pursuant to Article 235(1)(b) of the Constitution of Kenya 2010 and Section 59(1)(b) of the County Governments Act No. 17 of 2012; the County Public Service Board of Busia invites applications from suitable and qualified persons to fill vacant positions in the County Government on **Permanent and Pensionable terms of service** as follows:

No	Cadre	J/G	No of Posts	Advert No
1.	Medical Officer	M	15	CPSB/84/2023
2.	Nursing Officer/Intern	K	4	CPSB/85/2023
3.	Registered Nurse III	H	37	CPSB/86/2023
4.	Public Health Officer	K	2	CPSB/87/2023
5.	Clinical Officer	K	2	CPSB/88/2023
6.	Dental Technologist Officer III	H	2	CPSB/89/2023
7.	Registered Clinical Officer III	H	17	CPSB/90/2023
8.	Orthopedic Trauma Technologist III	H	4	CPSB/91/2023
9.	Pharmaceutical Technologists III	H	8	CPSB/92/2023
10.	Health Administrative Officer III	H	2	CPSB/93/2023
11.	Medical Engineering Technologist III	H	5	CPSB/94/2023
12.	Medical Laboratory Technologist III	H	10	CPSB/95/2023
13.	Assistant Public Health Officer III	H	5	CPSB/96/2023
14.	Community Oral Health Officer III	H	5	CPSB/97/2023
15.	Assistant Occupational Therapist III	H	3	CPSB/98/2023
16.	Nutrition and Dietetics Technologist III	H	5	CPSB/99/2023
17.	Assistant Medical Social Worker III	H	4	CPSB/100/2023
18.	Assistant Physiotherapist III	H	5	CPSB/101/2023
19.	Assistant Health Records and Information Management Officer III	H	5	CPSB/102/2023
20.	Radiographer III	H	3	CPSB/103/2023
21.	Health Promotion Assistant III	H	4	CPSB/104/2023
22.	Clinical/Medical Psychologist Officer	K	2	CPSB/105/2023
Totals			149	

DEPARTMENT OF HEALTH & SANITATION

JOB DESCRIPTIONS AND REQUIREMENTS FOR APPOINTMENT

1. MEDICAL OFFICER, JOB GROUP 'M' – FIFTEEN (15) POSTS - ADVERT. No. CPSB/84/2023

(a) Duties and responsibilities

An officer at this level will work under guidance of a senior officer. Duties and responsibilities will entail; diagnosing, caring and treating diseases; performing medical and surgical procedures; preparing and responding to emergencies and disasters; participating in management of medicines, medical instruments and equipment; providing health education; maintaining medical records, health information and data; counseling patients and their relatives on diagnosis and bereavement, teaching and coaching medical students, nursing students and clinical officer interns; and preparing requisite documents for registration.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- Bachelor of Medicine and Bachelor of Surgery (M.B; Ch. B.) degree recognized by Medical Practitioners & Dentists Board;
- Successfully completed one (1) year Internship from a recognized institution;
- Registration license from the Medical Practitioners and Dentists Board; and
- Certificate in computer applications from a recognized institution.

2. NURSING OFFICER/INTERN, JOB GROUP 'K' FOUR (4) POSTS – ADVERT No. CPSB/85/2023

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing -evidence-based nursing care for client/patient; creating and maintaining a self-nursing care environment for client/patient; conducting patient audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; carrying out therapeutic communication with the patients/clients; conducting community health risk assessment and providing outcome based interventions; documenting interventions and nursing outcomes; participating in quality improvement and quality assurance procedures; and diagnosing common health conditions and recommending necessary interventions

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- Bachelor's Degree in either Nursing or Midwifery from a recognized' institution;
- Registration Certificate issued by the Nursing Council of Kenya;
- Valid practicing license from the Nursing Council of Kenya;
- Certificate in computer applications from a recognized institution;

3. REGISTERED NURSE III, JOB GROUP 'H' THIRTY-SEVEN (37) POSTS - ADVERT No. CPSB/86/2023

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail; assessing, planning, implementing nursing interventions and evaluating patients' outcomes; providing appropriate health care service including Integrated management of Childhood Illnesses(IMCI), immunizations, PMTCT, ante-natal care and delivery, providing health education and counseling to patients/clients and community on identified health needs; referring patients and clients appropriately, facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring a tidy and safe clinical environment; and collecting and compiling data.

(b) Requirements for appointment

For appointment to this grade, a candidate must have;

- 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;
- Registration Certificate issued by the Nursing Council of Kenya'
- Valid practicing license from Nursing Council of Kenya; and
- Certificate in computer applications from a recognized institution.

Note: Higher Diploma in any of the following specialty will be an advantage: - Critical Care Nursing; Psychiatry; Palliative care Nursing.

4. PUBLIC HEALTH OFFICER, JOB GROUP 'K' TWO (2) POSTS - ADVERT No. CPSB/87/2023

(a) Duties and Responsibilities

This will be the entry and training grade into this cadre. An officer at this level will provide Environmental Health Extension services in the area of Deployment, where specific duties and responsibilities will include: identifying Environmental health issues at community level; compiling and maintaining up to date records of services rendered; assessing health needs of the community; Implementing sanitation and hygiene standards in the community; compiling and maintaining up to date records of services rendered; assessing health needs of the community; implementing sanitation and hygiene standards in the community; sensitizing communities on food and water safety measures; and compiling data on disease trends.

(b) Requirements for Appointment

For appointment to this grade a candidate must have:

- Bachelor's Degree in Environmental Health or Public Health from a recognized institution.
- Certificate of Competence from the Association of Public Health Officers; and
- Certificate in Computer Applications from a recognized institution.

5. CLINICAL OFFICER, JOB GROUP “K” -TWO (2) POSTS - ADVERT No. CPSB/882023

a) Duties and Responsibilities

This is the entry and training grade for this cadre. An Officer at this level will work under the guidance of a senior officer where duties and responsibilities will include: taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility; guiding and counseling patients, clients and staff on health issues; referring patients appropriate health facilities; assessing, preparing and presenting medico-legal reports; coaching and mentoring students on attachment; carrying out surgical procedures as per training and skill; organizing health management committee meetings; and collecting and compiling data for research on clinical service issues.

b) Requirements for appointment

For appointment to this grade, a candidate must have:

- Bachelor's degree in Clinical Medicine or Community Health or equivalent qualification from a recognized institution;
- Certificate of Registration from the Clinical officers' Council; and
- Certificate in computer applications from a recognized institution.

6. DENTAL TECHNOLOGIST III, JOB GROUP ‘H’ TWO (2) POSTS – ADVERT No. CPSB/89/2023

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer.

Duties and responsibilities at this level will entail: - receiving and recording all patient work and interpreting patient prescription; disinfecting impressions; casting impressions; making acrylic complete/partial dentures and repairs; and participating in oral/dental health promotion.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- Diploma in Dental Technology or its equivalent qualification from a recognized institution;
- Certificate of registration from the Kenya Dental Technologists Association; and
- Certificate in computer applications from a recognized institution.

7. REGISTERED CLINICAL OFFICER III, JOB GROUP ‘H’ SEVENTEEN (17) POSTS – ADVERT No. CPSB/90/2023

a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the supervision and guidance of a senior and experienced officer.

Duties and responsibilities at this level will entail; taking history, examining, diagnosing and treating patients, common ailments at an outpatient or inpatient health facility, implementing Community Health Care activities in liaison with other health workers; guiding and counseling patients, clients and staff on health issues, sensitizing

patients and clients on preventive and promotive health, carrying out minor surgical procedures as per training and skill; collecting and compiling clinical data; and referring patients and clients to appropriate health facilities.

b) Requirements for Appointment

For appointment to this grade, a candidate must have;

- Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health or equivalent from a recognized institution.
- Certificate of Registration from the Clinical Officers' Council; and
- Valid professional /practicing licence
- Certificate in computer applications from a recognized institution.

8. ORTHORPAEDIC TRAUMA TECHNOLOGIST III, JOB GROUP 'H' FOUR (4) POSTS – ADVERT No. CPSB/91/2023

(a) Duties and Responsibilities

This is the entry grade into the orthopedic technologist cadre. Work at this level is of limited scope and complexity and is carried out under the guidance of a more senior officer.

Duties and responsibility involve provision of supportive services in orthopedic which entail preparation and fitting of appliances that are required in orthopedic health institutions. In addition, the officer will be expected to assess patient needs; verify and maintain information relating to patients; order and maintain records of supplies as well as guiding, supervising and counseling of staff working under him.

(b)Requirements for Appointment

For appointment to the position, a candidate must have;

- Diploma in Orthopedic Plaster Technology or possess an equivalent qualification from a recognized institution;
- Certificate in computer applications from a recognized institution
- Certificate of registration from (NAOT) Kenya.

9. PHARMACEUTICAL TECHNOLOGIST III, JOB GROUP 'H'– EIGHT (8) POSTS - ADVERT No. CPSB/92/2023

a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be responsible for dispensing drugs/medicines to patients under supervision of a senior officer.

Specific duties and responsibilities at this level will include: - receiving, interpreting, and processing prescriptions, recording prescriptions in a pharmacy unit; pre-packing, repacking and writing instructions on labels, Counseling patients on usage of drugs in a pharmacy unit; maintaining drug registers/books; and stock-taking of drugs and medicinal devices on monthly basis.

b) Requirements for Appointment

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

- Diploma in Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- Certificate of Enrolment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB); and
- Certificate in computer applications from a recognized institution.

10. HEALTH ADMINISTRATIVE OFFICER III, JOB GROUP 'H' TWO (2) POSTS - ADVERT No. CPSB/93/2023

a) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level may be deployed at a Sub County Hospital, Rural Health Training Centre or Unit within a large hospital or to a specific Health programme where he/she will be exposed to various administrative duties which will include procurement, provision and maintenance of facilities and general upkeep of the hospital. The officer will work under supervision of a more senior officer.

b) Requirements for Appointment

For appointment to this grade, a candidate must have;

- Diploma in any of the following: Health Management, Hospital Administration, Business Administration, Social sciences or its equivalent qualification from a recognized institution.
- Certificate in computer applications from a recognized institution.

11. MEDICAL ENGINEERING TECHNOLOGIST III, JOB GROUP 'H' FIVE (5) POSTS - ADVERT No. CPSB/94/2023

a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under supervision of senior officers.

Duties and responsibilities at this level will entail: preventive maintenance and repairs of medical/Hospital equipment, plants, Instrument and furniture's requisitioning for spare parts and consumable taking inventory of medical/Hospital equipment, furniture's and plants, collecting information for research ;collecting information on medical engineering services for input into the integrated Health Information Management system; carrying out minor repairs of health facilities ;and
Implementing medical engineering programs and project.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have;

- Diploma in Medical Engineering or any other equivalent qualification from a recognized institution
- Certificate in computer applications from a recognized institution
- must be a member of Association of Medical Engineering Kenya

12. MEDICAL LABORATORY TECHNOLOGIST III, JOB GROUP 'H'– TEN (10) POSTS – ADVERT No. CPSB/95/2023

(a) Duties and Responsibilities

This is the entry grade for this cadre. Duties and responsibilities at this level will entail; decontaminating working benches; receiving and scrutinizing laboratory requisition forms and for accuracy, preparing clients for collection of specimens, receiving, collecting, labeling and registering specimens, disaggregating specimens for processing and analysis; and performing routine diagnostic tests.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have;

- Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board; and
- Certificate in computer applications from a recognized institution.

13. ASSISTANT PUBLIC HEALTH OFFICER III, JOB GROUP 'H' FIVE (5) POSTS - ADVERT No. CPSB/96/2023

a) Duties and responsibilities

This is the entry and training grade for this cadre. an officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties will include; mobilizing, sensitizing and advising communities on matters relating to environment health, referring health cases to relevant health facilities; carrying out immunization; identifying environmental health issues at community level; organizing communities health days to advise communities on common public health issues ;collecting and maintaining update records of services rendered; assessing health needs of community ;implementing integrated mosquito control strategies.

b) Requirements for Appointment

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

- Diploma in either environmental Health Science or Public Health inspection from a recognized institution;
- Certificate in computer applications from a recognized institution.

14. COMMUNITY ORAL HEALTH OFFICER III, JOB GROUP “H”- FIVE (5) POSTS - ADVERT No. CPSB/97/2023

(a) Duties and Responsibilities

Reporting to the Facility in charge, duties and responsibilities at this level will entail;

- Exhibiting and give lectures to communities and schools;
- Collecting data for fluoride testing in water samples,
- Analyzing and interpret results and advising the relevant authorities accordingly.
- Doing temporary and permanent dental restorations,
- Reducing simple fractures of jaws, extractions.
- Diagnosis and treatment of common dental conditions,

(b) Requirements

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

- Diploma in Community Oral Health from Kenya Medical Training College or its equivalent from a recognized institution.
- 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.

15. ASSISTANT OCCUPATIONAL THERAPIST III, JOB GROUP ‘H’- THREE (3) POSTS – ADVERT No. CPSB/98/2023

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail

- screening, assessing, formulating and implementing patients’ treatment plan;
- carrying out clients’ functional assessment and formulating necessary interventions;
- initiating appropriate therapy intervention programs for patients & clients with disabilities in the Hospital and in the community;
- maintaining records and data relating to patients;
- liaising 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;
- sensitizing the community on occupational Therapy issues; and
- preparing periodic reports

(b) Requirements for appointment

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

- Diploma in Occupational Therapy from a recognized institution; and
- Membership Certificate of the Kenya Occupational Therapists Association
- Certificate in Computer applications from a recognized institution

16. NUTRITION AND DIETETICS TECHNOLOGIST III, JOB GROUP “H”-FIVE (5) POSTS – ADVERT No. CPSB/99/2023

(a) Duties and Responsibilities:

Duties and responsibilities at this level will include:

- implementing nutrition programmes; providing nutrition services in health care facilities; conducting nutrition assessments;
- collecting and compiling nutrition data;
- providing nutrition health education and demonstrations;
- counseling of patients with specific nutritional needs;
- monitoring preparation of therapeutic feeds;
- implementing outpatient and inpatient supplementary and therapeutic feeding programmes; promoting maternal, infant and young children feeding programmes; and
- providing micronutrient supplementation

(b) Requirements for Appointments

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

- Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized training institution; and
- Registration by the Council of the Institute of Nutritionists and Dieticians (CIND)
- Certificate in computer applications from a recognized institution.

17. ASSISTANT MEDICAL SOCIAL WORKERS III, JOB GROUP “H”-FOUR (4) POSTS – ADVERT No. CPSB/100/2023

(a) Duties and Responsibilities

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will include: -

- participating as a member of Health Team in addressing the psychosocial effects as related to patients’ diagnosis, prognosis and future resettlement and counseling patients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy;
- extracting psychosocial information from the patient and observation of casual factors which might be useful to the treatment plan; and
- implementing patients’ treatment programmes and follow up on discharge.

(b) Requirements for Appointment

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

- Diploma in any of the following disciplines: -Social Work, Sociology, Psychology, Anthropology, Mental Health or its equivalent qualifications from a recognized institution
- KCSE mean grade C or its equivalent qualification; and
- Certificate in Computer applications from a recognized institution.

18. ASSISTANT PHYSIOTHERAPIST III, JOB GROUP “H”- FIVE (5) POSTS – ADVERT No. CPSB/101/2023

(a) Duties and Responsibilities

Duties and responsibilities at this level will include: -

- Treating and rehabilitating patients/clients using Physiotherapy interventions i.e electrotherapy, manipulative therapy/technology, exercise therapy among others in clinical areas and the community
- Planning and organizing group Physiotherapy treatments/sessions for patients and clients
- Evaluating treatment outcomes for review, placement, referral or discharge
- Carrying out physical disability assessments for categorization, registration and other support
- Providing health promotion and education to patients/clients on neuro- musculoskeletal disorders and health living to prevent non-communicable diseases
- Maintaining information and records relating to patients
- Inducting students on practical training on physiotherapy services
- Requisitioning and ensuring availability and proper utilization of physiotherapy supplies and equipment as well as giving support and health education to patients and relatives in hospital
- Maintaining equipment and inventory
- Analyzing data and preparing reports
- Coaching and mentoring of staff

(b) Requirements for Appointment

For appointment to this grade, an officer must have: –

- Diploma in Physiotherapy from a recognized institution;
- Certificate of Registration from Physiotherapy Council of Kenya (PCK);
- Current Certificate of Practice from Physiotherapy Council of Kenya (PCK);
- Certificate in computer applications from a recognized institution;

19. ASSISTANT HEALTH RECORDS INFORMATION MANAGEMENT OFFICER III, JOB GROUP ‘H’ – FIVE (5) POSTS - ADVERT No. CPSB/102/2023

Duties and Responsibilities

- receiving and documenting patients at hospital reception
- registering and booking appointment for patients to clinics and consultants
- storing and retrieving medical records documents preparing clinics and updating bed bureau
- Editing of patient case records and gathering data from different sources, capturing data from service points and maintaining record safety and confidentiality storing and retrieving medical records and balancing daily bed returns.
- creating and maintaining master index and updating patient master index
- directing patients to relevant clinics and scheduling of patients to the consultants and Specialty clinics
- Assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine and preparing Health records and reports.

(b) Requirements for Appointment

- Diploma in Health Records and Information Technology from a recognized institution;
- Certificate in computer application from a recognized institution.

20. RADIOGRAPHER III, JOB GROUP 'H'-THREE (3) POSTS - ADVERT No. CPSB/103/2023

(a) Duties and Responsibilities

This will be the entry and training grade for Radiographers cadre. An officer at this level will work under the supervision and guidance of an experienced officer. Specific duties will include: providing radiographic services to the patients; processing, verifying and maintaining information relating to patients; ordering and maintaining records of radiographic and photographic supplies.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have,

- 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.
- 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
- Certificate in computer applications from a recognized institution.

21. HEALTH PROMOTION ASSISTANT III, JOB GROUP 'H'-FOUR (4) POSTS - ADVERT No. CPSB/104/2023

(a) Duties and Responsibilities:

Duties and responsibilities at this level will entail:

- implementation of community health promotion projects, programs and activities;
- working with the community in identifying and prioritizing health needs;
- conducting school health promotion programs;
- conducting patient and community health education;
- creating awareness on prevention and control of diseases;
- providing support to community health workers on health promotion;
- carrying out training for community health workers on community health promotion;
- mobilizing and educating community groups on priority health promotion issues;
- developing and disseminating health information and materials; and
- mobilizing local resources for implementation of health promotion programs

(b) Requirements for Appointments.

For appointment to this grade, a candidate must have:

- Diploma in Health Promotion and Education from a recognized institution.
- Certificate in Computer applications from a recognized institution.

22. CLINICAL/MEDICAL PSYCHOLOGIST, JOB GROUP 'K'- TWO (2) POSTS - ADVERT No. CPSB/105/2023

(a) Duties and responsibilities:

Duties at this level will entail;

- conducting psychological assessment and diagnosis of the clients and providing intervention and possible referrals; and
- Keeping appropriate records.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have;

- Bachelor's degree in Psychology or Health/Medical Psychology, Counselling Psychology, Medical Education, Medical Sociology from a recognized institution;
- Registration with the relevant professional regulatory bodies; and
- One-year internship practice in a health facility under supervision of a senior psychologist/ registered mental health professional.
- Certificate in computer applications from a recognized institution

Mandatory Additional requirements

All applicants are expected to attach copies of the following documents:

- i) KRA Tax compliance certificate
- ii) Clearance from HELB
- iii) Clearance from the Ethics and Anti-Corruption Commission (EACC)
- iv) Certificate of Good Conduct
- v) CRB clearance certificate

How to apply

All applicants should submit their application letter together with copies of their detailed curriculum vitae with names, address and telephone contacts, academic and professional certificates, testimonials, national identity card and any other supporting documents to **the County Public Service Board – PORT VICTORIA PLAZA on or before 4TH AUGUST, 2023 at 5.00 p.m.**

Applications should be addressed to:

**The Secretary/CEO,
County Public Service Board,
County Government of Busia,
P.O Box 1103- 50400,
Busia.**

The County Government of Busia is an equal opportunity employer, women, youth, and people living with disability are encouraged to apply.

ALL FORMS OF CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION.

Hon. Michael A. Onyura
Chairperson
County Public Service Board

Truphenah E. Akide
Secretary/CEO
County Public Service Board

Dester Kapelinyang'a
Vice Chairperson
County Public Service Board

Thomas Taka Ouma
Member
County Public Service Board

Dr. Dominics Dan Ayaa
Member
County Public Service Board

George Ikwara Olakitar
Member
County Public Service Board

Juliet A. Ofafa
Member
County Public Service Board
