

COUNTY GOVERNMENT OF WAJIR



COUNTY PUBLIC SERVICE BOARD

DECLARATION OF VACANCIES

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012, the County Government of Wajir invites applications from suitably qualified persons to fill the following vacant positions.

DEPARTMENT OF HEALTH SERVICES

1. WCPSB/001/2022: REGISTERED NURSE III J/G “H” FIFTEEN (15) POSTS

Terms of Service: Permanent & Pensionable

Duties and responsibilities

- i. Assessing of patient needs for nursing services.
- ii. Verification and maintaining information relating to patients’ admissions.
- iii. providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs
- iv. Keeping records of drugs and supplies.
- v. Prepare reports and participates in appropriate meetings.
- vi. Guiding, supervising and counselling staff under him/her in performing routine duties.
- vii. ensuring a tidy and safe clinical environment;
- viii. Any other Health duties as may be assigned from to time.

Requirements for Appointment

- i. Have a diploma in Kenya Registered Community Health Nurse from Kenya medical training college or a recognized nursing training institution.
- ii. Be Registered & Licensed by the Nursing Council of Kenya.
- iii. Valid practicing license from Nursing Council of Kenya;
- iv. At least one-year experience in a busy hospital.

2. WCPSB/002/2022: ENROLLED NURSE III J/G “G” FIFTEEN (15) POSTS

Terms of Service: Permanent & Pensionable

Duties and responsibilities

- i. Assessing of patient needs and establishing healthcare needs.
- ii. Verification and maintaining information relating to patient's admissions.
- iii. Providing appropriate healthcare service, including immunization, antenatal care, delivery, referring patients and clients appropriately;
- iv. Keeping records of drugs and supplies.
- v. Prepare reports and participates in appropriate meetings.
- vi. Guiding, supervising and counselling staff under him/her in performing routine duties.
- vii. Any other Health duties as may be assigned from to time.

Requirements for Appointment

- i. 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 Kenya medical training college or a recognized training institution.
- ii. Be Registered & Licensed by the Nursing Council of Kenya.
- iii. Be in good professional standing with the Nursing Council of Kenya.
- iv. At least one year relevant experience

3. WCPSB/003/2022: MEDICAL LABORATORY TECHNOLOGIST III J/G "H" THREE (3) POSTS

Terms of Service: Permanent & Pensionable

Duties and responsibilities

- i. Offering general diagnostic or other laboratory services in a medical laboratory.
- ii. Offering blood transfusion services.
- iii. Supervising safe laboratory waste disposal
- iv. Carrying out efficacy tests; Initiating requisition proposals and undertaking technical evaluation for laboratory supplies/equipment
- v. Mentoring and coaching of student on attachment.
- vi. Submitting samples to reference laboratories and institutes for further analysis
- vii. Any other as may be assigned from time to time.

Requirements for Appointment

- i. Diploma in Medical Laboratory Sciences from Kenya Medical Training College or any other Institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.
- ii. Be registered by the Kenya Medical Laboratory Technicians and Technologists Board as a Registered Medical Laboratory Technologists.
- iii. Valid practicing license from the Medical Laboratory Technicians and Technologist Board of Kenya;

4. WCPSB/004/2022: PHARMACEUTICAL TECHNOLOGIST III J/G "H" FOUR (4) POSTS

Terms of Service: Permanent & Pensionable

Duties and responsibilities

- i. Responsible for formulation and execution of pharmaceutical policies and programmes in the provision of curative, promotive, palliative and preventive health care services.
- ii. Dispensing and compounding medicine.
- iii. Verifying and maintaining information relating to the drugs issues to patients
- iv. Ordering and recording of drugs and other supplies.
- v. Supervising other staff working under him/her.
- vi. Any other duties as may be assigned from time to time.

Requirements for Appointment

- i. Diploma in pharmaceutical Technologist from a recognized medical training college or institution.
- ii. Be a registered pharmaceutical Technologist by the pharmacy and poisons Board.
- iii. Valid practicing license from Pharmacy and Poisons Board
- iv. Computer skills will be added advantage.
- v. At least one-year experience in a busy hospital.

5. WCPSB/005/2022: HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER III J/G "H" THREE (3) POSTS

Terms of Service: Permanent & Pensionable

Duties and responsibilities

- i. Responsible for data entry
- ii. Compile patients' records and be able to generate monthly reports.
- iii. Manage patients' records and maintain clinic preparations for patients.
- iv. Coding and indexing.
- v. storing and retrieving medical records documents;
- vi. Compile hospital administrative statistics.
- vii. Report Health information for decision making.
- viii. Any other duties as maybe assigned from time to time.

Requirements for Appointment

- i. Diploma in Health records and Information Technology from a Kenya Medical Training College or other recognised institution
- ii. Certificate of Registration from Association of Medical Records Officers' Kenya (AMRO-K).
- iii. Use of EMR and KDHS is an added advantage.
- iv. A minimum of one year in relevant experience

6. WCPSB/006/2022: ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER III J/G "G" THREE (3) POSTS

Terms of Service: Permanent & Pensionable

Duties and responsibilities

- i. Responsible for data entry
- ii. Manage patients' records and maintain clinic preparations for patients.

- iii. Coding and indexing.
- iv. Balancing daily bed returns
- v. Compile hospital administrative statistics.
- vi. Creating and maintaining master index;
- vii. Any other duties as maybe assigned from time to time.

Requirements for Appointment

- i. Certificate in Health records and Information Technology from a Kenya Medical Training College or other recognized institution
- ii. Certificate of Registration from Association of Medical Records Officers' Kenya (AMRO-K).
- iii. Use of EMR and KDHS is an added advantage.
- iv. On year post training experience in a busy hospital.
- v. Other requirements as per Scheme of Service for Health Records and Information Officer.

7. WCPSB/007/2022: NUTRITION & DIETETICS TECHNOLOGIST III J/G "H" THREE (3) POSTS

Terms of Service: Permanent & Pensionable

Duties and responsibilities

- implementing nutrition programmes; providing nutrition services in health care facilities; conducting nutrition assessments;
- Collecting and compiling nutrition data;
- Providing nutrition health education and demonstrations;
- Counselling 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.

Requirements for Appointment

- Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized training institution
- Be registered and Licensed by the Kenya Nutritionists and Dieticians Institute (KNDI)
- At least one year relevant experience

8. WCPSB/008/2022: REGISTERED CLINICAL OFFICER (ANESTHETIST) J/G "L" FIVE (5) POSTS

Terms of Service: Permanent & Pensionable

Duties and responsibilities

- Carrying out surgical procedures as per training and skill, guiding and counselling patients, clients and staff on health issues

- Assessing, preparing and presenting medico-legal reports, organizing health management teams and convening health management committee meetings
- Conducting ward rounds, reviewing and making appropriate referrals
- Carrying out surgical procedures as per training and skill, offering specialized clinical services including: Ear, Nose and throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, ophthalmology, Anesthesia, Lungs and skin, Dermatology and venerology.
- Implementing community health care activities in liaison with other health workers.
- History taking, examining, diagnosing, treating and managing diseases and conditions in outpatient or inpatient health facility
- Sensitizing patients and clients on preventive and promotive health
- Providing clinical outreach and school health services, coaching and mentoring students on attachment
- Collecting and compiling clinical data.

Requirements for Appointment

- i. Diploma in clinical medicine from the Kenya Medical Training College.
- ii. Have Higher Diploma in Anesthesia from a recognized institution
- iii. Be registered by the clinical officers' council of Kenya.
- iv. Valid practising license
- v. Computer skills will be added advantage.
- vi. At least one year experience in a busy hospital.

9. WCPSB/009/2022: REGISTERED CLINICAL OFFICER III J/G "H" THREE (3) POSTS

Terms of Service: Permanent & Pensionable

Duties and responsibilities

- i. Seeing and examining patients.
- ii. Diagnosing and treating patient's ailments at an outpatient/inpatient department in a hospital or Health Centre.
- iii. Assist in planning and conducting primary health care activities.
- iv. Supervising and counselling staff engaged on routine patient care.
- v. Giving support and health education to patients.
- vi. Any other duties as may be assigned from to time.

Requirements for Appointment

- i. Diploma in clinical medicine from recognized Medical Training College.
- ii. Be registered by the clinical officers' council of Kenya.
- iii. Valid practising License
- iv. Computer skills will be added advantage.
- v. At least one year experience in a busy hospital.

10. WCPSB/010/2022: ASSISTANT PUBLIC HEALTH OFFICER III J/G "H" FIVE (5) POSTS

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- Mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities;
- Carrying out immunization; identifying environmental health issues at community level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date records of services rendered;
- Assessing health needs of the community;
- Implementing vector, vermin and rodent control measures ; and
- Implementing integrated mosquito control strategies.

Requirements for Appointment

- Diploma in either Environmental Health Sciences or Public Health Inspection from a recognized institution
- At least one year post registration experience.
- Have acquired necessary Computer skills

11. WCPSB/011/2022: RADIOGRAPHER III JG “H” FOUR (4) POSTS

Terms of Service: Permanent & Pensionable

Duties and responsibilities

- Providing Radiographic services to patients
- Processing films.
- Processing, verifying and maintaining information relating to patients.
- Ordering and maintaining records of radiographic and photographic supplies requirements.
- Supervising other staff working under this position.
- Any other duties as may be assigned from time to time

Requirements for Appointment

- Diploma in any of the following; Diagnostic Radiographer/medical Imaging services/ultra sound computerized Tomography/magnetic Resonance imaging mammography, Nuclear medicine, Radiation Therapy, Digital imaging or its equivalent from a recognized institution.
- Be registered with the association of Radiation Board of Kenya.
- Computer skills will be added advantage.
- At least one-year experience in a busy hospital.

12. WCPSB/012/2022: DENTAL TECHNOLOGIST III JG “H” TWO (2) POSTS

Terms of Service: Permanent & Pensionable

Duties and responsibilities

- Diagnosis of patient at the dental clinic.
- Carry out simple dental procedures.
- Admission of dental patients to the wards.

- Referral of complicated cases to the dentist or dental specialist.
- Any other related duties as may be assigned from time to time by supervisor

Requirements for Appointment

- Diploma in Community Oral Health/Dental technologist from a recognized institution.
- Registered with appropriate body.
- Clinical working experience of at least one year
- Other requirements as per Scheme of Service for Community Oral Health Officers/Dental Technologists.
- Capacity to work under pressure to meet strict deadlines;

DEPARTMENT OF LANDS, PHYSICAL PLANNING, HOUSING & PUBLIC WORKS

13. WCPSB/013/2022: PHYSICAL PLANNER JG “K” TWO (2) POSTS

Terms of Service: Permanent & Pensionable

Duties and responsibilities

- Preparing and monitoring the implementation of county physical development plans;
- Preparing action plans for specific projects such as residential housing schemes, shopping centres, industrial estates and recreational facilities;
- Providing advice to County government and private agencies on development proposals and plans;
- Implementing and providing feedback on physical planning guidelines and standards;
- Undertaking thematic regional studies on matters relating to physical planning;
- Managing physical planning data;
- Setting agenda and convening physical planning liaison committee meetings;
- Keeping record of deliberations and communicating decisions of the physical planning liaison committees;
- Providing advice on development control; Carrying out public education on physical planning matters; Preparing annual state of physical planning reports on county and local physical development plans.

Requirements for Appointment

- Have a Bachelor’s Degree in Spatial Planning or Urban & Regional Planning or Urban Planning or Town Planning or equivalent qualification from a recognized institution.

- Be a graduate member of Kenya Institute of Planners (KIP), Architectural Association of Kenya (Town Planning Chapter)
- Proficiency in Geographic Information System,
- Auto-card proficiency
- Possess computer Skills

14. WCPSB/014/2022: LANDS SURVEY ASSISTANT JG “H” TWO (2) POSTS

Terms of Service: Permanent & Pensionable

Duties and Responsibilities;

- Responsible for undertaking survey and mapping works in the Sub-Counties.
- Opening of blocked/encroached roads of access
- Implementing boundary dispute resolutions
- Conducting topographical and physical survey of sites for preparation of sites plans for development
- Carrying out cadastral survey for preparations of survey plans for titling
- Recommendation of building plans for approval.
- Carrying out reduction computation and adjustment of traverse network.
- Drafting maps and plans for further improvement.
- Collecting data for preparation of local development plans.
- Preparing budgets proposals for survey field works.

Requirements for Appointment

- Diploma in any of the following disciplines: Land Surveying and Photogrammetry, Geomatics, Geomatics Engineering, Technology in Geomatics, Technology in Geo – informatics or Geo – special Engineering from a recognized institution; and
- Member of relevant professional body.
- Certificate in computer applications.
- At least years’ experience in similar work

15. WCPSB/015/2022: PRINCIPAL GIS OFFICER JG “N” ONE(1) POST

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- Supporting in the development and management of GIS applications that are based on growing and improving business demands
- Building and maintaining GIS databases and utilizing the GIS software to analyze the spatial and non-spatial information in the databases.
- Overseeing the planning and coordination of GIS activities to meet the outlined goals
- Developing and managing control quality standards for system application
- Performing data capture and analysis for GIS product
- Overseeing data flow, management, and distribution activities that are aimed at supporting GIS

- Supporting and participating in the designing and development of the geospatial database
- Maintaining up-to-date and accurate geospatial documentation for reference purposes
- Staying up to date or abreast with the latest developments in the GIS field
- Giving support in the development of a work plan for complex projects
- Efficiently managing geospatial database and developing effective maps and aerial

Requirement for Appointment

- A Bachelor's degree in a discipline such as Geoinformatics And Information Technology) Technology In Geomatics, Geo-Spatial engineering, Computer Science, Geography, or Engineering
- High analytical thinking to effectively analyze information and databases
- Good oral and written communication and interpersonal skills to effectively communicate and work with departmental staff and the management
- Profound GIS knowledge, as a GIS specialist is expected to work with various GIS tools
- Ability to pay particular attention to details to work with databases and also analyze information
- At least three years of proven work experience either professionally or through an internship

How to apply:-

Applications shall include a detailed Curriculum Vitae (CV), Copies of academic and professional certificates, Testimonials, Valid Practicing licenses, National Identification Card, and other supporting documents to be sent in a sealed envelope clearly marked with the Position Title and Advert Number to:-

**The Secretary/CEO
Wajir County Public Service Board
P O BOX 45 – 70200
WAJIR**

OR

Hand delivered applications should be submitted at the County Public Service Board's offices at Wajir County Headquarters. No online applications.

Applications should reach us on or before **Monday, 20th June 2022.**

Please note that:

- Only shortlisted candidates will be contacted.
- Wajir County is an equal opportunity employer
- Women, Youth and persons with disability are encouraged to apply

THE SECRETARY

WAJIR COUNTY PUBLIC SERVICE BOARD