

COMMUNITY ORAL HEALTH OFFICER III – TWO (2) POST. V/NO.CPSB 001/2021

Duties and Responsibilities: -

This is an entry and training grade for this cadre. Specific duties and responsibilities at this level will include: participating in oral health demonstrations, exhibitions and giving lectures to communities and schools; collecting data for fluoride testing in water samples, analysing and interpreting results and advising the relevant authorities accordingly; and diagnosis and treatment of common dental conditions, temporary and permanent dental restorations, reducing simple fractures of jaws and extractions.

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

- (i) 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; and
- (ii) Diploma in Community Oral Health from Kenya Medical Training College or its equivalent from a recognized institution.

MEDICAL SOCIAL WORKER III TWO (2) POST V/NO.CPSB 002/2021

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 counselling 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

Requirements for appointment

For appointment to this grade a candidate must have: -

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

KENYA REGISTERED COMMUNITY HEALTH NURSES III, - FOUTY (40) POST-V/NO.CPSB 003/2021

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 patient's outcomes; providing appropriate healthcare service including Integrated Management of Childhood illness (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counselling 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.

Requirements for Appointment

- i. 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
- ii. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid practicing license from Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution.

ENROLLED NURSE III, - EIGHT (8) POST V/NO.CPSB 004/2021

Duties and Responsibilities

This will be the entry and training grade into 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 patients and clients and establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs; providing appropriate healthcare services, including immunization, ante-natal care, delivery, referring patients and clients appropriately; evaluating healthcare outcomes on patients/ clients preparing individualized reports; making appropriate discharge plan for patients; conducting assessments of school health needs; planning, implementing interventions and preparing periodic reports; maintaining records on patients/clients personal and health condition/care; ensuring a tidy and safe clinical environment; ensuring safe custody for in-patients belongings; conducting home visits, following up discharged patients/clients and providing continuity of care and treating minor ailments.

Requirements for appointment

For appointment to this grade, a candidate must have:

- i. Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse/ Midwife from a recognized institution;
- ii. Enrolment Certificate issued by the Nursing Council of Kenya.
- iii. Valid practicing license from Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution

MEDICAL LABORATORY TECHNICIAN III – TWO (2) POST V/NO.CPSB 005/2021

Duties and responsibilities at this level will entail:

decontaminating working benches; receiving and scrutinizing laboratory requisition forms and specimens for accuracy; preparing clients for collection of specimens; receiving collecting, labelling and registering specimens; disaggregating specimens for processing and analysis; and performing routine diagnostic test

Requirements for appointment

For appointment to this grade, a candidate must have

- i. been registered by the Kenya Medical Laboratory Technicians and Technologists Board; and
- ii. a Valid Practising license from the Kenya Medical Laboratory Technicians and Technologists Board;
- iii. Certificate in medical laboratory sciences or any other equivalent qualification from an institution recognized by the Kenya medical laboratory and technologist board

REGISTERED CLINICAL OFFICER. -EIGHTEEN (18) POST V/NO.CPSB 006/2021

Duties and Responsibilities

This is the entry grade into this cadre. An officer at this level will work under guidance of a senior officer. Duties and responsibilities at this level will include: 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 counselling 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.

Requirements for Appointment

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

- (i) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution; and
- (ii) Certificate of Registration by Clinical Officers' Council.
- (iii) Certificate in Computer Application Skills from a recognized institution

MEDICAL ENGINEERING TECHNOLOGIST III- ONE (1) POST V/NO.CPSB 007/2021

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 maintenance and repairs of basic Medical equipment, plants, and instruments.

Requirements for appointment

For appointment to this grade a candidate must have an Ordinary Diploma in Medical Engineering from a recognized institution

ASSISTANT PUBLIC HEALTH OFFICER II, TWO (2) POST V/NO.CPSB 008/2021

Duties and Responsibilities

This will be 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 and responsibilities will include: 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

For appointment to this grade, a candidate must have:

- (i) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution; and
- (ii) Certificate in Computer application skills from a recognized institution.

PUBLIC HEALTH ASSISTANT III – FIVE (5) POST V/NO.CPSB 009/2021

Duties and Responsibilities

This will be the entry and on-the-job training grade for this cadre. An officer at this level will Provide Environmental Health Extension services where specific duties and responsibilities will include: mobilizing, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities; identifying environmental health issues at household level; organizing community health days to advise communities on common public health issues; and collecting and maintaining up to date records of services rendered.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Certificate in Environmental Health Science or Public Health. Technology from a recognized
- (ii) institution; and
- (iii) Certificate in Computer Application Skills

HEALTH PROMOTION ASSISTANT III- ONE (1) POST V/NO.CPSB 010/2021

Duties and Responsibilities

This is the entry and training grade into the Assistant Health promotion officer's cadre .An officer at this level will work under the guidance of an experiment officer and will be responsible for the implementation of the community health promotion projects,programmes and activities which include working with the community in identify and prioritizing health needs; conducting school health promotion programs; conducting patient and community health education; creating awareness on prevention and control of disease; providing support to community health workers; carrying out training for community health workers on health promotion; mobilizing and educating community groups on priorities health promotion issue ;developing and disseminating health information and material; and mobilizing local resources for implementation of health promotion programs.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Diploma in health promotion and education from a recognized training institution
- (ii) Certificate in Computer Application Skills

NUTRITION AND DIETETIC TECHNOLOGIST III - EIGHT (8) POST V/NO.CPSB 011/2021

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: -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

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

- i) at least the Kenya Certificate of Secondary Education (KCSE) Mean Grade C with at least a C in Biology, English or Kiswahili and a C- in any other two (2) Science Subjects;
- ii) a Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution; and
- iii) been registered by the Council of the Institute of Nutritionists and Dieticians (CIND)

MEDICAL LABORATORY TECHNOLOGIST III -ONE (1) POST V/NO.CPSB 012/2021

Duties and Responsibilities:

An officer at this level will work under the guidance of a more senior officer. Duties and responsibilities at this level will include offering general diagnostic or other laboratory services in a Medical Laboratory, blood transfusion services or Division of Vector Borne Diseases.

Requirements for appointment

For appointment to this grade a candidate must have: -

- (i) a Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent qualification with at least C in Biology or Biological Sciences, Chemistry or Physical Science, English or Kiswahili and C in Mathematics or Physics;
- (ii) a Diploma in Medical Laboratory Sciences from a recognized institution; and
- (iii) been registered by the Kenya Medical Laboratory Technicians and Technologists Board; and

- (iii) a Valid Practising license from the Kenya Medical Laboratory Technicians and Technologists Board;

NUTRITION AND DIETETIC TECHNICIAN III - TWO (2) POST V/NO.CPSB 013/2021

Duties and Responsibilities

This will be the entry and training grade for this cadre; work at this level will be carried out under supervision of a senior officer .duties and responsibilities at this level will include ;assessing community nutrition needs following -up on discharge cases from hospitals screening for deficiency diseases and chronic illnesses related to nutrition in the a community setting and referring them to various existing programs collecting data on nutrition and dietetics promoting baby friendly community initiatives ,conducting community growth monitoring and promotion activities ,assisting in community interventions on diet and lifestyle diseases prevention and control ,promoting optional infant and young child feeding programmers ,assisting in running out patient supplementary feeding programs and outpatient therapeutic feeding programs ;following up and counseling of patient in home-based disease

Requirements for Appointments

For Appointment to this grade, a candidate must have:

- (i) Certificate in community Nutrition from a recognize institution;
- (ii) Certificate in computer Application skills from a recognize institution;
- (iii) Registration by the council of the Institute of Nutritionist and Dietician (CIND).

ASSISTANT HEALTH RECORD AND INFORMATION OFFICERS III - TWO (2) POST V/NO.CPSB 014/2021

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: -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, editing of patient case records and gathering from different sources; storing and retrieving medical balancing daily bed returns; creating and maintaining master index and updating patient master index; directing patients to relevant clinics; scheduling of patients to the consultants and specialty clinics; assigning codes to disease and surgical procedures in medicine; and preparing health records and reports

Requirements for appointment

For appointment to this grade a candidate must have: -

- i) a Diploma in Health Records and Information Technology from a recognized institution; and
- ii) a Certificate of Association of Medical Records Officer —Kenya (AMRO-K)

PHARMACEUTICAL TECHNOLOGIST III - TWO (2) POST V/NO.CPSB 015/2021

Duties and Responsibilities

An officer at this level will work under the guidance and supervision of a more senior officer. Duties and responsibilities at this level will include: -assisting in managing pharmaceutical services under the guidance of a Pharmacist; working in a Hospital, Health Centre or Dispensary; coordination of essential medicine supplies; manufacturing and Compounding medicine; receiving, Interpreting and processing prescriptions; (vi) recording prescriptions in a unit pharmacy; pre-packing, repacking and writing instructions on the label; (viii) counselling patients on drug usage; maintaining books/register of drugs requirements; recording prescriptions in a pharmacy unit; counselling patients on non-usage of drugs in a

pharmacy unit; maintaining drug registers/books; and stocktaking of drugs and medicinal devices on monthly basis

Requirements for appointment

For appointment to this grade a candidate must have: -

- b) a Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) and at least a C in Chemistry or physical Science, a C in Biology or Biological Sciences and a C in English or Kiswahili. In addition, he/she must possess a C in Physics or Mathematics;
- (ii) a Diploma in Pharmacy from a recognized institution; and
- ii. a Registration Certificate of enrolment as a Pharmaceutical Technologist by the Pharmacy and Poisons Board (PPB) as per the provision of Pharmacy and Poisons Act (Cap 244).

REGISTERED PHYSIOTHERAPIST III- TWO (2) V/NO.CPSB 016/2021

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: -providing physiotherapy services to patients in an outpatient unit/ ward/health institution; assessing patients' needs including rehabilitation; collecting, Verifying and maintaining information related to patients; screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan; sensitizing the community on physiotherapy services; and preparing periodic reports

Requirements for appointment

For appointment to this grade a candidate must have: -

- i) a Kenya Certificate of Secondary Education -K.C.S.E., grade C or above or its equivalent with passes in the relevant subjects;
- ii) a Diploma in physiotherapy from a recognized institution;
- iii) a registration Certificate from the Physiotherapy Council of Kenya (PCK); and
- iv) a Valid Certificate of practice from Physiotherapy Council of Kenya (PCK)

ASSISTANT OCCUPATIONAL THERAPIST III –ONE (1) POST V/NO.CPSB 017/2021

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: -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

Requirements for appointment

For appointment to this grade a candidate must have: -

- i) a Kenya Certificate of Secondary Education -K.C.S.E., grade C or above or its equivalent with passes in the relevant subjects;
- ii) a Diploma in Occupational Therapy from a recognized institution; and
- iii) a Membership Certificate of the Kenya Occupational Therapists Association

RADIOGRAPHER III – ONE (1) (POST) -V/NO.CPSB 018/2021

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.

Requirements for Appointment

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

- (i) 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
- (ii) 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

