

REPUBLIC OF KENYA



NAROK COUNTY GOVERNMENT  
PUBLIC SERVICE BOARD

## VACANT POSITIONS IN THE NAROK COUNTY GOVERNMENT PUBLIC SERVICE.

Pursuant to the Constitution of Kenya 2010 (Article 185(2), 186(1) and 187(2) on distribution of functions between the National Government and County Government, the Narok County Public Service Board invites applications from suitably qualified candidates to fill the following positions in the Narok County Government.

### DEPARTMENT OF MEDICAL HEALTH SERVICES

**ORTHOPAEDIC TRAUMA TECHNOLOGIST III, JOB GRADE CPSB 11 FOUR (4) POSTS ADVERT NO: NCG/CPSB/36/22**

**Terms Of Service: Permanent And Pensionable**

**Salary Scale: CPSB 11: Ksh. 25,470 X 1,110 - 26,580 X 1,120 - 27,700 X 1,150 - 28,850 X 1,170 -30,020 X 1,250 - 31,270 X 1,300 - 32,570 X 1,380 - 33,950 p.m.**

#### **Duties and Responsibilities**

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of an experienced officer. Duties and responsibilities at this level will entail:- manipulating and reducing fractures and dislocations; fixing and removing casts, bandages and tractions on and from the patients; correcting Congenital Talipes Equinovarus (C.T.E.V.); counseling patients/clients on issues regarding orthopaedic trauma; cleaning and treating simple wounds resulting from orthopaedic trauma; documenting orthopaedic and trauma case; and assessing and referring patients with musculoskeletal conditions.

#### **Requirements for Appointment**

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

- i. Diploma in Orthopaedic Plaster Technology from a recognized institution; and
- ii. Certificate in computer application skills from a recognized institution.

**ASSISTANT PUBLIC HEALTH OFFICER III, JOB GRADE CPSB 11 THREE (3) POSTS ADVERT NO: NCG/CPSB/37/22**

**Terms Of Service: Permanent And Pensionable**

**Salary Scale: CPSB 11: Ksh. 25,470 X 1,110 - 26,580 X 1,120 - 27,700 X 1,150 - 28,850 X 1,170 -30,020 X 1,250 - 31,270 X 1,300 - 32,570 X 1,380 - 33,950 p.m.**

#### **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:- 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, Public Health Inspection or equivalent
- ii. qualification from a recognized institution;
- iii. Registration Certificate from the Association of Public Health Officers - Kenya;
- iv. Registration Certificate from the Public Health Officers and Technicians Council – Kenya; and
- v. Certificate in computer application skills.

### **HEALTH RECORDS AND INFORMATION TECHNOLOGIST III, JOB GRADE CPSB 11 SIX (6) POSTS ADVERT NO: NCG/CPSB/38/22**

**Terms Of Service: Permanent And Pensionable**

**Salary Scale: CPSB 11: Ksh. 25,470 X 1,110 - 26,580 X 1,120 - 27,700 X 1,150 - 28,850 X 1,170 -30,020 X 1,250 - 31,270 X 1,300 - 32,570 X 1,380 - 33,950 p.m.**

### **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 documenting patients at hospital reception; registering and booking appointment for patients to clinics and consultants; storing and retrieving medical records documents; preparing clinics; updating bed bureau; editing of patient case records; gathering data from different sources; capturing data from service points; maintaining record safety and confidentiality; storing and retrieving medical records; balancing daily bed returns; updating patient master index; directing patients to relevant clinics; scheduling of patients to the consultants and specialty clinics and; assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and entering health data.

### **Requirements for Appointment**

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

- i. Diploma in Health Records and Information Technology or its equivalent qualification from a recognized institution;
- ii. Certificate of Registration from Association of Medical Records Officers Kenya (AMRO-K);

- iii. Valid practicing license from Health Records and Information Board (HRIMB); and
- iv. Certificate in computer application skills.

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Interested and qualified persons are requested to make their applications in written by completing one

(1) application for employment form serial number NRK-CPSB (2)2016 (REV. 2021). The form can be downloaded from the Narok County Government website <http://www.narok.go.ke>

Please note,

Candidates should not attach any documents to the application form; ALL the details requested in the advertisement should be filled on the form.

- Only shortlisted and successful candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- Shortlisted candidates shall be required to produce original and copies of their National Identity Card, academic and professional certificates and transcripts, KRA, HELB, EACC and CRB clearances and Certificate of good conduct during the interviews.
- Serving officers shall be required to produce the original letter of appointment to their current substantive post during the interview.

The Narok CPSB is committed to availing equal employment opportunities to all Kenyans. People with disabilities, the marginalized and the minorities are encouraged to apply. All applications should be sent or hand delivered in a sealed envelope on or before **17<sup>th</sup> June, 2022** addressed to:

**The Board Secretary/CEO  
Narok County Public Service Board  
P.O Box 545-2050  
NAROK**