

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 FINANCE, ECONOMIC PLANNING, ICT & E-GOVERNMENT**

**DIRECTOR, FINANCE - ONE (1) POSITION. VACANCY NO: NCG/CPSB/32**

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE:** CPSB 03: Ksh. 121,430 x 6,070 – 127,500 x 6,370 – 133,870 x 6,570 – 140,440 x 6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140 p.m.

**Duties and Responsibilities**

Director, Finance will be responsible for providing strategic leadership and direction in implementing financial policies, strategies, standards and programmes at the County. Specifically duties and responsibilities will involve: convening sector working groups and reviewing reports emanating from the sectors; coordinating budget preparation at sector and sub sector levels; undertaking financial evaluation of policy changes; coordinating preparation of technical briefs on overall expenditure patterns; reviewing Departmental budget proposals in line with adopted budget policy statement ceilings and recommend appropriate amendments; monitoring financial and non-financial performance of the budget including programmes/projects and recommending corrective measures; ensuring compliance with the budget implementation policy guidelines; profiling risks associated with budget process and design appropriate mitigation framework; undertaking assessment of financial risks and recommend appropriate mitigating actions; reviewing periodic financial and non-financial performance reports; coordinating preparation of responses to financial queries; undertaking budget planning, preparation, submission, execution and reporting; monitoring and evaluating budgetary commitment; and overseeing release of funds and issuance of Authority-to-Incur Expenditure to various spending points and ensuring that expenditures is consistent with budget ceilings. In addition, the Director will also be responsible for: organizing the preparation of the Departmental Performance Reviews and the sector reports; interpreting quarterly and annual Departmental budget performance reports

and recommending appropriate intervention measures; monitoring servicing of debts and taking appropriate measures; overseeing preparation of responses to financial queries; facilitating research on emerging issues and best practices in financial management; ensuring prudent utilization of resources; and building capacity and managing performance of the Division.

**Requirements for Appointment** to this grade, an officer must have:

- i. Served in the grade of Deputy Director, Finance for a minimum period of three (3) years;
- ii. Bachelor's degree in any of the following disciplines: Commerce (Finance or Accounts option), Economics, Business Administration, Business Management, Finance or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following: Commerce, Accounting, Business Administration, Economics, Finance or equivalent qualification from a recognized institution;
- iv. Certificate in Public Financial Management from a recognized institution;
- v. Membership to a relevant professional body;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- vii. Certificate in computer application skills; and
- viii. Demonstrated a high degree of professional and managerial ability as reflected in work performance and results.

**PUBLIC COMMUNICATION OFFICER II -ONE (1) POSITION VACANCY NO:**  
**NCG/CPSB/33**

**TERMS OF SERVICE:** permanent and pensionable

**SALARY SCALE:** CPSB 09: Ksh. 38,270 X 1,470 - 39,740 X 1,520 - 41,260 X 1,710 - 42,970 X 1,920 - 44,890 X 2,000 - 46,890 X 2,110 - 49,000 X 2,170 - 51,170 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 of a senior officer. Duties and responsibilities will entail: assisting in building corporate relations; developing content on topical issues for uploading onto institutional website, information Education Communication (IEC) materials and undertaking media monitoring; assisting in the preparation of media reviews, briefs, press releases/statements and supplements; maintaining public relations records and documents; and participating in event organization.

**Requirement for Appointment**

For appointment to this grade, candidate must have:

- (i) Bachelor's degree in any of the following: Mass communications, public relations, communication Studies, Media Studies from a recognized Institution

**Or**

Bachelor degree in social science with a post graduate Diploma in Mass Communication, Public relation, communication studies media studies from recognized institutions;

DEPARTMENT OF ENVIRONMENT, WATER AND NATURAL RESOURCES

**DIRECTOR OF LAND RECLAMATION -ONE (1) POSITION VACANCY NO: NCG/CPSB/34**

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE: CPSB 03:** Ksh. 121,430 x 6,070 – 127,500 x 6,370 – 133,870 x 6,570 – 140,440 x 6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140 p.m.

**Duties and Responsibilities**

The Director Will Be Responsible to The Chief Officer for Overall Administration and management of the department. Duties and responsibilities at this level will: entail formulating and developing policies on land reclamation and arid and semi-arid lands (ASALs) development programmes; developing and implementing policy strategies and investment plans; ensuring sustainable management and utilization of land and water resources; coordinating integrated and multi-sectoral development programmes; management and utilization of land water resource; co-ordinating integrated and multi-sectoral development programmes; management and utilization of water, land and ASAL resources; resource mobilization and funding of projects and programmes; promoting public-private partnership and empowering communities in developing their local resources; liaising with development partners and NGOs and other stakeholders in the sector, ensuring efficient utilization of resources and better services delivery systems; participating in relevant international, regional and inter-governmental organization initiatives on land reclamation and development of ASAL areas; and building capacity and human resource Development.

**Requirement for Appointment**

For appointment to this grade, an officer must have

- i. Served in the grade of deputy director of land reclamation or in a comparable and relevant position in the public service for at least three (3) years
- ii. A master's degree in any of the following discipline: Geography, population studies, Economic, Chemistry, physics sociology, Forestry, Natural resources Management, Pest Management, Rural Development, wildlife management, Agriculture, Hydrology, Environmental Science, Marine science, Education and Communication, and civil/Mechanical/chemical/Agricultural/industrial water resources Engineering or its equivalent qualification from a recognized institution;
- iii. A wide knowledge of negotiating skills with donor and other development agencies
- iv. Attended a management course lasting not less than four (4) weeks from a recognized institution and Demonstrated through knowledge and understanding of national development goals, vision and global partnership
  - (ii) Certificate in computer application skills; and
  - (iii) Certificate of membership to a professional body recognized institutions.

## DEPARTMENT OF MEDICAL HEALTH SERVICES

**CONSULTANT PSYCHIATRIST (SENIOR MEDICAL SPECIALIST,) -ONE (1) POSITION VACANCY NO: NCG/CPSB/35**

**TERMS OF SERVICE: CONTRACT**

**SALARY SCALE: CPSB 03: Ksh. 121,430 x 6,070 – 127,500 x 6,370 – 133,870 x 6,570 – 140,440 x 6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140 p.m.**

### **Duties and Responsibilities**

Duties and responsibilities at this level will entail: -performing complex and advanced clinical patient management in area of specialization including:- Internal Medicine, Obstetrics and Gynecology, General Surgery, ENT Surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health, or other specialties recognized by the Board; coordinating training, coaching and mentoring of health personnel; managing health stores including essential medicines and/or plant and equipment; managing larger facilities/hospitals; developing intervention activities or programs for the management of diseases and conditions; developing medical Standard Operating Procedures (SOPs) and protocols; developing training curricular and syllabi in collaboration with training institutions; coordinating emergency response and clinical care; coordinating health projects and programmes; managing health information systems; carrying out health surveys and research; and monitoring the provision of forensic and medico-legal services.

### **Requirements for Appointment**

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

- (i) served in the grade of Assistant Director, Medical Services/Medical Specialist 1 for a maximum period of three (3) years;
- (ii) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by the Kenya Medical Practitioners and Dentists Council;
- (iii) Master's degree in Psychiatry or equivalent qualification from an institution recognized by the Kenya Medical Practitioners and Dentists Council;
- (iv) Medical Practitioners and Dentists Council;
- (v) Certificate of Registration by the Kenya Medical Practitioners and Dentists Council;
- (vi) valid practicing license from the Kenya Medical Practitioners and Dentists Council;
- (vii) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;

- (viii) Certificate in computer application skills; and
- (ix) demonstrated professional competence and managerial capability as reflected in work performance and results.

**ANAESTHESIOLOGIST--ONE (1) POSITION VACANCY NO: NCG/CPSB/36**

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE: CPSB 05:** Ksh. 87,360 x 3,190 – 90,550 x 4,490 – 95,040 x 4,860 – 99,900 x 5,010 – 104,910 x 5,240 – 110,150 x 5,500 – 115,650 x 5,780 – 121,430 p.m.

**Duties and Responsibilities**

Review and assessment of patients preoperatively. Management of patients postoperatively. Management of patients in theatres, ICU and HDU departments. Giving continuous medical education on a regular basis. Undertake requisite professional development activities. Performing any other duties delegated by your respective supervisor.

**Requirement for Appointment**

For appointment to this grade, an officer must have

- I. Be a holder of a Bachelor of Medicine and Bachelor of Surgery (MBChB) from an institution
- II. recognized in Kenya OR equivalent.
- III. Be a holder of a MMED training in Anesthesia from a university recognized in Kenya.
- IV. Be registered and recognized by the Medical Practitioners' and Dentists Board
- V. Have in depth understanding of anesthesia and management of pre-operative, operative and post-op patients.
- VI. Satisfy the requirements of Chapter 6 of the Constitution of Kenya

**REGISTERED NURSE [1] (INTENSIVE CARE UNIT (PICU) NURSE)- FIVE (5) POSITION VACANCY NO: NCG/CPSB/37**

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE: CPSB 07:** Ksh. 49,000 X 2,170 - 51,170 X 2,550 - 53,720 X 2,650 - 56,370 X 2,750 - 59,120 X 2,920 - 62,040 X 3,080 - 65,120 p.m.

**Duties and Responsibilities**

Initiation of patient care and machine monitoring in the critical care unit, nursing care prior to and following specialized surgery. Organizing for and coordinating continuous medical education for staff on critical care. Ensuring a safe environment for care of critical patients. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes. Diagnosing common health conditions. Referring patients and clients appropriately. Facilitating patients' admission and initiating discharge plans. Maintaining records on patients'/clients health condition and care.

**Requirement for Appointment**

For appointment to this grade, an officer must have

- i. Be a holder of a Diploma in any of the following disciplines: Kenya registered community health nursing, Kenya registered nursing, Kenya registered midwifery, from a recognized institution
- ii. be a holder of a higher diploma in critical care nursing from a recognized institution
- iii. possess a registration certificate issued by the nursing council of Kenya
- iv. possess a valid practicing license from the nursing council of Kenya
- v. have shown merit and ability as reflected in work performance and results.

**CLINICAL OFFICER (CRITICAL CARE) – -TWO (2) POSITION VACANCY NO: NCG/CPSB/38**

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE: CPSB 07:** Ksh. 49,000 X 2,170 - 51,170 X 2,550 - 53,720 X 2,650 - 56,370 X 2,750 - 59,120 X 2,920 - 62,040 X 3,080 - 65,120 p.m.

**Duties and Responsibilities**

Offering specialized critical care services, Responsible for the management of critical patients in wards, theatre and ICU/ HDU. Sensitizing patients and clients on preventive and promotive health; Coaching and mentoring students on attachment; Any other duty as may be assigned from time to time.

**Requirement for Appointment**

For appointment to this grade, an officer must have

- i. Be a holder of Diploma in Clinical Medicine Surgery or Clinical Medicine & Community Health or an equivalent qualification from a recognized institution;
- ii. Be a holder of a Higher National Diploma in critical care from a recognized institution;
- iii. Certificate of Registration from the Clinical Officers' Council;
- iv. Hold a valid practicing license
- v. Have good inter-personal and communication skills,
- vi. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

**COMMUNITY HEALTH OFFICER- ONE (1) POSITION VACANCY NO: NCG/CPSB/39**

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE. CPSB 09:** Ksh. 38,270 X 1,470 - 39,740 X 1,520 - 41,260 X 1,710 - 42,970 X 1,920 -44,890 X 2,000 - 46,890 X 2,110 - 49,000 X 2,170 - 51,170 p.m.

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: identify common ailments and minor injuries at the community level for appropriate action; identify and referring health cases to the appropriate health facilities; coordinating community health activities. Collecting Health data from house hold level for analysis; sensitizing and collating health data from house hold level for analysis, sensitizing and disseminating health information to the community; identifying defaulters of health interventions and referring them to appropriate health facilities; convening meetings for dialogue and action days in

collaboration with other stakeholders; and requisitioning refills for the community health worker's kits.

### **Requirement for Appointment**

**For appointment to this grade a candidate must have;**

- (i) Bachelor degree in any of the following discipline: community Health, Public Health, Environmental Health, Epidemiology, sociology, psychology, Anthropology, Counselling, Social work, community Development, Nutrition, Health systems Management, Health Education /promotion or population and health from a recognized institutions and
- (ii) 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 (1)2016 (REV. 2021) 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.
- . 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.

**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.

All applications should be sent or hand delivered in a sealed envelope on or before **03<sup>rd</sup> May, 2022**, addressed to:

**The Board Secretary/CEO**  
**Narok County Public Service Board**  
**NOOLMONGI BUILDING MAU- NAROK ROAD, NAROK TOWN**  
**P.O Box 545-20500**