



## **NAROK COUNTY PUBLIC SERVICE BOARD**

### **ADVERTISEMENT FOR VACANT POSITIONS IN THE NAROK COUNTY PUBLIC SERVICE**

The Narok County Public Service Board invites applications from qualified, competent and motivated individuals to fill the following positions, pursuant to the Constitution of Kenya 2010 and the County Government Act No. 17 of 2012, Section 59 (B).

#### **DEPARTMENT OF HEALTH AND SANITATION**

##### **ENROLLED NURSE III, JOB GRADE CPSB 12 (JG 'G')**

**NO OF POSITION:** THIRTEEN (13)

**TERMS OF SERVICE** Permanent and Pensionable

**SALARY SCALE: CPSB 12:** Ksh. 23,700 X 1,040 - 24,740 X 1,070 - 25,810 X 1,090 - 26,900 X 1,110 - 28,010 X 1,120 - 29,130 X 1,150 - 30,280 X 1,170 - 31,450 per month

##### **Duties and Responsibilities**

- Assessing patients and clients and establishing health care needs
- Planning and implementing nursing care interventions based on patients'/clients' health needs
- Providing appropriate healthcare service, including immunization, ante-natal care, delivery, administration of medication and dispensing drugs
- Referring patients and clients appropriately
- Evaluating healthcare outcomes on patients/clients preparing individualised report and making appropriate discharge plan for patients
- Conducting assessment 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-patient's 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 Enrolled Community Health Nursing
- II. Enrolment Certificate issued by the Nursing Council of Kenya
- III. valid practicing license from Nursing Council of Kenya
- IV. Certificate in computer application skills will be an added advantage

**REGISTERED NURSE III, JOB GRADE CPSB 11 (JG 'H')**

**NO OF POSITION:** THIRTY TWO (32)

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE: CPSB 11:** Ksh. 26,900 X 1,110 - 28,010 X 1,120 - 29,130 X 1,150 - 30,280 X 1,170 - 31,450 X 1,250 - 32,700 X 1300 - 34,000 X 1,380 - 35,380 per month

**Duties and Responsibilities**

- Assessing, planning, implementing nursing interventions and evaluating patient's outcomes
- Diagnosing common health conditions, prescribing and administering treatment
- Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care, delivery, administering treatment and dispensing drugs
- 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; collecting and compiling data

**Requirements for Appointment**

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

- I. Diploma in Community Health Nursing
- II. Registration Certificate issued by the Nursing Council of Kenya
- III. Valid practising license from Nursing Council of Kenya
- IV. Certificate in computer applications will be an added advantage

**NURSING OFFICER, JOB GRADE CPSB 09 (JG 'K')**

**NO OF POSITION:** TEN (10)

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE: CPSB 09:** Ksh. 39,700 X 1470 - 41,170 X 1,520 - 42,960 X 1,710 - 44,400 X 1,920 - 46,320 X 2,000 - 48,320 X 2,290 - 50,610 X 2,350 - 52,960 per month

**Duties and Responsibilities**

- 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 safe nursing care environment for client/patient
- Carrying out clinical 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 patient/client
- Conducting community health risk assessment and providing outcome-based interventions
- Documenting interventions and nursing outcomes
- Participating in quality improvement and quality assurance procedures
- Diagnosing common health conditions and recommending necessary interventions

## **Requirements for Appointment**

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

- I. Bachelor's degree in Nursing from an institution recognized by the Nursing Council of Kenya
- II. Registration Certificate issued by the Nursing Council of Kenya
- III. Valid practising license from the Nursing Council of Kenya
- IV. Certificate in computer application skills will be an added advantage

## **NURSING SPECIALISTS, JOB GRADE CPSB 08 (JG 'L')**

**NO OF POSITION:** TEN (10)

**TERMS OF SERVICE:** Permanent and Pensionable

■ Kenya Registered Peri-operative Nursing (8)

■ Kenya Registered Nephrology Nursing (2)

**SALARY SCALE: CPSB 08:** Ksh. 44,400 X 1,920 - 46,320 X 2,000 - 48,320 X 2,290 - 50,610 X 2,350 - 52,960 X 2,550 - 55,510 X 2,850 - 58,360 X 2,750 - 61,110 per month

## **Duties and Responsibilities**

- Assessing, planning, implementing nursing interventions and evaluate patient's outcomes
- Diagnosing common health conditions, prescribe and administer treatment; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health
- 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/client's health condition and care
- Ensuring tidy and safe clinical environment; conducting home visits, providing home-based care services and following up on discharged patients/clients to provide continuity of care
- Conducting clinical teaching and assessment of nursing staff and students; evaluating healthcare outcomes on patients/clients and preparing individualised report
- Conducting assessment of school health needs, planning, implementing interventions and preparing periodic reports; conducting occupational health needs assessment and making appropriate recommendations
- Managing a service delivery unit
- Ensuring effective utilisation and safety of assigned medical supplies and equipment; and implementing recommendations of research findings for improvement of nursing care

## **Requirements for Appointment**

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

- I. Served in the grade of Registered Nurse 1 for a minimum period of three (3) years
- II. Higher Diploma in either Kenya Registered Peri-operative Nursing or Kenya Registered Nephrology Nursing
- III. Registration Certificate issued by the Nursing Council of Kenya
- IV. Valid practising license from the Nursing Council of Kenya

- V. Certificate in Supervisory Skills Course lasting not less than two (2) weeks or equivalent from a recognized institution will be an added advantage
- VI. Certificate in computer application skills will be an added advantage

### **REGISTERED CLINICAL OFFICER II, JOB GRADE CPSB 10 (JG 'J')**

**NO OF POSITION:** TWENTY (20)

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE: CPSB 10:** Ksh. 32,700 X1,300 - 34,000 X 1,380 - 35,380 X 1,390 - 36,770 X 1,460 - 38,230 X 1,470 - 39,700 X1,470 - 41,170 X 1,520 - 42,690 per month

#### **Duties and Responsibilities**

- Taking history, examining, diagnosing; interpreting laboratory and imaging results
- 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; referring patients and clients to appropriate health facilities
- Providing clinical outreach and school health services
- Carrying out minor surgical procedures as per training and skill
- Collecting and compiling clinical data; and assessing, preparing and presenting medico-legal reports

#### **Requirements for Appointment**

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

- I. Diploma in Clinical Medicine and Surgery from a recognized institution
- II. Certificate of Registration from the Clinical Officers' Council
- III. Valid practising licence from the Clinical Officers' Council
- IV. Certificate in Computer application skills

### **CLINICAL OFFICER JOB GRADE CPSB 09 (JG 'K')**

**NO OF POSITION:** FOUR (4)

**POSTS: TERMS OF SERVICE:** Permanent And Pensionable

**SALARY SCALE: CPSB 09:** Ksh. 39,700 X 1470 - 41,170 X 1,520 - 42,960 X 1,710 - 44,400 X 1,920 - 46,320 X 2,000 - 48,320 X 2,290 - 50,610 X 2,350 - 52,960 per month

#### **Duties and Responsibilities**

- Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility
- Guiding and counselling patients, clients and staff on health issues
- Referring patients and clients to appropriate health facilities
- Assessing, preparing and presenting medico-legal reports
- Carrying out surgical procedures as per training and skill
- Organizing health management teams and convening health management committee meetings
- Collecting and compiling data for research on clinical services issues

## **Requirements for Appointment**

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

- I. Bachelor's degree in Clinical Medicine and Surgery from a recognized institution
- II. Certificate of Registration from the Clinical Officers' Council
- III. Valid practising licence from the Clinical Officers Council
- IV. Certificate in computer application skills will be an added advantage

## **CLINICAL OFFICER SPECIALISTS JG (L)**

**TERMS OF SERVICE** - Permanent and Pensionable

- **ANAESTHETIST:** NO OF POSITION: SEVEN (7)
- **PAEDIATRIST:** NO OF POSITION: ONE (1)
- **REPRODUCTIVE HEALTH:** NO OF POSITION: ONE (1)
- **ICU/CRITICAL CARE:** NO OF POSITION: ONE (1)

**CPSB 08:** Ksh. 42,970 x 1,920 - 44,890 x 2,000 - 46,890 x 2,110 - 49,000 x 2,170 - 51,170 x 2,550 - 53,720 x 2,650 - 56,370 x 2,750 - 59,120 per month

## **Duties and Responsibilities**

The Clinical Officer is to offer specialized clinical services in;

- Critical care and paediatrics
- Reproductive Health and Anaesthesia Services
- History taking
- Examination, diagnosis and treating emergency patients
- Carrying out surgical procedures as per training and skills in critical care, Paediatrics
- Reproductive Health and Anaesthesia
- Reviewing and making appropriate referrals
- Coaching and Mentoring students attached to the hospital
- Preparing and presenting medical legal reports and any other duties as per scheme of service for Clinical Officers

## **Requirements for Appointment**

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

- I. A Higher Diploma in Clinical Medicine and Surgery in Anaesthesia, Paediatrics, Reproductive Health and Critical Care from a recognized institution
- II. Two years post training experience in a busy hospital
- III. A Certificate of Registration from the Clinical Officers' Council
- IV. A Valid practising licence from the Clinical Officers Council
- V. A Certificate in Supervisory Skills Course lasting not less than two (2) weeks or equivalent from a recognized institution will be an added advantage
- VI. Certificate in computer application skills will be an added advantage

### **PUBLIC HEALTH TECHNICIAN III, JOB GRADE CPSB 12 (JG 'G')**

**NO OF POSITION:** THREE (3)

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE: CPSB 12:** Ksh. 23,700 X1,040 - 24,740 X1,070 - 25,810 X1,090 - 26,900 X1,110 - 28,010 X 1,120 - 29,130 X 1,150 - 30,280 X 1,170 - 31,450 per month

#### **Duties and Responsibilities**

- 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. A Certificate in Environmental Health Science (Public Health Technician)
- II. A Registration Certificate from the Public Health Officers and Technicians Council
- III. A valid practicing licence from the Public Health Officers and Technicians Council
- IV. A Certificate in computer application is an added advantage

### **ASSISTANT PUBLIC HEALTH OFFICER III (PUBLIC HEALTH OFFICER), JOB GRADE CPSB 11 (JG 'H')**

**NO OF POSITION:** SEVEN (7)

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE: CPSB 11:** Ksh. 26,900 X 1,110 - 28,010 X 1,120 - 29,130 X 1,150 - 30,280 X 1,170 - 31,450 X 1,250 - 32,700 X 1300 - 34,000 X 1,380 - 35,380 per month

#### **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
- Implementing integrated mosquito control strategies

#### **Requirements for Appointment**

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

- I. Diploma in Environmental Health Science
- II. Registration Certificate from the Public Health Officers and Technicians Council
- III. A valid practicing licence from the Public Health Officers and Technicians Council
- IV. Certificate in computer application will be an added advantage

**PUBLIC HEALTH OFFICER, JOB GRADE CPSB 09 (JG 'K')**

**NO OF POSITION:** FIVE (5)

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE: CPSB 09:** Ksh. 39,700 X 1470 - 41,170 X 1,520 - 42,960 X 1,710 - 44,400 X 1,920 - 46,320 X 2,000 - 48,320 X 2,290 - 50,610 X 2,350 - 52,960 per month

**Duties and Responsibilities**

- Identifying environmental health issues at community level
- Assessing health needs of the community
- Coordinating sanitation and hygiene programmes in the community
- Sensitizing communities on food and water safety measures
- Conducting Training for Public Health Trainees, Community Own Resource Persons (CORPS), Community-based Health Workers (CHWS) and Community Health Committees (CHCs) on Public Health issues; implementing environmental health programmes and projects
- Collecting water and food samples for bacteriological and chemical analysis
- Initiating and implementing Community Based Health Care programmes; implementing integrated mosquito control and other public health strategies
- Following up on proper collection and disposal of solid waste in markets and other dwelling premises in towns; carrying out disease surveillance, prevention and control
- Co-ordinating immunization programmes

**Requirements for Appointment**

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

- I. A Bachelor's degree in either Environmental Health or Public Health from a recognized Institution
- II. A Registration Certificate from the Public Health Officers and Technicians Council
- III. A valid practicing licence from the Public Health Officers and Technicians Council
- IV. A Certificate in computer application skills will be an added advantage
- V. Merit and ability as reflected in work performance and results

**RADIOGRAPHER III, JOB GRADE CPSB 11 (JG 'H')**

**NO OF POSITION:** SIX (6)

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE: CPSB 11:** Ksh. 26,900 X 1,110 - 28,010 X 1,120 - 29,130 X 1,150 - 30,280 X 1,170 - 31,450 X 1,250 - 32,700 X 1300 - 34,000 X 1,380 - 35,380 per month

**Duties and Responsibilities**

- 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. Diploma in Medical Imaging (Radiographers) from a recognized Institution
- II. A registration certificate from the Kenya Nuclear Regulatory Authority
- III. A valid practicing licence from the Kenya Nuclear Regulatory Authority
- IV. A Certificate in computer application will be an added advantage

### **ORTHOPAEDIC TRAUMA TECHNOLOGIST III, JOB GRADE CPSB 11 (JG 'H')**

**NO OF POSITION:** FIVE (5)

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE: CPSB 11:** Ksh. 26,900 X1,110 - 28,010 X1,120 - 29,130 X1,150 - 30,280 X1,170 - 31,450 X 1,250 - 32,700 X 1300 - 34,000 X 1,380 - 35,380 per month

#### **Duties and Responsibilities**

Duties will involve: -

- Providing supportive services in orthopaedics which involve preparing and fitting of appliances that are required in orthopaedics; assessing patients' needs
- Verifying and maintaining information relating to patients' orders and maintaining records of supplies

#### **Requirements for Appointment**

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

- I. A Diploma in Orthopaedic Trauma Technology from a recognized institution
- II. A Registration certificate from the Kenya Health Professions Oversight Authority
- III. A valid practicing licence from the Kenya Health Professions Oversight Authority
- IV. A Certificate in computer application skills will be an added advantage

### **MEDICAL OFFICER, JOB GRADE CPSB 07 (JG 'M')**

**NO OF POSITION:** EIGHT (8)

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE: CPSB 07:** Ksh. 50,610 X 2,350 - 52,960 X 2,550 - 55,510 X 2,850 - 58,360 X 2,750 - 61,110 X 2,920 - 64,030 X 3,080 - 67,110 per month

#### **Duties and Responsibilities.**

- 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
- Counselling patients and their relatives on diagnoses and bereavement
- Teaching and coaching medical students, nursing students and clinical officer interns and preparing requisite documents for registration

#### **Requirements for Appointment**

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

- I. A Bachelor of Medicine and Bachelor of Surgery (M.B; Ch.B.) degree from an institution recognized by the Kenya Medical Practitioners and Dentists Council
- II. Successfully completed one (1) year Internship from a recognized institution
- III. A Registration certificate from the Kenya Medical Practitioners and Dentists Council
- IV. A valid practicing licence from the Kenya Medical Practitioners and Dentists Council
- V. A Certificate in computer application skills will be an added advantage



## **MEDICAL SPECIALISTS I JOB GRADE CPSB 04 (JG 'Q')**

**NO OF POSITION:** NINE (9)

**TERMS OF SERVICE:** Permanent and Pensionable

- Obstetrician And Gynaecologist - TWO (2) POSTS
- Radiologist - TWO (2) POSTS
- Anaesthesiologist - TWO (2) POSTS
- General Surgeon - TWO (2) POSTS
- Psychiatrist - ONE (1) POST

**SALARY SCALE: CPSB 04:** Ksh. 102,860 X 5,070 -107,930 X 5,300 -113,230 X 5,560 - 118,790 X 5,840 -124,630 X 6,070 -130,700 X 6,370 - 137,070 per month

### **Duties and Responsibilities**

- Undertaking general diagnosis, care, treatment and rehabilitation of patients
- Carrying out specialized clinical care; providing psycho-social interventions
- Providing clinical services to patients
- Training, consulting and performing surgeries in various health facilities;
- Carrying out forensic and medicolegal services
- Coordinating disease surveillance, prevention, and control
- Coordinating health education and promotion; implementing health projects and programmes; maintaining up-to-date health information systems
- Monitoring provision of health treatment and care
- Undertaking health research; and analyzing medical reports

### **Requirements for Appointment**

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

- I. Served in the grade of Assistant Director, Medical Services/Medical Specialist II in the public or private sector or its equivalent for a minimum period of three (3) years
- II. A 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. A Master of Medicine degree in any of the following disciplines: - Anaesthesiology, General Surgery, Obstetrics and Gynaecology, Psychiatry, and Radiology from an institution recognized by the Kenya Medical Practitioners and Dentists Council
- IV. A Certificate of Registration by the Kenya Medical Practitioners and Dentists Council
- V. A valid practicing license from the Kenya Medical Practitioners and Dentists Council
- VI. A Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution or its equivalent is an added advantage
- VII. A Certificate in computer application skills will be an added advantage

## **HEALTH RECORDS AND INFORMATION TECHNOLOGISTS III; JOB GRADE CPSB 11 (JG 'H')**

**NO OF POSITION:** SIX (6)

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE: CPSB 11:** Ksh. 26,900 x 1,110 - 28,010 x 1,120 - 29,130 x 1,150 - 30,280 x 1,170 - 31,450 x 1,250 - 32,700 x 1300 - 34,000 x 1,380 - 35,380 per month

### **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
- 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
- Assigning codes to diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine
- Capturing and maintaining health data

### **Requirements for Appointment**

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

- I. A Diploma in Health Records and Information Technology from a recognised institution
- II. A Certificate of Registration from the Health Records and Information Managers Board
- III. A Valid practicing license from the Health Records and Information Managers Board
- IV. Certificate in computer application skills will be an added advantage

### **MEDICAL LABORATORY TECHNOLOGIST III JOB GRADE CPSB 11 (JG 'H')**

**NO OF POSITION:** TWENTY-EIGHT (28)

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE: CPSB 11:** Ksh. 26,900 X 1,110 - 28,010 X 1,120 - 29,130 X 1,150 - 30,280 X 1,170 - 31,450 X 1,250 - 32,700 X 1300 - 34,000 X 1,380 - 35,380 per month

### **Duties and Responsibilities**

- Decontaminating working benches
- Receiving and scrutinizing laboratory requisition forms and specimens
- Receiving and collecting, labelling and registering specimens
- Disaggregating specimens for processing and analyses
- Preparing reagents; examining specimens; writing and recording of results dispatching the results for use in clinical management
- Preparing stains
- Performing blood grouping; issuing blood and blood products to peripheral health facilities
- Storing blood products according to their requirements

### **Requirements for Appointment**

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

- I. A minimum Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) or its equivalent qualification
- II. A Diploma in Medical Laboratory Sciences from an institution recognized by Kenya Medical Laboratory Technician and Technologists Board
- III. A Valid practicing license from Kenya Medical Laboratory Technician and Technologists Board
- IV. Certificate in computer application skills will be an added advantage

### **MEDICAL ENGINEERING TECHNOLOGIST III (BIOMED) JOB GRADE CPSB 11 (JG 'H')**

**NO OF POSITION:** FOUR (4)

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE: CPSB 11:** Ksh. 26,900 X1,110 - 28,010 X1,120 - 29,130 X1,150 - 30,280X 1,170 - 31,450 X 1,250 - 32,700 X 1300 - 34,000 X 1,380 - 35,380 per month

### **Duties and Responsibilities**

- Undertaking preventive maintenance and repairs of medical/hospital equipment, plants, instruments and furniture
- Requisitioning for spare parts and consumables; taking inventory of medical/hospital equipment, furniture 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 utilities
- Implementing medical engineering programmes and projects

### **Requirements for Appointment**

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

- I. Diploma in Biomedical Engineering Technology
- II. A registration certificate from the Kenya Health Professions Oversight Authority
- III. A valid practicing licence from the Kenya Health Professions Oversight Authority
- IV. A Certificate in computer application skills will be an added advantage

### **PHARMACEUTICAL TECHNOLOGIST III JOB GRADE CPSB 11 (JG 'H')**

**NO OF POSITION:** FIVE (5)

**TERMS OF SERVICE:** Permanent And Pensionable

**SALARY SCALE: CPSB 11:** Ksh. 26,900 X1,110 - 28,010 X1,120 - 29,130 X1,150 - 30,280X 1,170 - 31,450 X 1,250 - 32,700 X 1300 - 34,000 X 1,380 - 35,380 per month

### **Duties and Responsibilities**

- Receiving, interpreting, and processing of prescriptions
- Recording prescriptions in a unit pharmacy
- Pre-packing, repacking and writing instructions on the labels
- Counselling patients on usage of drugs in a pharmacy unit
- Maintaining drug registers/books
- Stock-taking of drugs and medicinal devices on monthly basis

### **Requirements for Appointment**

For appointment to this grade, a candidate must: -

- I. A Diploma in Pharmaceutical Technology from an institution recognized by the Pharmacy and Poisons Board
- II. A registration certificate from the Pharmacy and Poisons Board
- III. A valid practising license from the Pharmacy and Poisons Board
- IV. Certificate in computer application skills will be an added advantage

### **MORTICIAN II (MORGUE ATTENDANT) JOB GRADE CPSB 13 (JG 'F')**

**NO OF POSITION:** FOUR (4)

**TERMS OF SERVICE:** Permanent And Pensionable

**SALARY SCALE:** CPSB 13: Ksh. 19,220 X 680 -19,900 X 700 -20,600 X780 -21,380 X 800 – 22,180 X 950 -23,130 per month

### **Duties and Responsibilities**

- Picking bodies from wards; admission of bodies to mortuary
- Recording and documenting data
- Identifying medico-legal cases
- Preparing bodies for burial including embalming
- Body reconstruction, body cleaning and dressing
- Beautification-shaving, cosmetic/make-ups and plaiting
- Assisting pathologist in Autopsy/post-mortems
- Cleaning of mortuary and equipment and instruments used in the mortuary
- Assisting relatives in the identification of unknown bodies

### **Requirements for Appointment**

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

- I. Certificate in Mortuary Science lasting not less than six (6) months from a recognized institution
- II. A registration certificate from the Kenya Health Professions Oversight Authority
- III. A valid practicing licence from the Kenya Health Professions Oversight Authority
- IV. Certificate in computer application will be an added advantage

### **COMMUNITY ORAL HEALTH OFFICERS JOB GRADE CPSB 11 (JG 'H')**

**NO OF POSITION:** FIVE (5)

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE:** CPSB 11: Ksh. 26,900 X 1,110 - 28,010 X 1,120 - 29,130 X 1,150 - 30,280 X 1,170 - 31,450 X 1,250 - 32,700 X 1300 - 34,000 X 1,380 - 35,380 per month

### **Duties and Responsibilities**

- Collecting data for fluoride testing in water samples
- Analysing and interpreting results and advising the relevant authorities accordingly
- Diagnosis and treatment of common dental conditions
- Temporary and permanent dental restorations
- Reducing simple fractures of jaws, extractions and disimpactions
- Drainage of dental abscess, suturing to stop bleeding, and prescription of analgesics and antibiotics

### **Requirements for Appointment**

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

- I. A Kenya Certificate of Secondary Education (KCSE) mean grade C Plain and grade C Plain in English or Kiswahili and Biology or Biological Sciences, and grade C- Minus in either Chemistry, Physics/Physical Sciences, Mathematics or General Sciences
- II. A Diploma in Community Oral Health from a recognized institution
- III. A registration certificate from the Kenya Medical Practitioners and Dentists Council
- IV. A valid practicing licence from the Kenya Medical Practitioners and Dentists Council
- V. A Certificate in computer application will be an added advantage

### **NUTRITION AND DIETETICS TECHNOLOGIST III JOB GRADE CPSB 11 (JG 'H')**

**NO OF POSITION:** THREE (3)

**TERMS OF SERVICE:** Permanent And Pensionable

**SALARY SCALE: CPSB 11:** Ksh. 26,900 X1,110 - 28,010 X1,120 - 29,130 X1,150 - 30,280 X 1,170 - 31,450 X 1,250 - 32,700 X 1300 - 34,000 X 1,380 - 35,380 per month

### **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
- Providing micronutrient supplementation

### **Requirements for Appointment**

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

- I. Diploma in Nutrition and Dietetics from a recognized training institution
- II. A registration certificate from the Kenya Nutritionists and Dieticians Institute
- III. A valid practicing from the Kenya Nutritionists and Dieticians Institute
- IV. Certificate in computer application skills will be an added advantage

### **ASSISTANT OCCUPATIONAL THERAPIST III JOB GRADE CPSB 11 (JG 'H')**

**NO OF POSITIONS:** TWO (2)

**TERMS OF SERVICE:** Permanent and Pensionable

**SALARY SCALE: CPSB 11:** Ksh. 26,900 X1,110 -28,010 X1,120 -29,130 X1,150 – 30,280X 1,170 -31,450 X 1,250 – 32,700 X 1300 -34,000 X 1,380- 35,380 per month

### **Duties and Responsibilities**

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

- Assessing formulating and implementing patient's treatment plan
- Carrying out client's functional assessments, formulating necessary interventions; Maintaining records and data relating to patients
- Providing health education to patients and care givers
- Carrying out home visits and following up on patient's progress
- Collecting and compiling data for research
- Preparing periodic reports

### **Requirements for Appointment**

For appointment to this grade, a candidate must have:

- I. Diploma in Occupational Therapy from a recognized institution
- II. A registration certificate from the Occupational Therapy Council of Kenya
- III. A valid practicing licence from the Occupational Therapy Council of Kenya
- IV. A Certificate in computer application skills will be an added advantage

### **CLINICAL PSYCHOLOGIST JOB GRADE CPSB 09 (JG 'K')**

**NO OF POSITION:** ONE (1)

**TERMS OF SERVICE:** Permanent And Pensionable

**SALARY SCALE: CPSB 09:** Ksh. 39,700 X 1470 - 41,170 X 1,520 - 42,960 X 1,710 - 44,400 X 1,920 - 46,320 X 2,000 - 48,320 X 2,290 - 50,610 X 2,350 - 52,960 per month

### **Duties and Responsibilities**

- Conducting client intake and analysing data
- Developing and reviewing treatment plans
- Conducting psychological assessment
- Carrying out diagnosis; providing occupational, educational, and other information to individuals
- Offering appropriate psychological interventions to individuals and groups; and keeping appropriate records

### **Requirements for Appointment**

For appointment to this grade, a candidate must have:

- I. Bachelor's degree in Clinical Psychology from a recognized institution
- II. Registration with the Counsellors and Psychologists Board
- III. Valid practising licence from the Counsellors and Psychologists Board
- IV. Certificate in computer application skills will be an added advantage

### **Application Procedure:**

Applicants who meet the above requirements should fill out the **application form NRK-CPSB (3) (REVISED 2025)** available on Narok County Government website:

<http://www.narok.go.ke>.

The completed application form, together with the following documents should be emailed to [recruitment@narok.go.ke](mailto:recruitment@narok.go.ke) on or before **21<sup>st</sup> July 2025** by **5:00p.m**(East African Time):

- I. Curriculum Vitae
- II. Copy of National Identity Card or Passport
- III. Academic and Professional Certificates
- IV. Testimonials
- V. Any other relevant supporting documents

### **Important Notes:**

1. All sections of the application form must be completed.
2. Only shortlisted and qualified candidates will be contacted.
3. Canvassing in any form will lead to automatic disqualification.
4. Presenting fake certificates or documents is a criminal offence.

### **Equal Opportunity:**

The Narok County Public Service Board is an equal opportunity employer. **Persons with disabilities, marginalized groups and minorities are encouraged to apply.**

### **Shortlisted Candidates Will Be Required to Present:**

- I. Original National Identity Card
- II. Original Academic and Professional Certificates and Transcripts (certified by the issuing institutions)
- III. Valid clearances from the following bodies:
  - Kenya Revenue Authority (KRA)
  - Higher Education Loans Board (HELB)
  - A Registered Credit Reference Bureau (CRB)
  - Directorate of Criminal Investigations (DCI) – Police Clearance Certificate
  - Ethics and Anti-Corruption Commission (EACC) – Duly Stamped Self Declaration Form

**CEO/SECRETARY**

**NAROK COUNTY PUBLIC SERVICE BOARD**