MANDERA COUNTY GOVERNMENT

COUNTY PUBLIC SERVICE BOARD

**P.O. Box 356-70300, MANDERA**

 **DATE: 12th February, 2021**

**VACANCY ANNOUNCEMNT**

Mandera County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions in the Department of Health Services and Trade s as per the constitution of Kenya 2010 under Articles 176 and County Government Act No 17 of 2012

**DEPARTMENT OF HEALTH SERVICES**

1. **REGISTERED CLINICAL OFFICERS III ,JG “H” EIGHT (8) POSTS**

**REF MCPSB /MOH/2021/02/01**

 **Terms of service –Permanent and Pensionable**

 **Duties and responsibilities**

* Seeing and examining patients.
* Diagnosing and treating patient’s ailments at an outpatient/inpatient department in a hospital or health Centre.
* Assist in planning and conducting primary health care activities.
* Supervising and counseling staff engaged on routine patient care.
* Giving support and health education to patients.
* Any other related duties as may be assigned from time to time by supervisor

 **Requirements for Appointment**

* Diploma in clinical medicine from recognized institution.
* Be registered by the clinical officers’ council of Kenya.
* At least one-year experience relevant to the position
* Those who served as intern under UHC program will have an added advantage
* Other requirements as per Scheme of Service for Clinical Officers.
* Capacity to work under pressure to meet strict deadlines;
* Satisfy the requirement of Chapter Six of the Constitution.
1. **REGISTERED NURSE III,JG “H” THIRTY (30) POSTS**

**REF MCPSB /MOH/2021/02/02**

 **Terms of service –Permanent and Pensionable**

 **Duties and responsibilities**

* Assessing of patient needs for nursing services.
* Verification and maintaining information relating to patients’ admissions.
* Keeping records of drugs and supplies.
* Prepare reports and participates in appropriate meetings.
* Guiding, supervising and counseling staff under him/her in performing routine duties.
* Any other related duties as may be assigned from time to time by supervisor

 **Requirements for Appointment**

* Have an ordinary diploma in Kenya Registered Community Health Nurse from a recognized institution.
* Be Registered & Licensed by the Nursing Council of Kenya.
* Be in good professional standing with the Nursing Council of Kenya.
* Other requirements as per Scheme of Service for Registered Nurse.
* Capacity to work under pressure to meet strict deadlines;
* Those who served as intern under UHC program will have an added advantage
* Satisfy the requirement of Chapter Six of the Constitution.
1. **ENROLLED NURSE III - JG “G” THIRTY (30) POSTS**

**REF MCPSB /MOH/2021/02/03**

 **Terms of service –Permanent and Pensionable**

 **Duties and responsibilities**

* Assessing of patient needs for nursing services.
* Verification and maintaining information relating to patient’s admissions.
* Keeping records of drugs and supplies.
* Prepare reports and participates in appropriate meetings.
* Guiding, supervising and counseling staff under him/her in performing routine duties.
* Any other related duties as may be assigned from time to time by supervisor

 **Requirements for Appointment**

* 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 a recognized training institution.
* Be Registered & Licensed by the Nursing Council of Kenya.
* Be in good professional standing with the Nursing Council of Kenya.
* Those who served as intern under UHC program will have an added advantage
* Other requirements as per Scheme of Service for Enrolled Nurse.
* Capacity to work under pressure to meet strict deadlines;
* Satisfy the requirement of Chapter Six of the Constitution.
1. **MEDICAL LABORATORY TECHNOLOGIST III,JG “H” FIVE (5) POSTS**

**REF MCPSB /MOH/2021/02/04**

 **Terms of service –Permanent and Pensionable**

 **Duties and responsibilities**

* Offering general diagnostic or other laboratory services in a medical laboratory.
* Offering blood transfusion services.
* Mentoring and coaching of student on attachment.
* Performing administrative duties.
* Any other related duties as may be assigned from time to time by supervisor

 **Requirements for Appointment**

* Have Diploma in Medical Laboratory Sciences from Kenya Medical Training College or any other Institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.
* Be registered by the Kenya Medical Laboratory Technicians and Technologists Board as a Registered Medical Laboratory Technologists.
* Other requirements as per Scheme of Service for Medical Laboratory Technologists and Technicians.
* Those who served as intern under UHC program will have an added advantage
* Computer skills will be added advantage.
* Capacity to work under pressure to meet strict deadlines;
* Satisfy the requirement of Chapter Six of the Constitution.
1. **PHARMACEUTICAL TECHNOLOGIST III ,JG “H” THREE (3) POSTS**

**REF MCPSB /MOH/2021/02/05**

 **Terms of service –Permanent and Pensionable**

**Duties and responsibilities**

* Responsible for formulation and execution of pharmaceutical policies and programs in the provision of curative, promotive, palliative and preventive health care services.
* Dispensing and compounding medicine.
* Verifying and maintaining information relating to the drugs issues to patients
* Ordering and recording of drugs and other supplies.
* Supervising other staff working under him/her.
* Any other related duties as may be assigned from time to time by supervisor

 **Requirements for Appointment**

* Holder of Kenya certificate of secondary Education, or its equivalent.
* Diploma in pharmaceutical Technologist from a recognized medical training college or institution.
* Be a registered pharmaceutical Technologist by the pharmacy and poisons Board.
* Computer skills will be added advantage.
* Other requirements as per Scheme of Service for Pharmaceutical Technologist.
* Capacity to work under pressure to meet strict deadlines;
* Those who served as intern under UHC program will have an added advantage
* Satisfy the requirement of Chapter Six of the Constitution.
1. **PUBLIC HEALTH ASSISTANT /PUBLIC HEALTH OFFICERS III/II, JG “ H-K” FIFTEEN (15) POSTS**

**REF MCPSB /MOH/2021/02/06**

 **Terms of service –Permanent and Pensionable**

 **Duties and responsibilities**

* Coordinates the function of community unit and linkages to health facilities.
* Mobilizing, sensitizing and advising communities on matters relating to environment health, effective referral of case to health facilities, organizing and strengthening community committees and dialogue days and collecting and maintaining to date records and services rendered.
* Identify and provide continuous capacity building activities for community resource persons(CORP).
* Organize community health days.
* Implements sanitation and hygiene standards in the community.
* Any other duties as may be assigned from time to time.

 **Requirements for Appointment**

* Have a Diploma or Degree in Environmental Health Science, public Health or its equivalent qualification from Kenya Medical Training College or any other recognized institution.
* Certificate of registration from Association of public Health officers and Technician Council
* Other requirements as per Scheme of Service for Public Health Officers.
* Those who served as intern under UHC program will have an added advantage
* Capacity to work under pressure to meet strict deadlines;
* Satisfy the requirement of Chapter Six of the Constitution.
1. **HEALTH RECORDS & INFORMATION ASSISTANT/OFFICERS III/II , JG “G-H” EIGHT (8) POSTS**

**REF MCPSB /MOH/2021/02/07**

 **Terms of service –Permanent and Pensionable**

 **Duties and responsibilities**

* Data entry.
* Compile patients records and be able to generate monthly reports.
* Manage patients records and maintain clinic preparations for patients.
* Cording and indexing.
* Compile hospital administrative statistics.
* Report Health information for decision making.
* Any other duties as maybe assigned from time to time.

 **Requirements for Appointment**

* Holder of Kenya certificate of secondary Education, or its equivalent.
* Diploma or Certificate in Health records and Information Technology from a recognized institution.
* At least one-year experience relevant to the position
* Those who served as intern under UHC program will have an added advantage
* Use of EMR and DHIS is an added advantage.
* Other requirements as per Scheme of Service for Health Records and Information Officer.
* Capacity to work under pressure to meet strict deadlines;
* Satisfy the requirement of Chapter Six of the Constitution.
1. **DENTAL TECHNOLOGIST/COMMUNITY ORAL HEALTH OFFICERS II , JG “H” THREE (3) POSTS**

**REF MCPSB /MOH/2021/02/08**

 **Terms of service –Permanent and 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**

* Holder of certificate of secondary Education, or its equivalent.
* 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.
* Those who served as intern under UHC program will have an added advantage
* Capacity to work under pressure to meet strict deadlines;
* Satisfy the requirement of Chapter Six of the Constitution.
1. **NUTRITION & DIETETICS TECHNICIAN/TECHNOLOGISTS/OFFICERS, JG “G-H-K” TWENTY ONE (21) POSTS**

**REF MCPSB /MOH/2021/02/09**

 **Terms of service –Permanent and Pensionable**

 **Duties and responsibilities**

* Planning, implementing, monitoring and evaluating specific nutrition therapeutic diets for patients.
* Providing nutrition services in healthcare facilities.
* Conducting nutrition assessments.
* Collecting and compiling nutrition data.
* Providing nutrition health education and demonstrations.
* Counseling of patients with specific nutrition needs.
* Monitoring preparation of therapeutic feeds.
* Implementing outpatient and inpatient supplementary and therapeutic feeding programmers.
* Providing micronutrient supplementation.
* Any other related duties as may be assigned from time to time by supervisor

 **Requirements for Appointment**

* Holder of Kenya certificate of secondary Education, or its equivalent.
* Have a Certificate or Diploma or Degree in Community Nutrition and Dietetics from Kenya Medical Training College or recognized institution.
* Other requirements as per Scheme of Service for Community Nutritionists.
* Registered with Kenya Nutrition and Dietetic institute (KNDI)
* Those who served as intern under UHC program will have an added advantage
* Capacity to work under pressure to meet strict deadlines;
* Satisfy the requirement of Chapter Six of the Constitution.
1. **MEDICAL SOCIAL WORKERS , JG “ H-” SEVEN (7) POSTS**

**REF MCPSB /MOH/2021/02/10**

 **Terms of service –Permanent and Pensionable**

 **Duties and responsibilities**

* Handling psychosocial problems of patients in a hospital or psychiatric unit. This will include extracting psychosocial information from the patient and observation of causal factors which might be useful to the treatment plan and the
* Implementation of patient's treatment Programme and follow-up on
* discharge.
* co-ordinate social work activities within a hospital covering a number of units
* Planning and directing social work programmes such as counseling, placement, home based care
* Rehabilitation and follow up of patients in general but particularly sensitive cases of pandemic diseases.
* Any other related duties as may be assigned from time to time by supervisor

  **Requirements for Appointment**

* Kenya Certificate of Secondary Education (KCSE or its equivalent qualification
* Diploma in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental health or its equivalent qualification from a recognized institution.
* Those who served as intern under UHC program will have an added advantage
* Capacity to work under pressure to meet strict deadlines;
* Satisfy the requirement of Chapter Six of the Constitution.
1. **MEDICAL OFFICERS ,JG “M” SEVEN (7) POSTS**

 **REF MCPSB /MOH/2021/02/11**

 **Terms of service –Permanent and Pensionable**

 **Duties and responsibilities**

* Diagnosing, caring and treating diseases
* Performing medical and surgical procedures
* Preparing and responding to medical emergencies and disasters.
* Participating in management of medicines, medical instrument and equipment.
* Provide the necessary guidance, training and development of support professional and technical staff in clinical practice.
* Plan and manage county level health care programmes directed towards the improvement of health services.
* Any other related duties as may be assigned from time to time by supervisor

 **Requirements for Appointment**

* A Bachelor of Medicine and Surgery (M.BCH.B) degree from a University recognized in Kenya.
* Registered with the Kenya Medical Practitioner and Dentist Board.
* Must have a current Practising certificate from Medical Practitioner and Dentist Board.
* Demonstrated a good understanding of the County Governments Mandate, Health Policies, as well as Vision 2030.
* One-year experience relevant to the position
* Be proficient in computer skills.
* Have capacity to multitask within strict timeliness.
* Capacity to work under pressure to meet strict deadlines;
* Satisfy the requirement of Chapter Six of the Constitution

**DEPARTEMNT OF TRADE, INVESTMENT, INDUSTRIALIZATION AND COPERATIVE DEVELOPMENT**

**ADMINISTRATIVE OFFICER-MARKET JG ‘K’-ONE (01) –POST**

**REF MCPSB/MOT/02/2021/12**

**Terms of service –permanent and pensionable**

**Duties and Responsibilities**

* Monitor and supervise continuity of good business environment in the market.
* Assign and allocate stalls and other facilities within the market to traders.
* Resolve disputes within the market.
* Provide liaison between the market traders and the department.
* Supervise and maintain high level of sanitation at the market (garbage collection and management) in liaison with relevant departments.
* Ensure security guards perform by supervising the conduct of those who enter the market to transact business.
* Monitor and supervise collection of revenue in the market.
* Collect, maintain, disseminate and supply information in respect of market activities including market intelligence;
* Enforce the collection of annual license due to the County Government.
* Enforce the rules, regulations and by-laws including the conditions for the licenses granted;
* Carry out any other functions that may be assigned from time to time

**Requirement for appointment**

* Bachelor Degree in Business Administration, Human Resource Management or any other related field from a recognized institution
* At least one year working experience relevant to the position.
* Have certificate in computer applications.
* Excellent interpersonal and report writing skills.
* Knowledge of applicable legislation
* Satisfy requirement of chapter six of the Constitution of Kenya 2010
* Administrative officer will be responsible for administration and management of the regional market

**DEPUTY ADMINISTRATIVE OFFICER-MARKET –JG ‘J’ONE (01) POST**

**Terms of service –permanent and pensionable terms**

**Ref. MCPSB/MOT/2/2021/13**

**Duties and responsibilities**

* Assist the market administrator in the day to day running of the market.
* Supervise revenue collection in the market.
* Conduct daily spot-check to all market premises to ensure they are safe from any threats.
* Supervise the market cleaners and watchmen.
* Responsible to compile daily/monthly market report.
* In charge of property change of users in the market in liaison with the market administrator.
* Custodian of market registers e.g. Revenue registers, Report registers, Complaint registers, among others.
* Any other duties as assigned by the Market Administrators

**Requirement for appointment**

* Diploma in Business Administration, Human Resource or any other related field from a recognized University.
* One (1) year work experience relevant to the position
* Have certificate in computer applications.
* Excellent interpersonal and report writing skills.
* Knowledge of applicable legislation; and
* Satisfy the requirement of chapter six of the Constitution of Kenya 2010
* The Deputy Administrative officer will be responsible for the administration and management of the regional market.

**HOW TO APPLY**

Interested applicant should fill in Mandera County employment application form and attach copies of Certificates, Testimonials and Identity card. The Form can be downloaded from Mandera County Website ***www.mandera.go.ke*** or obtained from Mandera County Public Service Board office.

No online application will be accepted. Mandera County Public Service Board is an equal opportunity employer and corruption free entity.

Incomplete application form will not be accepted and giving false information in the application form will lead to automatic disqualification. The Board will not accept any other form of application except Mandera County Government employment application form.

Applications should reach the County Public Service Board on or before **1st March, 2021** at **4.00pm** to the office of the County Public Service Board at Mandera Vocational Training Centre.

Application should be submitted in a sealed envelope clearly marked on the left side the position applied for and vacancy number and;

Addressed to:

The Secretary,

Mandera County Public Service Board,

P.O. Box 356-70300, Mandera