

# COUNTY GOVERNMENT OF KIAMBU



**PUBLIC SERVICE BOARD  
P.O BOX 2362-00900  
KIAMBU**

## **VACANCY**

Kiambu County Public Service Board wishes to recruit competent and qualified persons to fill the following positions in the Department of Health Services. This is pursuant to Article 235 of the Constitution of Kenya, 2010 and Section 63 of the County Governments Act, 2012.

### **1. DIRECTOR, NURSING SERVICES - JOB GROUP CPSB 03 (1 POST)**

#### **Duties and Responsibilities**

- Developing, maintaining and implementing nursing policies and procedures that conform to current standards of nursing practice and operational policies while maintaining compliance with National laws and regulations;
- Communicating and interpreting policies and procedures to nursing staff and monitor their practices and implementation;
- Coordinating patient care activities in collaboration with nurse managers, administrative and other technical personnel in the Hospital;
- Developing nursing standards and playing a leading role in the implementation, monitoring and evaluation of the standards;
- Ensuring that the planning and delivery of nursing services are addressed and meet the changing needs of clients;
- Participating in the development and implementation of strategic plans for nursing services;
- Participating in the annual planning and budgeting for nursing services during preparation of the Health Department budget and ensure proper utilization of allocated funds;
- Preparing employees for the desired changes in working styles, attitudes and work ethics;
- Planning, coordinating, monitoring and evaluating the divisional/individual performance targets;
- Shall provide necessary advice to the Chief Officer on technical matters of health concerning Nurses;

## **Requirements**

- Bachelors' Degree in either Nursing or Midwifery from a recognized institution;
- At least Fifteen (15) years progressive experience in the Nursing fraternity;
- Certificate in Senior Management Course, or Certificate in Commodity Management;
- Evidence of at least one (1) month training in general management;
- Evidence of Continuous Professional Development (CPD);
- Registration with the Nursing Council of Kenya;
- Valid practicing license from the Nursing Council of Kenya;
- Demonstrated a high degree of professional competencies and administered capability as well as broad experience in Nursing and Health care standards and programmes;

## **2. DEPUTY DIRECTOR, NURSING SERVICES - JOB GROUP CPSB 04 (1 POST)**

**Reports to: The Director, Nursing Services**

### **Duties and Responsibilities**

- Developing, maintaining and implementing nursing policies and procedures that conform to current standards of nursing practice and operational policies while maintaining compliance with National laws and regulations;
- Communicating and interpreting policies and procedures to nursing staff and monitor their practices and implementation;
- Coordinating patient care activities in collaboration with nurse managers, administrative and other technical personnel in the Hospital;
- Developing nursing standards and playing a leading role in the implementation, monitoring and evaluation of the standards;
- Ensuring that the planning and delivery of nursing services are addressed and meet the changing needs of clients;
- Collaborating with consultants, administrative and other medical staff to improve the quality of services to patients and to resolve identified problems;
- Participating in the development and implementation of strategic plans for nursing services;
- Participating in the annual planning and budgeting for nursing services during preparation of the Hospital budget and ensure proper utilization of allocated funds;
- Preparing employees for the desired changes in working styles, attitudes and work ethics;
- Planning, coordinating, monitoring and evaluating the divisional/individual performance targets.

## Requirements

- Be a Kenyan Citizen;
- Bachelors' Degree in either Nursing or Midwifery from a recognized institution;
- At least ten (10) years progressive experience in the Nursing fraternity;
- Evidence of at least one (1) month training in general management or Senior Management Course from a recognized institution;
- Evidence of Continuous Professional Development (CPD);
- Registration with the Nursing Council of Kenya;
- Valid practicing license from the Nursing Council of Kenya;
- Demonstrated a high degree of professional competencies and administered capability as well as broad experience in Nursing and Health care standards and programmes;
- Be a strategic thinker and result oriented;
- Must be computer literate;
- Shown merit and ability as reflected in work performance and results.

## How to apply:

All applicants should submit their applications together with copies of their detailed curriculum vitae with names, addresses and telephone contacts of three referees, academic and professional certificates, testimonials, national identity card or passport and any other supporting documents. Applications should be addressed to:

The Secretary  
County Public Service Board  
P O Box 2362 - 00900,  
**KIAMBU**

Hand delivered applications should be dropped in the specific box marked for the purpose provided on the First Floor, Thika Sub-County offices (at the County Public Service Board offices - Room 103) between 8.00 a.m. and 5.00 p.m. on weekdays.

Applicants should seek clearance from and attach copies or evidence thereof of the **CURRENT** (valid in 2018) documents below:

- Kenya Revenue Authority
- Ethics and Anti-Corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

Applications should reach the County Public Service Board (CPSB) on or before **20th September, 2018**.

Shortlisted candidates will be required during the interview to produce their original identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their applications.

**NOTE:**

- KIAMBU COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.
- WOMEN AND PERSONS LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.
- PEOPLE FROM NON-DOMINANT ETHNIC COMMUNITIES ARE ALSO ENCOURAGED TO APPLY.
- ANY FORM OF CANVASSING SHALL LEAD TO AUTOMATIC DISQUALIFICATION.
- ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.