

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



VACANCY

INTERNAL ADVERTISEMENT

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 Government Act, 2012.

**1. COUNTY COORDINATOR - NURSING SERVICES MANAGER -
(RE-ADVERTISEMENT)**

Reports to: The Chief Officer

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 ethic;
- 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

- Be a Kenyan Citizen;
- Bachelors Degree in either Nursing or Midwifery from a recognized institution; or Diploma in Nursing; or Diploma in Advanced Nursing;
- At least Fifteen (15) years progressive experience in the Managerial level in the nursing fraternity;
- Certificate in Senior Management Course, or Certificate in Commodities 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;
- Be a strategic thinker and result oriented;
- Must be computer literate;
- Shown merit and ability as reflected in work performance and results.

2. DEPUTY COUNTY COORDINATOR - NURSING SERVICES MANAGER - (RE-ADVERTISEMENT)

Reports to: The County Coordinator- Nursing Services Manager

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 ethic
- 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; or Diploma in Nursing; or Diploma in Advanced Nursing;
- At least ten (10) years progressive experience in the Managerial level 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.

3. COUNTY HEALTH ADMINISTRATOR OFFICER

Reports to: Chief Officer

Duties and Responsibilities

- An officer at this level will be in charge of health administrative services in the county and Stationed at the County Health Offices;
- Will be responsible for the management of all administrative services;
- Ensuring timely completion of the hospital reports, budgets and estimates;
- Co-ordination of all the County hospitals administrative functions, supervision and development of staff;
- Ensuring efficient and effective management of health support services;
- Promoting the welfare of patients and staff and ensuring their security;
- Liaising with other professional and technical departmental heads in order to improve overall management and delivery of health care services;
- Promoting discipline and professionalism among the health workers and administrative personnel.

b) Requirements for Appointment

- Be a Kenyan citizen;
- Served in the grade of Health Administrative Officer or in a comparable position for a minimum period of fifteen (15) years;
- Bachelors in Arts (Administration & Sociology);
- A six (6) months course or above in either Health Management/Administration or Project Management from a recognized institution; and
- Shown merit and ability as reflected in work performance and results;
- Undertaken a Senior Management Course lasting for not less than four (4) weeks; or a Strategic Leadership Development Programme lasting for not less than six (6) weeks;
- Demonstrated professional competence and administrative ability in the management of health Care services;
- Satisfy the requirements of Chapter six of the Constitution of Kenya;
- Demonstrate a good understanding of the County Government's mandate, health policies, vision, mission as well as vision 2030;
- Demonstrate understanding of the principles and values of public service and governance;
- Have capacity to undertake multitask within strict timelines;
- Be proficient in computer skills.

4. NUTRITION AND DIETETICS OFFICER, JOB GROUP, CPSB 09 (2 POSTS)

QUALIFICATIONS	ESSENTIALS
Academic and Professional Qualification	<ul style="list-style-type: none"> • Minimum KCSE grade C+ • Degree in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized training institution • Registered by the Kenya Nutritionists and Dietitians Institute (<i>KNDI</i>)
Experience	Minimum of three (3) years experience with more than one (1) year experience in critical care nutrition.
Duties And Responsibilities	<ul style="list-style-type: none"> • Preparing and implementing therapeutic diets for patients in ICU/RENAL; • Providing nutrition services in health care facilities; • providing guidelines and mentorship on therapeutic diets for existing and emerging diseases for hospital use, in ICU and home based care and other institutions; • treating and counseling patients using specialized dietetic nutritionally modified products.
Essential skills and competences	<ul style="list-style-type: none"> • Certificate in Computer Application Skills from a recognized institution; and • Excellent communication and interpersonal skill. • Mentorship skills. • Having worked in a busy ICU
Personal attributes	<ul style="list-style-type: none"> • Team player • Meets the requirement of chapter 6 of constitution of Kenya • Result oriented person

5. NUTRITION AND DIETETICS TECHNICIAN III, JOB GROUP CPSB 11 (10 POSTS)

QUALIFICATION	ESSENTIALS
Academic and Professional Qualification	<ul style="list-style-type: none"> • A minimum of KCSE Grade C • Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized training institution • Registered by the Kenya Nutritionists and Dietitians Institute (KNDI)
Experience	Minimum of two years experience
Duties And Responsibilities	<ul style="list-style-type: none"> • Providing nutrition services in health care facilities; • conducting nutrition assessments; • collecting and compiling nutrition data; • providing nutrition health education and demonstrations; • counseling 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; and • providing micronutrient supplementation.
Essential skills and competences	<ul style="list-style-type: none"> • Certificate in Computer Application Skills from a recognized institution; and • Excellent communication and interpersonal skill.
Personal attributes	<ul style="list-style-type: none"> • Team player • Meets the requirement of chapter 6 of constitution of Kenya • Result oriented person

How to apply

All applicants should submit their applications together with copies of their detailed curriculum vitae with names, address and telephone contacts of three referees. Academic and professional certificates, testimonials, national identity card or passport and any other supporting documents. Clearly indicate the position applied for both on the cover letter and the envelope. 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 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 the **24th August, 2018**.

Shortlisted candidates will be required 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.
- EMPLOYEES OF THE COUNTY ARE ENCOURAGED TO APPLY.
- WOMEN, MINORITIES AND PERSONS LIVING WITH DISABILITIES ARE ENCOURAGED TO APPLY.
- ANY FORM OF CANVASSING SHALL LEAD TO AUTOMATIC DISQUALIFICATION.
- ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.