

**COUNTY 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 Government Act, 2012.

**1. COUNTY DIRECTOR OF MEDICAL SERVICES, JOB GROUP CPSB 03, (1 POST)**

The County Director Medical Services is responsible for guidelines and policy interpretation and dissemination and the overall management, planning, evaluation and supervision of all medical services. The County Director Medical Services also, manages people and resources of the section in the most effective and efficient way.

**Reports to: Chief Officer**

**Duties and Responsibilities**

- Strategic and operational planning of technical health services at the county;
- Direct, Supervise and coordinate functions of various technical divisions of the department;
- Ensuring effective and efficient use of financial and non-financial resources for various areas of responsibility and monitoring the quality services against performance indicators;
- Shall provide necessary advice to the Chief Officer on technical matters of health;

- Preparing annual capital, operational and staffing budgets;
- Coordinate preparation and formulation of relevant legislations and policies for the sector;
- Ensuring efficient management and coordination of the County Health Management Team activities;
- Ensure proper strategic leadership, coordination, monitoring and evaluation of the technical aspects of the Kiambu County Strategic and Investment Plan ;
- Coordinate collection, collation and analysis of health information for use in planning, decision making and management of the health activities;
- Provision of technical support services and improvements in management of health information;
- Champion e-health and establish a coordinated system for electronic medical records in the health facilities;
- Provide leadership in operational research within the department
- Any other duties as may be assigned from time to time by the Chief Officer of Health Services or other Seniors.

### **Requirements**

- Be a Kenyan citizen;
- Be a holder of an MBChB Degree or equivalent from a recognized institution;
- Must have a Master's Degree in a Health related specialty from a recognized institution;
- Be registered by the Kenya Medical Practitioners and Dentists Board;
- Have undergone a Strategic leadership Development Programme Course and/or Senior Management Course from a recognized institution;
- Demonstrate a deep understanding of Kenya's health sector under the devolved governance system;
- At least 10 years' experience in the health sector, five of which should be at senior management and leadership level;
- 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.

## **2. COUNTY DIRECTOR PUBLIC HEALTH AND SANITATION, JOB GROUP CPSB 03, (1 POST)**

The County Director Public Health is responsible for guidelines and policy interpretation and dissemination and the overall management, planning, evaluation and supervision of all public health services. The County Director Public Health also, manages people and resources of the section in the most effective and efficient way. Will oversee the Food quality control, WASH, Occupational Health & Safety

**Reports to: Chief Officer**

### **Duties and Responsibilities**

- Develop, review, interpret and implement policies and procedures that relate to public health and ensure that they are up to par with current standards of practice and operational policies while maintaining compliance with national and international laws and regulations;
- Communicate and interpret policies and procedures;
- Coordinate the continuous evaluation and appraisal of current public health programmes;
- Identify priorities and recommend opportunities for up scaling or replication of successful programme elements;
- Ensure strong linkage and effective collaboration across programmes and divisions for effective service delivery within the county;
- Develop and review programme proposals with fully costed budgets, work plans and implementation plans; Study and evaluate trends and practices, new technology, methods and systems, supplies and equipment for applicability and use in providing effective and efficient public health service;
- Evaluates County health workers on capacity to provide public health services and initiates capacity building programmes where necessary;

- Liaise with other stakeholders in carrying out disaster preparedness and response;
- Ensure adequate provision of logistics and supplies;
- Establish performance standards which to measure, competence, effectiveness and efficiency of public health services;
- Contribute to the mobilization of resources jointly with other section and division heads;
- Promote and strengthen coordination and partnership among key stakeholders;
- Supervise over subordinates;
- Any other responsibilities as designated by the Chief Officer.

### Requirements

- Be a Kenyan citizen;
- Be a holder of an MBChB Degree or equivalent from a recognized institution;
- Must have a Master's Degree in Public Health from a recognized institution;
- Be registered by the Kenya Medical Practitioners and Dentists Board;
- Have undergone a Strategic leadership Development Programme Course and/or Senior Management Course and /or a Managerial Course from a recognized institution **as an added advantage;**
- Demonstrate a deep understanding of Kenya's health sector under the devolved governance system;
- 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.

## 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 **5th September, 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.**