

COUNTY GOVERNMENT OF KITUI

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Kitui County Public Service Board Offices,
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KITUI

COUNTY PUBLIC SERVICE BOARD

Declaration of Vacancies in the Kitui County Public Service

Kitui County Public Service Board (CPSB) is a body corporate established under Section 57 of the County Governments Act, 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Governments Act 2012 outlines the functions of the CPSB among them being “*appoint persons to hold or act in offices of the County public service including in the Boards of cities and urban areas within the County and to confirm appointments*”.

Section 45(1)(a) of the County Governments Act, 2012 further mandates the CPSB to competitively source and recommend qualified and experienced persons for nomination and appointment as County Chief Officers by the Governor.

Pursuant to the above constitutional and legal provisions, Kitui CPSB invites applications from qualified persons to be considered for the positions outlined below:

OFFICE OF THE GOVERNOR

1. CHIEF OFFICER – INVESTMENT AND INDUSTRY, JOB GROUP ‘S’ (1 POST)

Terms of Service: Contract

Salary Scale: Kshs. 133,870 x 6,570 – 140,440 x 6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140 x 13,680 – 182,820 x 14,980 – 197,800 p.m.

Duties and Responsibilities

- (i) He / She will be the Accounting and Authorized Officer for the Ministry;
- (ii) Implement the Strategic Plan and other policies for the Ministry;
- (iii) General administration and coordination of the Ministry;
- (iv) Promote National Values and Principles of Governance within the County Public Service;
- (v) Oversee the implementation and monitoring of Human Resources Management initiatives including Human Resource Planning and Performance Management within the Ministry;
- (vi) Spearhead formulation of County Policies related to the Ministry’s mandate;

- (vii) Oversee development and implementation of strategies and County sector development plans for the Ministry;
- (viii) Formulate and implement effective programs and plans to attain Vision 2030, Sustainable Development Goals and the County's Five Pillar manifesto;
- (ix) Create linkages and networks with internal and external stakeholders to propagate sector development goals and by extension county objectives;
- (x) Entrench principles of good governance as captured in Chapter six of the constitution of Kenya 2010;
- (xi) Ensure the resources allocated to the Ministry are efficiently utilized;
- (xii) Ensuring compliance with National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- (xiii) Performing any other duties as may be assigned by the County Executive Committee Member.

Requirements for- Appointment

- (i) Be a Kenyan citizen;
- (ii) Be in possession of a relevant Bachelor's degree from a university recognized in Kenya;
- (iii) Possession of a Master's degree in a relevant field will be an added advantage;
- (iv) Have experience of not less than 10 years in the relevant field, 5 of which should have been in a senior management position;
- (v) Have excellent communication, organizational and interpersonal skills;
- (vi) Have capacity to work under pressure to meet strict deadlines;
- (vii) Satisfy the requirements of Chapter Six of the Constitution;
- (viii) Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the Constitution of Kenya.

2. CHIEF OFFICER – SPECIAL PROGRAMMES, JOB GROUP 'S' (1 POST)

Job Ref:

Terms of Service: Contract

Salary Scale: Kshs. 133,870 x 6,570 – 140,440 x 6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140 x 13,680 – 182,820 x 14,980 – 197,800 p.m.

Duties and Responsibilities

- (i) He / She will be the Accounting and Authorized Officer for the Ministry;
- (ii) Implement the Strategic Plan and other policies for the Ministry;
- (iii) General administration and coordination of the Ministry;
- (iv) Promote National Values and Principles of Governance within the County Public Service;
- (v) Oversee the implementation and monitoring of Human Resources Management initiatives including Human Resource Planning and Performance Management within the Ministry;
- (vi) Spearhead formulation of County Policies related to the Ministry's mandate;
- (vii) Oversee development and implementation of strategies and County sector development plans for the Ministry;
- (viii) Formulate and implement effective programs and plans to attain Vision 2030, Sustainable Development Goals and the County's Five Pillar manifesto;
- (ix) Create linkages and networks with internal and external stakeholders to propagate sector development goals and by extension county objectives;
- (x) Entrench principles of good governance as captured in Chapter six of the constitution of Kenya 2010;
- (xi) Ensure the resources allocated to the Ministry are efficiently utilized;
- (xii) Ensuring compliance with National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- (xiii) Performing any other duties as may be assigned by the County Executive Committee Member.

Requirements for Appointment

- (i) Be a Kenyan citizen;
- (ii) Be in possession of a relevant Bachelor's degree from a university recognized in Kenya;
- (iii) Possession of a Master's degree in a relevant field will be an added advantage;
- (iv) Have experience of not less than 10 years in the relevant field, 5 of which should have been in a senior management position;
- (v) Have excellent communication, organizational and interpersonal skills;
- (vi) Have capacity to work under pressure to meet strict deadlines;
- (vii) Satisfy the requirements of Chapter Six of the Constitution;

- (viii) Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the Constitution of Kenya.

3. CHIEF OFFICER – SEKEB AND INTERGOVERNMENTAL RELATIONS, JOB GROUP 'S' (1 POST)

Job Ref:

Terms of Service: Contract

Salary Scale: Kshs. 133,870 x 6,570 – 140,440 x 6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140 x 13,680 – 182,820 x 14,980 – 197,800 p.m.

Duties and Responsibilities

- (i) Ensure implementation of Southern Eastern Economic Bloc (SEKEB) decisions in consultation with the SEKEB secretariat;
- (ii) Submission of quarterly reports to the Kitui County Executive on the activities of SEKEB;
- (iii) Overseeing the implementation of inter – county agreements on inter county projects relevant to Kitui County;
- (iv) Participating in resolving any intergovernmental disputes that affect Kitui County;
- (v) Ensuring compliance with National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- (vi) Entrench principles of good governance as captured in Chapter six of the constitution of Kenya 2010;
- (vii) Performing any other duties as may be assigned.

Requirements for Appointment

- (i) Be a Kenyan citizen;
- (ii) Be in possession of a relevant Bachelor's degree from a university recognized in Kenya;
- (iii) Possession of a Master's degree in a relevant field will be an added advantage;
- (iv) Have experience of not less than 10 years in the relevant field, 5 of which should have been in a senior management position;
- (v) Have excellent communication, organizational and interpersonal skills;
- (vi) Have capacity to work under pressure to meet strict deadlines;
- (vii) Satisfy the requirements of Chapter Six of the Constitution;

- (viii) Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the Constitution of Kenya.

4. CHIEF OFFICER, WATER AND IRRIGATION, JOB GROUP 'S' (1 POST)

Job Ref:

Terms of Service: Contract

Salary Scale: Kshs. 133,870 x 6,570 – 140,440 x 6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140 x 13,680 – 182,820 x 14,980 – 197,800 p.m.

Duties and Responsibilities

- (i) He / She will be the Accounting and Authorized Officer for the Ministry;
- (ii) Implement the Strategic Plan and other policies for the Ministry;
- (iii) General administration and coordination of the Ministry;
- (iv) Promote National Values and Principles of Governance within the County Public Service;
- (v) Oversee the implementation and monitoring of Human Resources Management initiatives including Human Resource Planning and Performance Management within the Ministry;
- (vi) Spearhead formulation of County Policies related to the Ministry's mandate;
- (vii) Oversee development and implementation of strategies and County sector development plans for the Ministry;
- (viii) Formulate and implement effective programs and plans to attain Vision 2030, Sustainable Development Goals and the County's Five Pillar manifesto;
- (ix) Create linkages and networks with internal and external stakeholders to propagate sector development goals and by extension county objectives;
- (x) Entrench principles of good governance as captured in Chapter six of the constitution of Kenya 2010;
- (xi) Ensure the resources allocated to the Ministry are efficiently utilized;
- (xii) Ensuring compliance with National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- (xiii) Performing any other duties as may be assigned by the County Executive Committee Member.

Requirements for Appointment

- (i) Be a Kenyan citizen;

- (ii) Be in possession of a relevant Bachelor's degree from a university recognized in Kenya;
- (iii) Possession of a Master's degree in a relevant field will be an added advantage;
- (iv) Have experience of not less than 10 years in the relevant field, 5 of which should have been in a senior management position;
- (v) Have excellent communication, organizational and interpersonal skills;
- (vi) Have capacity to work under pressure to meet strict deadlines;
- (vii) Satisfy the requirements of Chapter Six of the Constitution;
- (viii) Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the Constitution of Kenya.

5. CHIEF OFFICER - OFFICE OF THE COUNTY SECRETARY, JOB GROUP 'S' (1 POST)

Job Ref:

Terms of Service: Contract

Salary Scale: Kshs. 133,870 x 6,570 – 140,440 x 6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140 x 13,680 – 182,820 x 14,980 – 197,800 p.m.

Duties and Responsibilities

- (i) He / She will be the Accounting and Authorized Officer;
- (ii) Implement the Strategic Plan and other policies;
- (iii) General administration and coordination;
- (iv) Promote National Values and Principles of Governance within the County Public Service;
- (v) Oversee the implementation and monitoring of Human Resources Management initiatives including Human Resource Planning and Performance Management;
- (vi) Spearhead formulation of County Policies;
- (vii) Oversee development and implementation of strategies and County sector development plans;

- (viii) Formulate and implement effective programs and plans to attain Vision 2030, Sustainable Development Goals and the County's Five Pillar manifesto;
- (ix) Create linkages and networks with internal and external stakeholders to propagate sector development goals and by extension county objectives;
- (x) Entrench principles of good governance as captured in Chapter six of the constitution of Kenya 2010;
- (xi) Ensure the resources allocated to the Ministry are efficiently utilized;
- (xii) Ensuring compliance with National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;

Requirements for Appointment

- (i) Be a Kenyan citizen;
- (ii) Be in possession of a relevant Bachelor's degree from a university recognized in Kenya;
- (iii) Possession of a Master's degree in a relevant field will be an added advantage;
- (iv) Have experience of not less than 10 years in the relevant field, 5 of which should have been in a senior management position;
- (v) Have excellent communication, organizational and interpersonal skills;
- (vi) Have capacity to work under pressure to meet strict deadlines;
- (vii) Satisfy the requirements of Chapter Six of the Constitution;
- (viii) Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the Constitution of Kenya.

6. CHIEF OFFICER – APICULTURE AND FISHERIES, JOB GROUP 'S' (1 POST)

Job Ref:

Terms of Service: Contract

Salary Scale: Kshs. 133,870 x 6,570 – 140,440 x 6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140 x 13,680 – 182,820 x 14,980 – 197,800 p.m.

Duties and Responsibilities

- (i) He / She will be the Accounting and Authorized Officer for the Ministry;
- (ii) Implement the Strategic Plan and other policies for the Ministry;
- (iii) General administration and coordination of the Ministry;

- (iv) Promote National Values and Principles of Governance within the County Public Service;
- (v) Oversee the implementation and monitoring of Human Resources Management initiatives including Human Resource Planning and Performance Management within the Ministry;
- (vi) Spearhead formulation of County Policies related to the Ministry's mandate;
- (vii) Oversee development and implementation of strategies and County sector development plans for the Ministry;
- (viii) Formulate and implement effective programs and plans to attain Vision 2030, Sustainable Development Goals and the County's Five Pillar manifesto;
- (ix) Create linkages and networks with internal and external stakeholders to propagate sector development goals and by extension county objectives;
- (x) Entrench principles of good governance as captured in Chapter six of the constitution of Kenya 2010;
- (xi) Ensure the resources allocated to the Ministry are efficiently utilized;
- (xii) Ensuring compliance with National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- (xiii) Performing any other duties as may be assigned by the County Executive Committee Member.

Requirements for Appointment

- (i) Be a Kenyan citizen;
- (ii) Be in possession of a relevant Bachelor's degree from a university recognized in Kenya;
- (iii) Possession of a Master's degree in a relevant field will be an added advantage;
- (iv) Have experience of not less than 10 years in the relevant field, 5 of which should have been in a senior management position;
- (v) Have excellent communication, organizational and interpersonal skills;
- (vi) Have capacity to work under pressure to meet strict deadlines;
- (vii) Satisfy the requirements of Chapter Six of the Constitution;
- (viii) Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the Constitution of Kenya.

7. CHIEF OFFICER – LOGISTICS AND OPERATIONS, JOB GROUP 'S' (1 POST)

Job Ref:

Terms of Service: Contract

Salary Scale: Kshs. 133,870 x 6,570 – 140,440 x 6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140 x 13,680 – 182,820 x 14,980 – 197,800 p.m.

Duties and Responsibilities

- (i) He / She will be the Accounting and Authorized Officer for the Ministry;
- (ii) Implement the Strategic Plan and other policies for the Ministry;
- (iii) General administration and coordination of the Ministry;
- (iv) Promote National Values and Principles of Governance within the County Public Service;
- (v) Oversee the implementation and monitoring of Human Resources Management initiatives including Human Resource Planning and Performance Management within the Ministry;
- (vi) Spearhead formulation of County Policies related to the Ministry's mandate;
- (vii) Oversee development and implementation of strategies and County sector development plans for the Ministry;
- (viii) Formulate and implement effective programs and plans to attain Vision 2030, Sustainable Development Goals and the County's Five Pillar manifesto;
- (ix) Create linkages and networks with internal and external stakeholders to propagate sector development goals and by extension county objectives;
- (x) Entrench principles of good governance as captured in Chapter six of the constitution of Kenya 2010;
- (xi) Ensure the resources allocated to the Ministry are efficiently utilized;
- (xii) Ensuring compliance with National Values and Principles of Good Governance as outlined in Articles 10 and 232 of the Constitution of Kenya;
- (xiii) Performing any other duties as may be assigned by the County Executive Committee Member.

Requirements for Appointment

- (i) Be a Kenyan citizen;
- (ii) Be in possession of a relevant Bachelor's degree from a university recognized in Kenya;
- (iii) Possession of a Master's degree in a relevant field will be an added advantage;
- (iv) Have experience of not less than 10 years in the relevant field, 5 of which should have been in a senior management position;
- (v) Have excellent communication, organizational and interpersonal skills;
- (vi) Have capacity to work under pressure to meet strict deadlines;
- (vii) Satisfy the requirements of Chapter Six of the Constitution;

- (viii) Demonstrate understanding and commitment to the values and principles as outlined in Article 10 and 232 of the Constitution of Kenya.

OTHER POSITIONS IN THE OFFICE OF THE GOVERNOR

1. CUSTOMER RELATIONS OFFICER III, JOB GROUP 'H' (4 POSTS)

Salary Scale: Kshs. 25,470x1,110-26,580x1,120-27,700x1,150-28,850x1,170-30,020x1,250-31,270x1,300-32,570x1,380-33,950 p.m.

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

Information gathering on topical issues within the Ministry/Department, verifying its authenticity, editing and dispatching the information for dissemination to the public under the guidance of a senior officer.

Requirements for Appointment

For appointment to this grade, a candidate must:

- (i) have Kenya Certificate of Education (KCSE) mean grade C with a minimum of C+ in English or Kiswahili and C in any other relevant subjects or its approved equivalent qualification;
- (ii) have a Diploma in any of the following disciplines: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations or any other approved equivalent qualifications from a recognized Institution; and
- (iii) be proficient in computer applications.

2. CUSTOMER RELATIONS OFFICER II, JOB GROUP 'J' (1 POST)

Terms of Service: Permanent and Pensionable

Salary Scale: Kshs. 31,270 x 1,300 – 32,570 x 1,380 – 33,950 x 1,390 – 35,340 x 1,460 – 36,800 x 1,470 – 38,270 x 1,470 – 39,740 x 1,520 – 41,260 p.m.

Duties and Responsibilities

- (i) gathering information on existing programmes, significant events and the impact on customers and forwarding the same to the head of Department for dissemination;
- (ii) liaising with media practitioners and the public on issues of mutual concern under the guidance of a senior officer.

Requirements for Appointment

Direct Appointment

For direct appointment to this grade, a candidate must:

- (i) be in possession of a Bachelors degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations, Social Sciences or any other approved equivalent qualifications from a recognized University/Institution;
- (ii) be proficient in computer applications.

2. LEGAL COUNSEL – LITIGATION, JOB GROUP “P” (1 POST)

Terms of Service: Permanent and Pensionable

Salary Scale: Kshs. 87,360 X 3,190 – 90,550 X 4,490 – 95,040 X 4,860 – 99,900 X 5,010 – 104,910 X 5,240 – 110,150 X 5,500 – 115,650 X 5,780 – 121,430 p.m.

Duties and Responsibilities

- (i) Maintaining register of legal cases;
- (ii) Liaising with external counsel handling county legal matters;
- (iii) Drafting pleadings and ensuring timely filing at court registries for cases handled internally;
- (iv) Doing initial case assessment and briefs on new or potential litigation matters;
- (v) Ensuring that the discovery process goes on smoothly;
- (vi) Coordinating necessary pre-trial tasks;
- (vii) Taking part in witness preparation;
- (viii) Attending court as may be instructed to represent the County Government

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Legal officer or in a comparable and relevant position in the public service for a minimum period of three (3) years;
- (ii) Bachelor of Laws (LL.B) degree from a recognized university;
- (iii) Postgraduate diploma in legal studies from the Council of Legal Education;
- (iv) is an Advocate of the High Court of Kenya;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

3. PRINCIPAL RECORDS MANAGEMENT OFFICER, JOB GROUP 'N ' (1 POST)

Terms of Service: Permanent and Pensionable

Salary Scale: Kshs.56,370 x 2,750 – 59,120 x 2,920 – 62,040 x 3,080 – 65,120 x 3,440 – 68,560 – 3,590 – 72,150 x 3,790 – 75,940 x 3,800 – 79,740 x 3,810 – 83,550 x 3,810 – 87,360 p.m.

Duties and Responsibilities

- (i) Planning appropriate office accommodation for registries;
- (ii) Preparing and submission of budget estimates for registry services;
- (iii) Initiating appraisal and disposal of files, documents, and records in accordance with government regulations;
- (iv) Supervision, guidance and development of staff working under him/her.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Records Management Officer or in a relevant and comparable position in the Public Service for a minimum period of three (3) years;
- (ii) Shown outstanding professional competence and administrative ability in the management of the records function; and
- (iii) A Masters Degree in Information Science/ Records Management or equivalent qualifications from a recognized institution will be an added advantage.

4. RECORDS MANAGEMENT OFFICER II, JOB GROUP 'J' (1 POST)

Terms of Service: Permanent and Pensionable

Salary Scale: Kshs. 31,270 x 1,300 – 32,570 x 1,380 – 33,950 x 1,390 – 35,340 x 1,460 – 36,800 x 1,470 – 38,270 x 1,470 – 39,740 x 1,520 – 41,260 p.m.

Duties and Responsibilities

- (i) Ensuring that letters are appropriately filed and marked for action officers;
- (ii) Controlling and opening of files and updating file index;
- (iii) Ensuring security of information/ files in the registry;
- (iv) Updating and maintaining an up-to-date file movement register;
- (v) Ascertaining the general cleanliness of the registry;
- (vi) Supervising staff working under him/her.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Records Management Officer III or in a relevant and comparable position in the public service for a minimum period of three (3) years;
- (ii) A Degree in any of the following: Records/ Information Management, Information. Library Science or equivalent qualification from a recognized institution.

5. RECORDS MANAGEMENT OFFICER III, JOB GROUP 'H' (1 POST)

Terms of Service: Permanent and Pensionable

Salary Scale: Kshs. 25,470 X 1,110 – 26,580 X 1,120 – 27,700 X 1,150 – 28,850 X 1,170 – 30,020 X 1,250 – 31,270 X 1,300 – 32,570 X 1,380 – 33,950 p.m.

Duties and Responsibilities

- (i) Receiving, sorting, opening, filing, minuting and distribution of mail;

- (ii) Dispatching of mails; and
- (iii) Guiding on files disposal.

Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) KCSE mean grade C plain from KNEC or equivalent qualifications from a recognized institution, and
- (ii) A Diploma in Records/ Information Management or equivalent qualifications from a recognized institution.

6. DIGITAL VIDEO PRODUCER, JOB GROUP 'K' (1 POST)

Terms of Service: Permanent and Pensionable

Salary Scale: Kshs. 38,270x1,470-39,740x1,520-41,260x1,710-42,970x1,920-44,890x2,000-46,890x2,110-49,000x2,170-51,170 p.m.

Duties and Responsibilities

- (i) Shooting and editing video content;
- (ii) Editing and repackaging video content for use on the website and distribution on social media;
- (iii) Sharing video content on social media platforms;
- (iv) Using analytics and data on video content to decide on video content that works;
- (v) Creating graphics for use in videos.

Requirements for Appointment

- (i) Bachelor's degree in Communication or Journalism or multi-media or digital media.
- (ii) At least three (3) years' experience in creative video production in a local or international newsroom or agency.
- (iii) Experience with, and strong knowledge of video shooting and editing software (especially Final Cut ProX);
- (iv) Advanced knowledge of social media and web content and how to make platform-specific and engaging content;
- (v) Knowledge of graphics and animation will be an added advantage.
- (vi) Generate creative video content for social media platforms;
- (vii) Camera work: Video editing; scripting and graphic creation;
- (viii) Ability to write catchy headlines and titles for video content;
- (ix) Conversant with YouTube and other video players;
- (x) Good communication skills;
- (xi) Good interpersonal skills and work ethic.

7. PUBLIC RELATIONS & COMMUNICATION OFFICER II, Job Group 'J' (1 Post)

Terms of Service: Permanent and Pensionable

Salary Scale: Kshs. 31,270 x 1,300 – 32,570 x 1,380 – 33,950 x 1,390 – 35,340 x 1,460 – 36,800 x 1,470 – 38,270 x 1,470 – 39,740 x 1,520 – 41,260 p.m.

Duties and Responsibilities

- (i) Research, compilation and presentation of basic information for use in the preparation and production of communications content for Kitui County government projects and activities.
- (ii) Research various information sources for relevant material and cross-check information with appropriate staff as required.
- (iii) Identify and prepare material for inclusion in appropriate Kitui County government online space – website or social media handles.

- (iv) Take photos and videos with captions for documentation of our work during Kitui County government events/activities.
- (v) Participate in the planning and coordination of major events in liaison with relevant departments/program.
- (vi) Media support for Kitui County government events including producing banners, posters and media stories
- (vii) Update website to include drafting and creating new pages using content management systems and editing of blogs.
- (viii) Undertaking administrative and logistical roles of the communications portfolio.
- (ix) Perform other duties as assigned.

Requirements for Appointment

- (i) A Degree in communications, journalism or related field (Bachelor's level or equivalent) with knowledge of program administration.
- (ii) Understanding use of diverse social media platforms as communications tools.
- (iii) Practical knowledge in creative design using different applications.
- (iv) Practical knowledge in videography and photography.
- (v) Practical knowledge in web design.
- (vi) Excellent verbal and written communication skills. Ability to interpret, inform and engage.

8. PUBLIC RELATIONS & COMMUNICATION ASSISTANT III, Job Group 'H' (3 Posts)

Salary Scale: Kshs. 25,470x1,110-26,580x1,120-27,700x1,150-28,850x1,170-30,020x1,250-31,270x1,300-32,570x1,380-33,950 p.m.

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- (i) Research, compile and present basic information for use in the preparation and production of communications content for Kitui County government projects and activities.
- (ii) Research various information sources for relevant material and cross-check information with appropriate staff as required.
- (iii) Identify and prepare material for inclusion in appropriate Kitui County government online space – website or social media handles.

- (iv) Take photos and videos with captions for documentation of our work during Kitui County government events/activities.
- (v) Participate in the planning and coordination of major events in liaison with relevant departments/program.
- (vi) Media support for Kitui County government events including producing banners, posters and media stories
- (vii) Update website to include drafting and creating new pages using content management systems and editing of blogs.
- (viii) Undertaking administrative and logistical roles of the communications portfolio.
- (ix) Perform other duties as assigned.

Requirements for Appointment

- (i) A Diploma in communications, journalism or related field (Bachelor's level or equivalent) with knowledge of program administration.
- (ii) Understanding use of diverse social media platforms as communications tools.
- (iii) Practical knowledge in creative design using different applications.
- (iv) Practical knowledge in videography and photography.
- (v) Practical knowledge in web design.
- (vi) Excellent verbal and written communication skills. Ability to interpret, inform and engage.

9. GRAPHICS DESIGNER, Job Group 'J' (1 post)

Terms of Service: Permanent and Pensionable

Salary Scale: Kshs. 31,270 x 1,300 – 32,570 x 1,380 – 33,950 x 1,390 – 35,340 x 1,460 – 36,800 x 1,470 – 38,270 x 1,470 – 39,740 x 1,520 – 41,260 p.m.

Duties and Responsibilities

- (i) Design graphics for use in media products such as magazines, labels, advertising and signage for our brands
- (ii) Study the design briefs and create engaging graphics out of it; design web pages, brochures, logos, signs, books, magazine covers, annual reports,
- (iii) advertisements and other communication materials
- (iv) Meet with brand owners to gain an understanding of what they want their proposed communications to look like

- (v) Create or incorporate illustrations, pictures, and designs to reflect the desired theme and tone of the communications
- (vi) Create these materials by hand or using technology and computer software programs such as Photoshop, Illustrator, InDesign and more
- (vii) Determine size and arrangement of copy and illustrative material as well as font style and size
- (viii) Produce drafts for review by clients and make revisions based on the feedback received
- (ix) Review final productions for errors and ensure that final prints reflect client specifications

Requirements for Appointment

- (i) Bachelor's Degree in Graphic Design or a relevant field from a recognized institution
- (ii) 2 years' experience in graphic design work
- (iii) Excellent IT skills, especially with design and photo editing software
- (iv) Exceptional creativity and innovation
- (v) Excellent time management and organizational skills
- (vi) Accuracy and attention to detail
- (vii) Professional approach to time deadline
- (viii) Excellent communication skills
- (ix) Demonstrated team skills
- (x) Ability to make decisions independently

10. SOUND TECHNICIAN, Job Group 'H' (1 Post)

Salary Scale: Kshs. 25,470x1,110-26,580x1,120-27,700x1,150-28,850x1,170-30,020x1,250-31,270x1,300-32,570x1,380-33,950 p.m.

Terms of Service: Permanent & Pensionable

Duties and Responsibilities

- (i) assessing the acoustics of the performance area and assemble and operate the necessary equipment
- (ii) consulting with producers and performers to determine the sound requirements
- (iii) selecting, positioning, adjusting and operating the equipment used for amplification and recording

- (iv) applying technical knowledge of sound recording equipment to achieve the determined artistic objectives
- (v) recording sound onto digital audio tape or hard disk recorders
- (vi) monitoring audio signals to detect sound-quality deviations or malfunctions
- (vii) anticipating and correcting any problems
- (viii) maintaining and repairing sound equipment.
- (ix) integrating (synchronise) pre-recorded audio (dialogue, sound effects and music) with visual content
- (x) re-recording and synchronising audio (post-syncing)
- (xi) mixing and balancing speech, effects and music
- (xii) creating and altering sound effects for use in films, television, etc.

Requirements for Appointment

- (i) Diploma in Sound production from a recognized institution
- (ii) Must be conversant with editing Software such as Cool Edit Pro, Pro Tools and Adobe Audition for editing and production purposes
- (iii) Must be fully conversant with Cubase Pro Music Production software
- (iv) Conversant with contemporary and future trends and dynamics of the Sound industry
- (v) Experience in radio production will be an added advantage.

11. SENIOR SECURITY OFFICER, JOB GROUP 'L' (1 Post)

Salary Scale: Kshs. 42,970x1,920-44,890x2,000-46,890x2,110-49,000x2,170-51,170x2,550-53,720x2,650-56,370x2,750-59,120 p.m.

Terms of Service: Permanent

a) Duties and Responsibilities

- i. responsible for training of staff under him/her;
- ii. maintaining records of acts of unlawful interference;
- iii. updating of emergency procedures and contingency planning;
- iv. maintaining crimes and incidents records and charts;
- v. security surveys;

- vi. inspections and threat assessment;
- vii. investigations and prosecution;
- viii. making periodic returns on operational affairs;
- ix. planning and designing of security documents such as passes and registers; and
- x. attending security meetings.

b) Requirements for Appointment

For appointment to this grade, an officer must:

- (i). A Bachelor's Degree in Social Science (Sociology, History, Philosophy, anthropology) from a recognized university);
- (ii). Have served satisfactorily in the grade of Security Officer I, Job Group 'K' for at least three (3) years;
- (iii). Have acquired the Adult First Aid Certificate;
- (iv). Valid Basic First Aid Certificate;
- (v). Attended Approved Security Course at Administration Police Training College (A.P.T.C) Criminal Investigation Department (C.I.D.) Training Schools, Military Training Institute or other similar institutions;
- (vi). Have undergone a management course at a recognized institution.

12. ENFORCEMENT CONSTABLE, Job Group 'F' (100 Posts)

TERMS OF SERVICE: Permanent & Pensionable

SALARY SCALE: Kshs. 16,890x680-17,570x700-18,270x780-19,050x800-19,850x950-20,800 p.m.

Qualifications

- (i) Kenya Certificate of Secondary Education mean Grade D Plus (D+);
- (ii) be aged between eighteen (18) and twenty-six (26) years;
- (iii) be in possession of a Certificate of Good Conduct from the National Police Service; and

- (iv) be physically and mentally fit.

Duties and responsibilities

- (i) enforcing laws, policies, standards, regulations and procedures in the area of jurisdiction;
- (ii) collaborating with relevant agencies in performance of work;
- (iii) assisting police or any other authority in investigation of violation of laws;
- (iv) identifying areas of violation and preparing reports;
- (v) maintaining records relating to enforcement activities; and
- (vi) undertaking any other duties relating to enforcement work.

13. ENFORCEMENT SUPERINTENDENT, Job Group 'L' (1 Post)

Duties and responsibilities

- (i) Development and Implementation of Enforcement and Security Practices and Strategies;
- (ii) Planning, coordination and administration of County Security Service Division;
- (iii) Implement, monitor and evaluate Training and development programmes for enforcement officers;
- (iv) Carrying out risk and audit assessment for the County Government security systems;
- (v) Liaise with relevant security agencies; attend senior security personnel meetings;
- (vi) advising the respective authority on mitigation measures;
- (vii) Manage and supervise Security Service function including welfare and discipline of county enforcement staff;
- (viii) Coordination of related work on enforcement and security matters and prepare reports for consideration by the County Government Enforcement and Security Advisory Committee;
- (ix) Enforcement of County Laws and regulations;
- (x) ensuring compliance with the National Values and Principles of good governance as outlined in Articles 10 and 232 of the Constitution of Kenya; and
- (xi) Performing any other duties assigned from time to time.

Qualifications

For appointment to this grade a candidate must have:

- (i) Bachelor of Arts degree in Criminology, Psychology, Sociology or any other related Social Science from a recognized University;
- (ii) served for a period of at least five (5) years in a relevant and comparable field in the Public Service, preferably in the Kenya Police Service, Prisons Service or Kenya Defence Forces;
- (iii) demonstrate thorough understanding of County development objectives and Vision 2030;
- (iv) demonstrate high integrity, good communication skills, interpersonal relationship and be a team player;
- (v) meet the requirements prescribed in Chapter Six (6) of the Constitution on leadership and integrity;
- (vi) Terms of Service: Three (3) years Renewable Contract based on agreed performance levels.

14. REVENUE CLERK II, JG 'F' (75 Posts)

TERMS OF SERVICE: Permanent & Pensionable

SALARY SCALE: Kshs. 16,890x680-17,570x700-18,270x780-19,050x800-19,850x950-20,800 p.m.

Duties and Responsibilities

- i. Prompt collection, accounting and banking of all revenue;
- ii. Preparation and submission of daily/weekly and monthly revenue collection reports;
- iii. Accountable of all official revenue documents under their custody.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C- Minus or its approved equivalent;
- (ii) Proficiency in computer applications; and
- (iii) Proof of current engagement with the Kitui County Government will be an added advantage.

15. SENIOR REVENUE CLERK II, JG 'H' (5 Posts)

TERMS OF SERVICE: Permanent & Pensionable

Salary Scale: Kshs. 25,470x1,110-26,580x1,120-27,700x1,150-28,850x1,170-30,020x1,250-31,270x1,300-32,570x1,380-33,950 p.m.

Duties and Responsibilities

- i. Prompt collection, issuance of official receipts, accounting and banking of all revenue;
- ii. Preparation and submission of daily/weekly and monthly revenue collection reports;
- iii. Accountable of all official revenue documents under their custody.

Requirements for Appointment

For appointment to this grade, a candidate must be in possession of:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C- Minus or its approved equivalent;
- (ii) Two (2) years' relevant experience;
- (iii) Proficiency in computer applications; and
- (iv) Proof of current engagement with the Kitui County Government will be an added advantage.

16. SENIOR SUPPORT STAFF, JG 'D' (8 posts)

TERMS OF SERVICE: Permanent & Pensionable

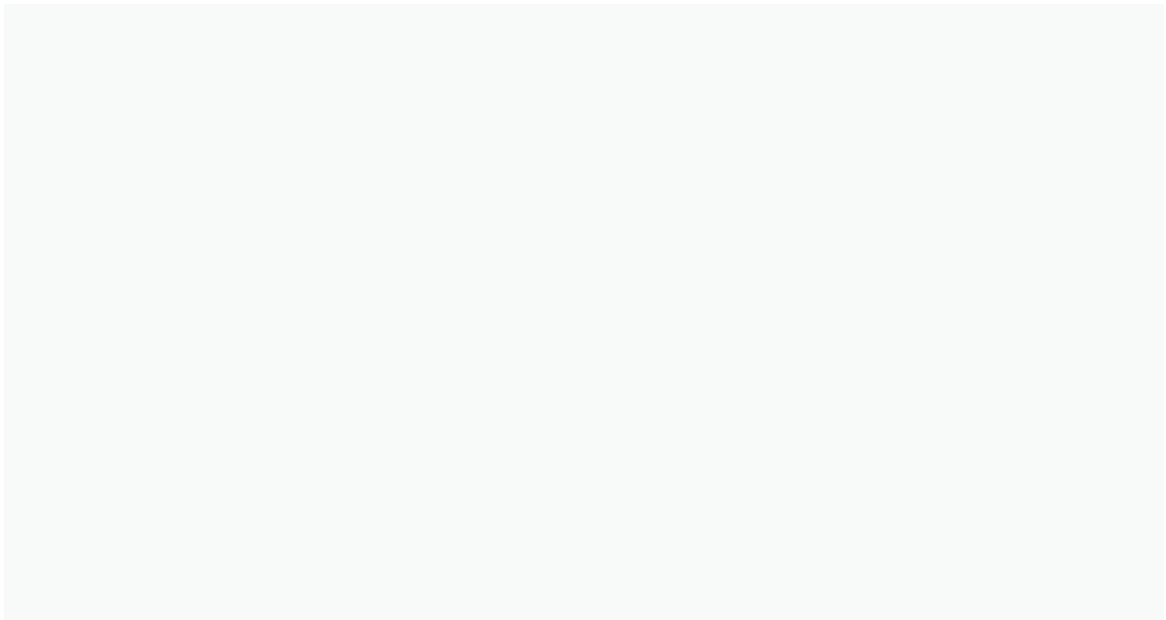
SALARY SCALE: Kshs. 14,610x510-15,120x550-15,670x580-16,250 pm

Duties and Responsibilities

- i. undertaking cleaning duties in the area of deployment;
- ii. performing messengerial duties;
- iii. preparing tea and washing utensils; and
- iv. undertaking any other related duties.

Requirements for Appointment

- i. Kenya Certificate of Secondary Education (K.C.S.E) mean grade D plain or its approved equivalent.
- ii. Certificate of Good Conduct.
- iii. A good School Leaving Certificate.



MINISTRY OF HEALTH AND SANITATION

1. Medical Specialist 1- Anesthesiologist, Job Group 'Q' (1 Post)

Terms of Service: Permanent and Pensionable

Salary Scale: Kshs. 99,900 X 5,010 – 104,910 X 5,240 – 110,150 X 5,500 – 115,650 X 5,780 – 121,430 X 6,070 – 127,500 X 6,370 – 133,870 p.m.

Duties and Responsibilities

- i. Administering pain relief before, during, and after medical procedures
- ii. Monitoring patients' vital signs during procedures
- iii. Supervising Anesthesia Assistants and Certified Registered Nurse Anesthetists

- iv. Approving general, sedative, regional, or local anesthetics
- v. Reviewing medical files and lab results
- vi. Informing patients of risks associated with anesthesia
- vii. Complying with medical and hospital procedures policy

For appointment to this grade, a candidate must:

- i. Have served as an Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board
- iii. Master's degree in, Anaesthesia.
- iv. Certificate of Registration by the Medical Practitioners and Dentists Board;
- v. Valid practicing license from Medical Practitioners and Dentists Board
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution
- vii. Certificate in computer application skills from a recognized institution
- viii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

2. Medical Specialist 1- Physician, Job Group 'Q' (1 Post)

Salary Scale: Kshs. 99,900 X 5,010 – 104,910 X 5,240 – 110,150 X 5,500 – 115,650 X 5,780 – 121,430 X 6,070 – 127,500 X 6,370 – 133,870 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Formulation, implementation and review of all health policies, regulations, standards, guidelines and protocols
- ii. Reviewing patients and instructing in writing all the recommendations

- iii. Undertaking "Second-on-Call" duties including clerking, investigating and managing patients
- iv. Conducting weekly clinics
- v. Conducting research and clinical audits
- vi. Training, supervising and mentoring Medical Officers, Medical Interns and other students
- vii. Undertaking medico-legal duties
- viii. Undertaking medical examinations and preparing Medical Board Proceedings
- ix. Ensuring data and information is collected, transmitted and utilized to benefit of the customer and service provider
- x. Conducting disease surveillance, prevention and control
- xi. Carrying out health education and promotion

For appointment to this grade, a candidate must:

- i. Served as an Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board;
- iii. Master's degree in Internal Medicine.
- iv. Certificate of Registration by the Medical Practitioners and Dentists Board
- v. Valid practicing license from Medical Practitioners and Dentists Board
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution
- vii. Certificate in computer application skills from a recognized institution;
- viii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

3. Medical Officer, Job Group 'M' (7 Posts)

Salary Scale: Kshs. 49,000X2,170-51,170X2,550-53,270X2,650-56,370X2,750-59,120X2,920-62,040X3,080-65,120 p.m.

**Terms of Service: Permanent and Pensionable
Duties and Responsibilities**

- i. Diagnosing, caring and treating diseases
- ii. Performing medical and surgical procedures
- iii. Preparing and responding to emergencies and disasters
- iv. Participating in management of medicines, medical instruments and equipment;
- v. Providing health education
- vi. Maintaining medical records, health Information and data
- vii. Counselling patients and their relatives on diagnoses and bereavement
- viii. Teaching and coaching medical students, nursing students and clinical officer interns; and preparing requisite documents for registration.

For appointment to this grade, a candidate must:

- i. Bachelor of Medicine and Bachelor of Surgery (M.B; Ch.B.) degree from a recognized by Medical Practitioners and Dentists Board
- ii. successfully completed one (1) year Internship from a recognized institution
- iii. Registration license from the Medical Practitioners and Dentists Board
- iv. Certificate in computer application skills from a recognized institution.

4. Clinical Officer –Psychologist, Job Group ‘K’ (1 Post)

Salary Scale: Kshs. 38,270x1,470-39,740x1,520-41,260x1,710-42,970x1,920-44,890x2,000-46,890x2,110-49,000x2,170-51,170 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Provision of psychology and mental health services to patients in the outpatient department using current guidelines and protocols.
- ii. Provision of psychological assessment and services to staff

- iii. Giving continuous medical education on a regular basis.
- iv. Undertake requisite professional development activities
- v. Performing any other duties delegated by your respective supervisor.

For appointment to this grade, a candidate must:

- i. Degree in Clinical Medicine and Surgery with a higher diploma in Psychology.
- ii. Be recognized and registered by Clinical Officers Council
- iii. Have a minimum of two years' experience.
- iv. Have in depth understanding of management of common mental health conditions both inpatient and outpatient care.

5. Clinical Officer, Job Group H (5 Posts)

Salary Scale: Kshs. 38,270x1,470-39,740x1,520-41,260x1,710-42,970x1,920-44,890x2,000-46,890x2,110-49,000x2,170-51,170 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Taking history
- ii. Examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility
- iii. Implementing Community Health Care activities in liaison with other health workers

- iv. Guiding and counseling patients' clients and staff on health issues
- v. sensitizing patients and clients on preventive and promotive health
- vi. carrying out minor surgical procedures as per training and skill
- vii. collecting and compiling clinical data; and referring patients and clients to appropriate health facilities.

For appointment to this grade, a candidate must:

- i. Diploma in Clinical Medicine from a recognized institution
- ii. Certificate of Registration from the Clinical Officers' Council
- iii. Certificate in Computer Application Skills from a recognized institution

6. Nutrition and Dietetics Officer, Job Group H (2 posts)

Salary Scale: Kshs. 25,470x1,110-26,580x1,120-27,700x1,150-28,850x1,170-30,020x1,250-31,270x1,300-32,570x1,380-33,950 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Conducting nutrition assessment, nutrition screening and referring cases to various existing programs
- ii. Collecting dietetic nutrition data
- iii. Carrying out child growth monitoring and promotion activities
- iv. Conducting routine weight monitoring for expectant women
- v. Assisting in lifestyle disease prevention and management programs
- vi. Running Out Patient Supplementary Feeding Programs and out Patient Therapeutic Feeding Programs (SFP and OTP)
- vii. carrying out micronutrient supplementation
- viii. Preparing monthly reports for use in planning and monitoring nutrition programs
- ix. Following up on home-based nutrition care
- x. Promoting baby friendly hospital and community initiatives
- xi. Carrying out nutrition education and counseling of patients in health care facilities
- xii. Promoting consumption of fortified foods and dietary diversification at the community and facility level.

For appointment to this grade, a candidate must:

- i. Diploma in any of the following disciplines: Foods, Nutrition and Dietetics, Dietetics/ Clinical Nutrition, Food Science and Nutrition or Home Economics from a recognized institution;
- ii. Have Registration by the Council of the Institute of Nutritionists and Dieticians (CIND); and
- iii. Have a Certificate in Computer Application Skills from a recognized institution

Senior Clinical Officer –Anaesthetist, Job Group K, (8 Posts)

Salary Scale: Kshs. 38,270 x 1,470 - 39,740 x 1,520 - 41,260 x 1,710 - 42,970 x 1,920-44,890 x 2,000 - 46,890 x 2,110 - 49,000 x 2,170 - 51,170 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Administration of Anesthesia to patients undergoing minor and major surgery the theatre.
- ii. Monitoring patient's vital signs and organ functions during surgery
- iii. ensuring patients successful recovery of patients who have undergone surgery
- iv. Maintenance of anesthesia machines

For appointment to this grade, a candidate must:

- i. Degree in Clinical Medicine and Surgery with a higher diploma in Anesthesia.
- ii. A minimum of 3 years' experience.
- iii. Registered by the Kenya Clinical Officers Council and in possession a valid practice license.

7. Registered Nurse III, Job Group H (15 Posts)

Salary Scale: Kshs. 25,470x1,110-26,580x1,120-27,700x1,150-28,850x1,170-30,020x1,250-31,270x1,300-32,570x1,380-33,950 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Providing appropriate healthcare service including Integrated Management of Childhood illness (IMCI)
- ii. Immunization
- iii. Prevention of Mother to Child Transmission (PMTCT)
- iv. Ante-natal care and delivery

- v. Providing health education and counselling to patients/clients and community on identified health needs
- vi. Referring patients and clients appropriately
- vii. Facilitating patients' admission and initiating discharge plans
- viii. Maintaining records on patient's/client's health condition and care
- ix. Ensuring a tidy and safe clinical environment
- x. Collecting and compiling data

For appointment to this grade, a candidate must:

- i. Diploma in any of the following disciplines: Kenya Registered Community, Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/ Midwifery or Kenya Registered Nursing Mental Health and Psychiatry from a recognized institution
- ii. Registration Certificate issued by the Nursing Council of Kenya
- iii. Valid practicing license from Nursing Council of Kenya
- iv. Certificate in computer application skills from a recognized institution.

8. Laboratory Technologist III, Job Group "H" (6 Posts)

Salary Scale: Kshs. 25,470x1,110-26,580x1,120-27,700x1,150-28,850x1,170-30,020x1,250-31,270x1,300-32,570x1,380-33,950 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Cleaning and sterilizing laboratory glass ware, surfaces and equipment
- ii. Documenting and receiving samples for analysis
- iii. Preparing laboratory reagents
- iv. Carrying out chemical/microbiological analysis on samples (food, water, waste waters and beverages)
- v. Extracting, isolating and identifying drugs, pesticides and heavy metals from biological and miscellaneous samples; and
- vi. Disposing laboratory waste.

For appointment to this grade, a candidate must:

- i. Diploma in Medical Laboratory Technology from a recognized institution.
- ii. Certificate in Computer application skills from a recognized institution.

9. Radiographer III, Job Group 'H' (4 Posts)

Salary Scale: Kshs. 25,470x1,110-26,580x1,120-27,700x1,150-28,850x1,170-30,020x1,250-31,270x1,300-32,570x1,380-33,950 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Providing radiographic services to the patients;
- ii. Processing, verifying and maintaining information relating to patients;
- iii. Ordering and maintaining records of radiographic and photographic supplies.

For appointment to this grade, a candidate must:

- i. Diploma in any of the following: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution.
- ii. Certificate in computer application skills from a recognized institution.

10. Theatre Nurse, Job Group 'H' (7 Posts)

Salary Scale: Kshs. 25,470x1,110-26,580x1,120-27,700x1,150-28,850x1,170-30,020x1,250-31,270x1,300-32,570x1,380-33,950 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Theatre nurses provide high standards of skilled care and support during the perioperative' journey

- ii. Assessing, planning, implementation nursing interventions and evaluating patient's outcomes
- iii. Preoperative assessment of patient
- iv. Receive, assess and deliver care on the patient's arrival into the post anesthetic care unit
- v. Monitor the patient's health and support them, providing appropriate care and treatment until the patient has recovered from the effects of the anesthesia and/or surgery and is stable
- vi. Assess the patient in order to ensure they can be discharged back to a surgical ward area;
- vii. Evaluate the care given during the perioperative phases (anesthetics, surgery, and recovery)
- viii. Any other duty as may be assigned from time to time.

For appointment to this grade, a candidate must:

- i. Must have a Diploma in Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, from a recognized institution;
- ii. Must have a Higher Diploma in Theatre Nursing or equivalent qualification from a recognized institution;
- iii. Registration certificate issued by the Nursing Council of Kenya
- iv. Valid Practicing license from Nursing Council of Kenya
- v. Must be a professional of high integrity, intelligence and energy
- vi. Must have good inter-personal and communication skills
- vii. Proficiency in computer applications.

11. ICU Nurse, Job Group 'H' (6 Posts)

Salary Scale: Kshs. 25,470x1,110-26,580x1,120-27,700x1,150-28,850x1,170-30,020x1,250-31,270x1,300-32,570x1,380-33,950 p.m.

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Initiation of patient care and machine monitoring in the critical care unit
- ii. Nursing care prior to and following specialized surgery

- iii. Organizing for and coordinating continuous medical education for staff on critical care
- iv. Ensuring a safe environment for care of critical patients
- v. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes
- vi. Diagnosing common health conditions
- vii. Referring patients and clients appropriately
- viii. Facilitating patients' admission and initiating discharge plans
- ix. Maintaining records on patients'/client's health condition and care.

For appointment to this grade, a candidate must:

- i. Be a holder of a Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, from a recognized institution
- ii. Must be a holder of a Higher Diploma in Critical care nursing from a recognized institution
- iii. Possess a Registration Certificate issued by the Nursing Council of Kenya
- iv. Possess a valid practicing license from the Nursing Council of Kenya; and
- v. Have shown merit and ability as reflected in work performance and results.