MINISTRY OF HEALTH
OFFICE OF THE PRINCIPAL SECRETARY

Telephone: Nairobi 254 -20 -2717077
Fax: 254 -20 -2719008
Email: pshealthke@gmail.com.
When replying please quote:

REF: MOH/HR/70/ (60) 8th January, 2018

To:

All Principal Secretaries
The Solicitor General, State Law Office & Department of Justice
The Principal Administrative Secretary, Office of the Deputy President
The Principal Administrative Secretary, Office of the Chief of Staff and Head of the Public Service
The Private Secretary/Comptroller of State House
The Secretary/CEO, Public Service Commission of Kenya
The Inspector General-National Police Service
The Clerk, National Assembly
The Chief Registrar, Judiciary
The Director General, NIS
The Secretaries-County Governments’
All Heads of Departments / Units /Facilities

INTERNAL ADVERTISEMENT FOR VACANT POSTS IN THE MINISTRY OF HEALTH

Applications are invited from suitably qualified Officer serving in the Public service for the following vacant posts in the Ministry Health.

<table>
<thead>
<tr>
<th>Designation</th>
<th>J/G</th>
<th>No. of Posts</th>
<th>Advert No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assistant Chief Radiation Protection Officer</td>
<td>P</td>
<td>6</td>
<td>7/2017</td>
</tr>
<tr>
<td>Principal Radiation Protection Officer</td>
<td>N</td>
<td>3</td>
<td>8/2017</td>
</tr>
<tr>
<td>Senior Radiation Protection Officer</td>
<td>M</td>
<td>9</td>
<td>9/2017</td>
</tr>
<tr>
<td>Assistant Director Nursing Services</td>
<td>P</td>
<td>14</td>
<td>10/2017</td>
</tr>
<tr>
<td>Principal Nursing Officer</td>
<td>N</td>
<td>16</td>
<td>11/2017</td>
</tr>
<tr>
<td>Chief Nursing Officer</td>
<td>M</td>
<td>24</td>
<td>12/2017</td>
</tr>
<tr>
<td>Senior Principal Registered Nurse</td>
<td>P</td>
<td>2</td>
<td>13/2017</td>
</tr>
<tr>
<td>Position</td>
<td>Gender</td>
<td>Grade</td>
<td>Date</td>
</tr>
<tr>
<td>---------------------------------------------------------------</td>
<td>--------</td>
<td>-------</td>
<td>--------</td>
</tr>
<tr>
<td>Principal Registered Nurse (Mathari Hospital)</td>
<td>N</td>
<td>60</td>
<td>14/2017</td>
</tr>
<tr>
<td>Principal Registered Nurse</td>
<td>N</td>
<td>6</td>
<td>15/2017</td>
</tr>
<tr>
<td>Chief Registered Nurse (Mathari Hospital)</td>
<td>M</td>
<td>65</td>
<td>16/2017</td>
</tr>
<tr>
<td>Chief Registered Nurse</td>
<td>M</td>
<td>5</td>
<td>17/2017</td>
</tr>
<tr>
<td>Senior Registered Nurse (Mathari Hospital)</td>
<td>L</td>
<td>19</td>
<td>18/2017</td>
</tr>
<tr>
<td>Senior Registered Nurse</td>
<td>L</td>
<td>5</td>
<td>19/2017</td>
</tr>
<tr>
<td>Senior Enrolled Nurse II</td>
<td>K</td>
<td>5</td>
<td>20/2017</td>
</tr>
<tr>
<td>Assistant Director Medical Services/Medical Specialist II</td>
<td>P</td>
<td>16</td>
<td>21/2017</td>
</tr>
<tr>
<td>Assistant Director, Public Health</td>
<td>P</td>
<td>17</td>
<td>22/2017</td>
</tr>
<tr>
<td>Principal Assistant Public Health Officer</td>
<td>N</td>
<td>4</td>
<td>23/2017</td>
</tr>
<tr>
<td>Chief Public Health Officer</td>
<td>M</td>
<td>7</td>
<td>24/2017</td>
</tr>
<tr>
<td>Chief Assistant Public Health Officer</td>
<td>M</td>
<td>36</td>
<td>25/2017</td>
</tr>
<tr>
<td>Senior Assistant Public Health Officer</td>
<td>L</td>
<td>7</td>
<td>26/2017</td>
</tr>
<tr>
<td>Assistant Director Health Records and Information Management</td>
<td>P</td>
<td>6</td>
<td>27/2017</td>
</tr>
<tr>
<td>Assistant Principal Health Records and Information Management</td>
<td>N</td>
<td>6</td>
<td>28/2017</td>
</tr>
<tr>
<td>Assistant Chief Health Records and Information Management</td>
<td>M</td>
<td>7</td>
<td>29/2017</td>
</tr>
<tr>
<td>Senior Assistant Health Records and Information Management</td>
<td>L</td>
<td>5</td>
<td>30/2017</td>
</tr>
</tbody>
</table>

Interested and qualified candidates are requested to make their applications by completing one application form PSC.2 (Revised 2016). The form may be downloaded from the Public Service Commission of Kenya Website [www.publicservice.go.ke](http://www.publicservice.go.ke). Or from the Ministry of Health website [www.health.go.ke](http://www.health.go.ke).

Completed PSC 2 (revised 2016) forms together with the certified copies of the applicants’ academic/professional certificates, letter of appointment/promotion to the current grade and identity card should reach the Principal Secretary, Ministry of Health, P O. Box 30016-00100 or hand delivered in the Ministry of Health, Afya House 3rd floor room 304 on or before 29th January, 2018.

Short listed Candidates shall be required to produce originals of their Identity Card, academic and professional certificates and a letter of appointment/promotion to their current substantive position during their interviews.
VACANCY NO. 7/2017

ASSISTANT CHIEF RADIATION PROTECTION OFFICER, JOB GROUP ‘P’- SIX (6) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: - Ksh. 81,940x4,100-86,040x4,300-90,340x4,510-94,850x4,750-
99,600x4,980-104,580x5,220-109,800 per month.

a) Duties and Responsibilities

Work at this level involves participation in the total management of radiation and safety measures, including radiological emergency preparedness and response at district and/or Provincial levels. This includes the administration and management of all round resources; preparations for issuance of radiation licenses; induction of new officers; public education on radiation protection matters; research in the fields of public and medical exposure; offering consultancy services on behalf of the Radiation Protection Board to users of radiation facilities; development of general codes of practice and regulations for users of ionizing radiation; evaluation of charge sheets and initiate prosecution of offenders and any other duties that may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must: -

(i) served for cumulative Ten (10) years of service in this field three of which must have been in the grade of Senior Radiation Protection Officer, job group ‘M’ and above or a comparable and relevant position in the public service.

(ii) Bachelor of Science degree in radio-physics, radiochemistry, biophysics, medical physics, health physics, physical sciences with topics in atomic, radiation and nuclear sciences or nuclear engineering from a recognized university.

(iii) Master of Science degree in radiophysics, biophysics, radiochemistry, medical physics, health physics, nuclear science, nuclear safety, radiation and environmental protection, nuclear engineering, physical sciences with a bias in atomic, radiation or nuclear sciences from a recognized institution.

(iv) Certificate in Senior Management Course lasting not less than 4 weeks
from a recognized institution.

(v) shown merit and ability as reflected in work performance and results.

VACANCY NO. 8/2017

PRINCIPAL RADIATION PROTECTION OFFICER, JOB GROUP ‘N’- THREE (3) POSTS

Terms of Service: Permanent and Pensionable


(a) Duties and Responsibilities

Work at this level involves general coordination of radiation surveys for a group of radiation facilities in a District and/or environmental radiation monitoring. The officer shall be responsible for the development of codes of practice in collaboration with the producers of disused material. He/She will also be responsible for the development of radiological emergency preparedness plans for user of radioactive materials and may be called upon to run the National Radiation Protection Laboratory and or direct relevant project research on behalf of the competent authority in the Radiation Protection matters.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

(i) have served in the grade of Senior Radiation Protection Officer or a comparable and relevant position in the public service for at least three (3) years;
(ii) be well versed with both local and international guidelines for safe use of radiation sources;
(iii) have attended a management course lasting not less than four (4) weeks from a recognized institution; and
(iv) Shown merit and ability as reflected in work performance and results.

VACANCY NO. 9/2017

SENIOR RADIATION PROTECTION OFFICER, JOB GROUP ‘M’- Nine (9) POSTS
Terms of Service: Permanent and Pensionable

Salary Scale: - Ksh 44,750x2,050-46,800x2,380-49,180x2,480-51,660x2,570-
54,230x2,740-56,970x2,890-59,860 per month.

(a) Duties and Responsibilities
Work at this level involves management of radiation health and safety measures of
radiation facility as defined in the radiation protection act. Specifically, work entails
evaluation of radiation survey results; enforcement of the Radiation Protection Act
and regulations made thereof; management of a section or department of the
national radiation protection laboratory; involvement in the development of nuclear
instrumentation and preparation of charge sheet an prosecution of violators of
Radiation Protection Act.

(b) Requirements for Appointment
For appointment to this grade, an officer must have;
(i) Served in the grade of Radiation Protection Officer I or a comparable and
relevant position in the public service for at least three (3) years;
(ii) Shown merit and ability as reflected in work performance and results.

VACANCY NO. 10/2017
ASSISTANT DIRECTOR, NURSING SERVICES JOB GROUP ‘P’- FOURTEEN (14)
POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: - Ksh. 81,940x4,100-86,040x4,300-90,340x4,510-94,850x4,750-
99,600x4,980-104,580x5,220-109,800 per month

(a) Duties and Responsibilities
Duties and responsibilities at this level will include: coordinating development of policies, standards and guidelines in the provision of nursing services; ensuring application of the nursing process at the service delivery unit of specialization; carrying out comprehensive health needs assessment in the area of specialization; formulating interventions to address identified health needs; monitoring and evaluating health care services in a health facility; coordinating implementation of nursing related projects and programmes; coordinating the provision of appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization and reproductive health; coordinating preparation of training plans/programmes for nurses at the service delivery department; providing quantification and specifications for procurement of medical supplies and equipment; conducting research and preparing -reports; advising Health/Hospital Management Team (HMT) on matters relating to Nursing Services; implementing continuing professional development programmes for nurses; preparing strategic/annual work plans in a health facility; and coaching and mentoring staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for cumulative Twelve (12) years of service, Three (3) of which must have been in the grade of Chief Nursing Officer, Job Group 'M' and above or a comparable and relevant position in the public service;

(ii) Bachelors Degree in either Nursing or Midwifery from a recognized institution;

(iii) Masters Degree in any of the following disciplines: Nursing, Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management and leadership, Mental Health or Geriatric Nursing from a recognized institution;

(iv) Registration Certificate issued by the Nursing Council of Kenya;
(v) Valid practising license from the Nursing Council of Kenya;

(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; and

(viii) Demonstrated a high degree of professional competence and administrative

VACANCY NO. 11/2017

PRINCIPAL NURSING OFFICER, JOB GROUP ‘N’- SIXTEEN (16) POSTS

Terms of Service:  Permanent and Pensionable


(a) Duties and Responsibilities

Duties and responsibilities at this level will include: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing -evidence-based nursing care for client/patient; ensuring a safe nursing care environment for client/patient; conducting patient audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; conducting nursing teaching and assessment of nursing staff and students; and coordinate quality assurance activities for improvement of nursing care outcomes.

In addition, duties and responsibilities will include: evaluating community interventions and providing feedback; managing nursing commodities and other resources; conducting studies and surveys in various health care areas and disseminating findings to improve care; coordinating occupational health and safety activities and preparing periodic reports; ensuring effective utilisation and safety of assigned medical supplies and equipment; developing standard operating procedures for the unit in collaboration
with other stakeholders; conducting training needs assessment and developing training/induction programmes; evaluating in-house training programmes and producing periodical reports; implementing nursing programmes; mobilizing resources for implementation of nursing activities and projects; conducting ward rounds and reviewing patients' conditions; and coaching and mentoring nursing staff

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Chief Nursing Officer for a minimum period of three (3) years or a comparable and relevant position in the public service;

(ii) Bachelor’s Degree in either Nursing or Midwifery from a recognized’ institution;

(ii) Registration Certificate issued by the Nursing Council of Kenya;

(iii) Valid practising license from the Nursing Council of Kenya;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

(v) Certificate in computer application skills from a recognized institution; and

(ix) Shown merit and ability as reflected in work performance and results.

VACANCY NO. 12/2017

CHIEF NURSE OFFICER, JOB GROUP ‘M’- TWENTY-FOUR (24) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: - Ksh 44,750x2,050-46,800x2,380-49,180x2,480-51,660x2,570-54,230x2,740-56,970x2,890-59,860 per month.

(a) Duties and Responsibilities
Duties and responsibilities at this level will entail: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based nursing care for client/patient; ensuring a safe nursing care environment for client/patient; conducting patient audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; conducting a community health risk assessment and providing outcome based interventions; conducting nursing teaching and assessment of nursing staff and students; referring patients and clients appropriately; facilitating patients’ admission and initiating discharge plans; maintaining nursing records on patients/clients personal and health condition/care; conducting assessment of school health needs, and implementing; conducting community diagnosis and providing feedback; conducting desk reviews, collecting and collating data; implementing recommendations of findings for improvement of nursing care; conducting ward rounds and reviewing patients’ conditions; and coaching and mentoring nursing staff.

(b) Requirement for Appointment:

For appointment to this grade, an officer must have: -

(i) Served in the grade of Senior Nursing Officer for a minimum period of three (3) years;

(ii) Bachelor’s Degree in either Nursing or Midwifery from a recognized institution;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) Valid Practicing License from the Nursing Council of Kenya;

(v) Certificate in computer application skills from a recognized institution; and

(vi) Shown merit and ability as reflected in work performance and results.
VACANCY NO. 13/2017

SENIOR PRINCIPAL REGISTERED NURSE, JOB GROUP ‘P’- Two (2) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: - Ksh. 81,940x4,100-86,040x4,300-90,340x4,510-94,850x4,750-
99,600x4,980-104,580x5,220-109,800 per month

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: initiating development of nursing policies, standards and guidelines in the provision of nursing services in area of specialization; implementing projects and programmes in area of specialization; ensuring application of nursing process at the service delivery point/area-, coordinating the provision of appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization, reproductive health; formulating interventions to address identified health needs; managing nursing services at a health facility; monitoring and evaluating health care in a health facility; coordinating preparation of training plans/programmes for nurses at the service delivery department; providing specifications for procurement of nursing commodities and supplies; conducting research and preparing reports; coordinating health care activities in an area of specialization in collaboration with other stakeholders; advising the Health/Hospital Management Team (HMT) on matters relating to nursing; implementing continuing professional development programmes for nurses; and initiating preparation of annual work plans.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served for cumulative service of Twelve (12) years, Three (3) of which must have been in the grade of Chief Registered Nurse Job Group ‘M’ and above;

(ii) 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 qualification from a recognized institution;

Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a recognized institution; OR Diploma in Advanced Nursing in any of the following disciplines; Nursing, Education Psychology, Nursing Administration, Community Health Nursing, Mental Health and Psychiatric Nursing or Clinical Care from a recognized institution;

(iv) Registration Certificate issued by the Nursing Council of Kenya;

(v) valid practicing license from the Nursing Council of Kenya;

(vi) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

(vii) Certificate in computer application skills from a recognized institution; and

(vi) shown a high degree of professional competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programmes.

VACANCY NO. 14/2017

PRINCIPAL REGISTERED NURSE (MATHARI), JOB GROUP 'N'- SIXTY (60) POSTS

Terms of Service: Permanent and Pensionable


(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: implementing application of the nursing process at the health service delivery point; coordinating the provision of appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization, reproductive health; designing health education and counseling interventions for patients/clients and community on identified health needs; managing a service delivery department; monitoring and evaluating health care at the health service delivery department; preparing training plans/programmes for nurses at the service delivery department; facilitating the referral of patients and clients appropriately; facilitating patients' admission and initiate discharge plans; keeping up-to-date records of nursing staff; facilitating availability of resources for keeping clinical environment tidy and safe; ensuring effective utilization and safety of assigned medical supplies and equipment; coordinating school health programmes, occupational health activities and
home based care services; conducting clinical teaching and assessment of nursing staff and students; conducting desk reviews on health reports and implementing recommendations related to nursing; and analyzing data for research and compiling reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served in the grade of Chief Registered Nurse or a comparable and relevant position in the public service for a minimum period of three (3) years;

(ii) 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;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) Valid practicing license from the Nursing Council of Kenya;

(v) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;

(vi) Certificate in computer application skills from a recognized institution.

(vii) shown a high degree of professional, competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programmes; and

VACANCY NO. 15/2017

PRINCIPAL REGISTERED NURSE, JOB GROUP ‘N’- SIX (6) POSTS

Terms of Service: Permanent and Pensionable


(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: implementing application of the nursing process at the health service delivery point; coordinating the provision of appropriate healthcare service including Integrated Management of Childhood Illnesses
(IMCI), Integrated Management of Adolescents and Adulthood Illnesses (IMAI), immunization, reproductive health; designing health education and counseling interventions for patients/clients and community on identified health needs; managing a service delivery department; monitoring and evaluating health care at the health service delivery department; preparing training plans/programmes for nurses at the service delivery department; facilitating the referral of patients and clients appropriately; facilitating patients' admission and initiate discharge plans; keeping up-to-date records of nursing staff; facilitating availability of resources for keeping clinical environment tidy and safe; ensuring effective utilization and safety of assigned medical supplies and equipment; coordinating school health programmes, occupational health activities and home based care services; conducting clinical teaching and assessment of nursing staff and students; conducting desk reviews on health reports and implementing recommendations related to nursing; and analyzing data for research and compiling reports.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

(I) Served in the grade of Chief Registered Nurse or a comparable and relevant position in the public service for a minimum period of three (3) years;

(II) 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;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) Valid practicing license from the Nursing Council of Kenya;

(v) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;

(vi) Certificate in computer application skills from a recognized institution.

(vii) shown a high degree of professional, competence and administrative capability as well as possess broad experience in setting and evaluating nursing and healthcare standards and programmes.
VACANCY NO. 16/2017

CHIEF REGISTERED NURSE (MATHARI), JOB GROUP 'M'- SIXTY FIVE (65) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: - Ksh 44,750x2,050-46,800x2,380-49,180x2,480-51,660x2,570-
54,230x2,740-56,970x2,890-59,860 per month.

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health; providing health education and counseling to patients/clients and community on identified health needs; facilitating patients/clients referral appropriately; ensuring tidy and safe clinical environment; conducting clinical teaching and assessment of nursing staff and students; evaluating healthcare outcomes on patients/clients and preparing individualized reports; conducting occupational health needs assessment and making appropriate recommendations; managing a health service delivery section/units; ensuring effective utilization and safety of assigned medical supplies and equipment; conducting desk reviews on health reports and implementing recommendations related to nursing; caring for patients at the health service delivery unit using the nursing process; monitoring healthcare outcomes at the service delivery unit and preparing reports; and analyzing data for research and compiling reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served in the grade of Senior Registered Nurse or a comparable and relevant position in the public service for a minimum period of three (3) years;

(ii) 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;

(iii) Registration Certificate issued by the Nursing Council of Kenya;
(iv) Valid Practicing License from the Nursing Council of Kenya;
(v) Certificate in computer application skills from a recognized institution; and
(vi) Shown merit and ability as reflected in work performance and results.

VACANCY NO. 17/2017

CHIEF REGISTERED NURSE (MATHARI), JOB GROUP 'M'- FIVE (5) POSTS

Terms of Service:  Permanent and Pensionable

Salary Scale:  - Ksh 44,750x2,050-46,800x2,380-49,180x2,480-51,660x2,570-
54,230x2,740-56,970x2,890-59,860 per month.

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescents and Adulthood illnesses (IMAI), immunization and reproductive health; providing health education and counseling to patients/clients and community on identified health needs; facilitating patients/clients referral appropriately; ensuring tidy and safe clinical environment; conducting clinical teaching and assessment of nursing staff and students; evaluating healthcare outcomes on patients/clients and preparing individualized reports; conducting occupational health needs assessment and making appropriate recommendations; managing a health service delivery section/units; ensuring effective utilization and safety of assigned medical supplies and equipment; conducting desk reviews on health reports and implementing recommendations related to nursing; caring for patients at the health service delivery unit using the nursing process; monitoring healthcare outcomes at the service delivery unit and preparing reports; and analysing data for research and compiling reports.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served in the grade of Senior Registered Nurse or a comparable and relevant position in the public service for a minimum period of three (3) years;
(ii) 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;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) Valid Practicing License from the Nursing Council of Kenya;

(v) Certificate in computer application skills from a recognized institution; and

(vi) Shown merit and ability as reflected in work performance and results.

VACANCY NO. 18/2017

SENIOR REGISTERED NURSE (MATHARI), JOB GROUP 'L'- NINETEEN (19) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: - Ksh 39,110x1,790-40,900x1,870-42,770x1,980-44,750x2,050-46,800x2,380-49,180 per month.

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient's outcomes; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescent and Adulthood illnesses (IMAI), immunization and reproductive health; providing health education and counselling to patients/clients and community on identified health needs; referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring tidy and safe clinical environment; conducting home visits; conducting nursing teaching and assessment of nursing staff and students; evaluating healthcare outcomes on patients/clients and preparing individualized report; conducting assessment of school ' health needs; planning, implementing interventions and preparing periodic reports; conducting occupational health needs assessment and making appropriate recommendations; managing a health service delivery unit; ensuring effective utilization and safety of assigned medical supplies and equipment; and implementing recommendations of research findings for improvement of nursing care.
(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served in the grade of Registered Nurse I or a comparable and relevant position in the public service for a minimum period of three (3) years;

(ii) 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;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) valid practicing license from the Nursing Council of Kenya;

(v) Certificate in computer application skills from a recognized institution; and

(vi) shown merit and ability as reflected in work performance and results

VACANCY NO. 19/2017

SENIOR REGISTERED NURSE, JOB GROUP ‘L’- FIVE (5) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: - Ksh 39,110x1,790-40,900x1,870-42,770x1,980-44,750x2,050-46,800x2,380-49,180 per month.

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing, planning, implementing nursing interventions and evaluating patient’s outcomes; providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), Integrated Management of Adolescent and Adulthood illnesses (IMAI), immunization and reproductive health; providing health education and counseling to patients/clients and community on identified health needs; referring patients and clients appropriately; facilitating patients’ admission and initiating discharge plans; maintaining records on patients/clients health condition and care; ensuring tidy and safe clinical environment; conducting home visits; conducting nursing teaching and assessment of nursing staff and students; evaluating healthcare outcomes on patients/clients and preparing individualized report; conducting assessment of
school's health needs; planning, implementing interventions and preparing periodic reports; conducting occupational health needs assessment and making appropriate recommendations; managing a health service delivery unit; ensuring effective utilization and safety of assigned medical supplies and equipment; and implementing recommendations of research findings for improvement of nursing care.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served in the grade of Registered Nurse for a comparable and relevant position in the public service for a minimum period of three (3) years:

(ii) 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;

(iii) Registration Certificate issued by the Nursing Council of Kenya;

(iv) Valid practicing license from the Nursing Council of Kenya;

(v) Certificate in computer application skills from a recognized institution; and

(vi) Shown merit and ability as reflected in work performance and results.

VACANCY NO. 20/2017

SENIOR ENROLLED NURSE II, JOB GROUP ‘K’- FIVE (5) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: - Ksh 34,260x1,550-35,810x1,610-37,420x1,690-39,110x1,790-
40,900x1,870-42,770x1,980-44,750 per month.

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: assessing patients and clients and establishing health care needs; planning and implementing nursing care interventions based on patients'/clients' health needs; providing health education and counselling on identified health and socio-economic needs to patients/clients; referring patients and clients appropriately; facilitating patients' admission and discharge in a health facility; making appropriate discharge plan for patients; ensuring a tidy and safe clinical
environment; ensuring safe custody of in-patients belongings; maintaining records on patients/clients personal and health condition/care; conducting assessment of school health needs; planning, implementing interventions and preparing periodic reports; conducting occupational health needs assessment; providing appropriate healthcare services including immunization, reproductive health; guiding and orienting staff and students; and carrying out health outreach activities.

(b) Requirements of Appointment

For appointment to this grade, an officer must have:

(i) Served in the grade of Enrolled Nurse I or a comparable and relevant position in the public service for a minimum period of three (3) years;

(ii) Certificate in any of the following disciplines: Kenya Enrolled Nurse, Kenya;

(iii) Enrolled Community Health Nurse, Kenya Enrolled Midwife, Kenya Enrolled Psychiatric Nurse or Enrolled Nurse/Midwife from a recognized training institution;

(iv) Enrolment Certificate issued by the Nursing Council of Kenya;

(v) Valid practising license from Nursing Council of Kenya;

(vi) Certificate in computer application skills from a recognized institution; and

(v) Shown merit and ability as reflected in work performance and results.

VACANCY NO. 21/2017

ASSISTANT DIRECTOR, MEDICAL SERVICES/MEDICAL SPECIALIST II, JOB GROUP ‘P’- SIXTEEN (16) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: - Ksh. 81,940×4,100-86,040×4,300-90,340×4,510-94,850×4,750-
99,600×4,980-104,580×5,220-109,800 per month

(a) Requirement for Appointment

i) Served in the grade of Senior Medical Officer or a comparable and relevant position in the public service for a minimum period of three (3) years.

ii) Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) from an institution recognized by Medical Practitioners and Dental Board;

iii) Certificate of Registration by Medical Practitioners and Dentist Board.
iv) Valid Practicing license from Medical Practitioners and Dentist Board.

v) Certificate in Senior Management Course lasting not less than 4 weeks from a recognized institution.

vi) Certificate in computer application skills from a recognized institution.

vii) Shown merit and ability as reflected in work performance and results.

(b) Duties and Responsibilities

Duties and responsibilities at this level will entail:

i) Reviewing patients and instructing in writing all the recommendations;

ii) Undertaking "First-on-Call" duties including clerking, investigating, and managing patients;

iii) Conducting weekly clinic and theatre days

iv) Managing health facilities at various tiers in communities; responding to interns calls;

v) Training, supervising and mentoring Medical Officers (interns) and other students;

vi) Performing emergency surgeries; undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems;

vii) Undertaking medical examinations and preparing Board proceedings;

viii) Carrying out community diagnosis, care and treatment; ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider; and conducting disease surveillance, prevention, and control;

ix) Carry out health education and promotion; and preparing medical reports.

VACANCY NO. 22/2017

ASSISTANT DIRECTOR, PUBLIC HEALTH, JOB GROUP ‘P’- SEVENTEEN (17) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: - Ksh. 81,940x4,100-86,040x4,300-90,340x4,510-94,850x4,750-99,600x4,980-104,580x5,220-109,800 per month

(a) Duties and Responsibilities
An officer at this level will be responsible for the following duties and responsibilities: monitoring, enforcing and implementing statutory provisions and other relevant legislations on public health; setting standards and guidelines in the provision of public health services; monitoring the implementation of public health projects and programmes; enforcing international health regulations and rules; carrying out research on public health needs; monitoring the development and management of public and private mortuaries, cemeteries and crematoria; preparing proposals for resource mobilization; organizing forums with relevant partners and agencies in support of public health programmes and projects; planning and budgeting for the departmental resources; integrating modern information communication technology in the department; developing strategic/work plans, performance targets and contracts in the department; and coaching and mentoring of staff.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for cumulative service of Twelve (12) years, Three of which must have been in the grade of Chief Public Health Officer, Job Group 'M' and above or a comparable and relevant position in the public service;

(ii) Post-Graduate Diploma in any of the following disciplines: Food Science and Inspection, Solid Waste Management, Occupational Health and Safety, Epidemiology, Health Promotion and Education or equivalent qualification from a recognized institution;

OR

Bachelor's degree in either Environmental Health or Public Health or equivalent qualification from a recognized Institution;

(iii) Masters Degree in any of the following: Environmental Health, Public Health, Epidemiology, Food Safety and Quality, Food Science and Technology, Community Health, Occupational Health and Safety, Health Promotion and Education, Solid Waste Management or Disaster Management from a recognized institution;

(iv) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;

(v) Certificate in Computer Application Skills from a recognized institution; and

(vi) demonstrated professional competence and ability as reflected in work performance and results.
VACANCY NO. 23/2017

PRINCIPAL ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP ‘N’- FOUR (4) POSTS

Terms of Service: Permanent and Pensionable


(a) Duties and Responsibilities

An officer at this level will be responsible for the following duties: monitoring and evaluating the management of solid/liquid and other hazardous wastes; ensuring safety and quality of food and water for both domestic and industrial use; ensuring abatement of sanitary nuisances; carrying out surveillance on environmental health pollutants; promoting hygiene education including school health programmes; implementing international health regulations and rules at ports, airports, frontiers and border posts; vetting and approving building plans; inspecting and issuing occupancy certificates of new buildings; inspecting of commercial and trading premises for maintenance of set standards; overseeing exhumation process and authorizing disposal of unclaimed bodies; and carrying out surveillance and advising on prevention and control of disease incidences, outbreaks and disasters.

(b) Requirements. for Appointment

For appointment to this grade, an officer must have:

(i) Served in the grade of Chief Assistant Public Health Officer for a minimum period of three (3) years or a comparable and relevant position in the public service;

(ii) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;

(iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;

(iv) Certificate in Computer Application Skills from a recognized institution; and

(v) shown merit and ability as reflected in work performance and results.

VACANCY NO. 24/2017

CHIEF PUBLIC HEALTH OFFICER, JOB GROUP ‘M’- SEVEN (7) POSTS
Terms of Service: Permanent and Pensionable

Salary Scale: - Ksh 44,750x2,050-46,800x2,380-49,180x2,480-51,660x2,570-54,230x2,740-56,970x2,890-59,860 per month.

(a) Duties and Responsibilities

An officer at this level will coordinate environmental health activities in the area of deployment. Specific duties and responsibilities will include: implementing promotive and preventive health programmes; monitoring compliance to urban and rural sanitation standards in dwellings, commercial premises and work places; monitoring the management of solid/liquid and other hazardous wastes; ensuring safety and quality of food and water for both domestic and industrial use; carrying out surveillance on environmental health pollutants; promoting hygiene education including school health programmes; implementing international health regulations and rules at ports, airports, frontiers and border posts; carrying out surveillance and advising on prevention and control of disease incidences and outbreaks; liaising with other stakeholders in carrying out disaster preparedness and response; compiling research reports on public health; compiling and analyzing of public health data and reports; and promoting modern information and communication technology in the provision of public health services.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) served in the grade of Senior Public Health Officer or a comparable and relevant position in the public service for a minimum period of three (3) years;

(ii) Bachelors Degree in Environmental Health or Public Health from a recognized Institution;

(iii) Certificate of competence from the Association of Public Health Officers;

(iv) Certificate in Computer Application Skills from a recognized institution; and

(v) shown merit and ability as reflected in work performance and results.
VACANCY NO. 25/2017

CHIEF ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP 'M' - THIRTY-SIX (36) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: - Ksh 44,750x2,050-46,800x2,380-49,180x2,480-51,660x2,570-
54,230x2,740-56,970x2,890-59,860 per month.

(a) Duties and Responsibilities

An officer at this level will coordinate environmental health activities in the area of deployment. Specific duties and responsibilities will include: implementing promotive and preventive health programmes; ensuring safety and quality of food and water for both domestic and industrial use; abating sanitary nuisances; promoting hygiene education including school health programmes; implementing international health regulations and rules at 'ports, airports, frontiers and border posts; undertaking inspection for preventive maintenance of health facilities; vetting and approving building plans; inspecting and issuing occupancy certificates of new buildings; inspecting commercial and trading premises for maintenance of set standards; overseeing exhumation process and authorizing disposal of unclaimed bodies; educating the public on health and safety at work place; and implementing community based health care programmes.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served in the grade of Senior Assistant Public Health Officer for a minimum period of three (3) years;

(ii) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;

(iii) Certificate in Supervisory Skills Course lasting not less than two (2) weeks from a recognized institution;

(iv) Certificate in Computer Application Skills from a recognized institution; and

(v) Shown merit and ability as reflected in work performance and results.

VACANCY NO. 26/2017

SENIOR ASSISTANT PUBLIC HEALTH OFFICER, JOB GROUP 'L' - SEVEN (7) POSTS
Terms of Service: Permanent and Pensionable
Salary Scale: - Ksh 39,110x1,790-40,900x1,870-42,770x1,980-44,750x2,050-
               46,800x2,380-49,180 per month.

(a) Duties and Responsibilities

An officer at this level will provide Environmental Health Extension services in the
area of deployment, where specific duties and responsibilities will include:
identifying environmental health issues at community level; maintaining up to date
records of services rendered; implementing vector, vermin and, rodent control
measures; implementing integrated mosquito control strategies; issuing of and
statutory notices; inspecting springs and wells to ensure that they are properly
maintained and ensure safe sources of drinking water; undertaking inspection for
preventive maintenance of health care facilities; overseeing construction of sanitary
facilities in schools. trading centres and commercial premises; collecting water and
food samples for bacteriological and chemical analysis; carrying out immunizations;
initiating and implementing Community Based Health Care Programmes;
implementing integrated mosquito control and other public health strategies; and
following up on proper collection and disposal of solid waste.

(b) Requirements for Appointment

For appointment to this grade an officer must have:

(i) Served in the grade of Assistant Public Health Officer 1 for a minimum period of
three (3) years;

(ii) Diploma in either Environmental Health Science or Public Health Inspection from
a recognized institution;

(iii) Certificate in Computer Application Skills from a recognized institution;

and shown merit and ability as reflected in work performance and results.

VACANCY NO. 27/2017

ASSISTANT DIRECTOR, HEALTH RECORDS AND INFORMATION
MANAGEMENT, JOB GROUP 'P'- SIX (6) POSTS

Terms of Service: Permanent and Pensionable

Salary Scale: - Ksh. 81,940x4,100-86,040x4,300-90,340x4,510-94,850x4,750-
99,600×4,980-104,580×5,220-109,800 per month

a) Duties and Responsibilities
Duties and responsibilities at this level will entail: implementing health records and information policies and procedures; implementing medico legal rules and regulations; providing and disseminating policy guidelines/procedures that affect the health records and information services; initiating policy issues and procedures; designing health records monitoring and evaluation tools; organizing field supervision; formulating; monitoring and evaluation frameworks; measuring performance of health records management indicators; providing guidelines on disclosure, confidentiality, safety, security and exchanges of health records and information; coding disease and surgical procedures according to the International classification of diseases and procedure: medicine; indexing diseases and surgical procedures; coordinating and implementing training programs; and instructing/lecturing on health records and information in medical training institutions.

(b) Requirements for Appointment

For appointment to this grade, an officer must have: -

(i) Served for cumulative service of Ten (10) years, Three (3) of which must be in the grade of Chief Health Records and Information Management Officer, Job Group ‘M’ and above or a comparable and relevant position in the public service.

(ii) Bachelor’s degree in Health Records and Information Management from a recognized institution;

(iii) Master’s degree in any of the following disciplines: Health Records and Information Management Health Systems Management Public Health, Health Informatics, Health Services Management Health Economics, Health Monitoring and Evaluation, Epidemiology, Information Technology, Information Science, Biostatistics or Computer Science from a recognized institution;

(iv) Certificate in Senior Management Course lasting for not less than four (4) weeks from a recognized institution;

(v) Certificate in computer application skills from a recognized institution; and

(vi) Demonstrated outstanding administrative capabilities in work performance and result.
VACANCY NO. 28/2017

ASSISTANT PRINCIPAL HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JOB GROUP 'N'- SIX (6) POSTS

Terms of Service: Permanent and Pensionable


(a) Duties and Responsibilities

Duties at this level will entail: implementing health records and information policies and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; coordinating analysis of medical records data; carrying out health records and information system review; designing medical and surgical indices; developing data quality audit tools; designing health records monitoring and evaluation tools; developing data quality audit tools; disseminating health information; maintaining health records safety and confidentiality; maintaining diagnostic and surgical indices; maintaining Patient Master Index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine and; indexing diseases and surgical procedures.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served for cumulative service of Ten (10) years, Three of which must be in the grade of Senior Assistant Health and Information Management Officer, Job Group 'L' and above;
(ii) Diploma in Health Records and Information Technology from a recognized institution;
(iii) Certificate in Management course lasting for not less than four (4) weeks from a recognized institution;
(iv) Certificate in computer. Application Skills from a recognized institution; and
(v) Demonstrated outstanding administrative capabilities in work performance and results.
VACANCY NO. 29/2017

ASSISTANT CHIEF HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JOB GROUP ‘M’ - SEVEN (7) POSTS

Terms of Service: Permanent and Pensionable
Salary Scale: - Ksh 44,750x2, 050-46,800x2, 380-49,180x2, 480-51,660x2, 570-54,230x2, 740-56,970x2, 890-59,860 per month.

(a) Duties and Responsibilities
Duties and responsibilities at this level will entail: implementing health records and information policies and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; analyzing medical records data; carrying out health records and information system review; designing medical and surgical indices; developing data quality audit tools; designing monitoring and evaluation tools; disseminating health information; preparing medical records reports; maintaining health records safety and confidentiality; maintaining diagnostic and surgical indices; maintaining Patient Master Index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and indexing diseases and surgical procedures.

(b) Requirements for Appointment
For appointment to this grade, an officer must have:

(i) Served in the, grade of Assistant Senior Health Records and Information Management Officer for a minimum period of three (3) years;
(ii) Diploma in Health Records and Information Technology from a recognized institution;
(iii) Certificate in Supervisory Skills/Management Course lasting not less than two (2) weeks from a recognized institution;
(iv) Certificate in computer application skills from a recognized institution; and
(v) Demonstrated merit and ability as reflected in work performance and results

VACANCY NO. 30/2017

ASSISTANT SENIOR HEALTH RECORDS AND INFORMATION MANAGEMENT OFFICER, JOB GROUP ‘L’ - FIVE (5) POSTS

Terms of Service: Permanent and Pensionable
Salary Scale: - Ksh 39,110x1, 790-40,900x1, 870-42,770x1, 980-44,750x2, 050-46,800x2, 380-49,180 per month.
(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: implementing health records and information policies and guidelines; providing advice on disclosure, confidentiality, security and exchange of health records and information; analyzing medical records data; carrying out health records and information system review; capturing data from service points; disseminating health information; preparing medical records and reports; maintaining record safety and confidentiality; balancing daily bed returns; maintaining diagnostic and surgical indices; maintaining Patient Master Index; coding diseases and surgical procedures according to the International Classification of Diseases and Procedures in Medicine; and indexing diseases and surgical procedures.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

(i) Served in the grade of Assistant Health Records and Information Management Officer I or Senior Health Records Information Management Assistant for a minimum period of three (3) years;

(ii) Diploma in Health Records and Information Technology from a recognized institution;

(iii) Certificate in computer application skills from a recognized institution; and

(iv) Shown merit and ability as reflected in work performance and results.

Julius Korir, CBS
PRINCIPAL SECRETARY

Cc. Cabinet Secretary
Ministry of Health

The Secretary/CEO
Public Service Commission of Kenya
P. O. Box 30095 – 00100
NAIROBI