



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90 – 10100
Telephone 0745 342 000

COUNTY PUBLIC SERVICE BOARD

EXTERNAL ADVERTISEMENT

RE: ADVERTISEMENT FOR VACANT POSITIONS

The County Government of Nyeri wishes to recruit competent and qualified persons to fill the following positions:

DEPARTMENT OF MEDICAL SERVICES AND PUBLIC HEALTH

1. MEDICAL LABORATORY TECHNOLOGIST III, JOB GROUP 'H' SEVEN (7) POSTS

(a) Duties and Responsibilities

Duties and responsibilities at this level entails:

- i. Decontaminating working benches
- ii. Receiving and scrutinizing laboratory requisition forms and specimens;
- iii. Preparing clients for collection of specimens;
- iv. Receiving, collecting, labelling and registering of specimens;
- v. Disaggregating specimen for processing and analysis;
- vi. Preparing laboratory reagents;
- vii. Examining specimens
- viii. Writing and recording of results;
- ix. Dispatching the results for use in clinical management; and
- x. Performing any other duty that may be assigned by the supervisor.

Requirements for Appointment

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate
- iii. Diploma in Medical Laboratory Sciences from an institution recognized by Kenya Medical Laboratory Technician and Technologist Board
- iv. Registration Certificate issued by the Kenya Medical Technician and Technologist Board (KMLTTB)
- v. Valid practicing license from KMLTTB
- vi. At least one (1)year post registration experience (Attach evidence)

2. RADIOGRAPHER III, JOB GROUP 'H' THREE (3) POSTS

(a) Duties and Responsibilities

Specific duties will include:

- 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
- iv. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

A candidate must have:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach evidence)
- iii. Diploma in any of the following: Diagnostic Radiography/Medical Imaging Science or its equivalent from a recognized Institution.
- iv. Valid practicing license from the Kenya Nuclear Regulatory Authority
- v. At least one (1)year experience (Attach evidence)

3. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES/ MEDICAL SPECIALIST I – HUMAN PATHOLOGIST, JOB GROUP 'Q' ONE (1) POST

(a) Duties and Responsibilities

Duties and responsibilities at this level entails:

- i. Perform grossing, microscopy examination, and reporting of surgical specimens and biopsies,
- ii. Undertake cytopathology including FNAC procedures and reporting,
- iii. Interpret Immunohistochemistry and support molecular testing where available,
- iv. Ensure quality assurance,

- v. SOP compliance and participation in EQA schemes,
- vi. Contribute to laboratory accreditation, audits and continuous improvement,
- vii. Participate in MDT tumour board and clinical-pathological meetings,
- viii. Perform autopsies both clinical and forensic, with court attendance when summoned,
- ix. Participate in appointed hospital committees,
- x. Teach and mentor trainees,
- xi. undertaking health research; and analyzing medical reports
- xii. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

A candidate must have:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach evidence)
- iii. Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by Medical Practitioners and Dentist Board;
- iv. Masters' degree in Pathology.
- v. Certificate of Registration by the Medical Practitioners and Dentist Board;
- vi. Valid practicing license from Medical Practitioners and Dentist Board; and
- vii. At least one (1)year experience (Attach evidence).

**4. HEALTH RECORDS AND INFORMATION MANAGEMENT
ASSISTANT III, JOB GROUP 'G' THREE (3) POSTS.**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:

- i. Receiving and documenting patients at hospital reception;
- ii. Registering and booking appointment for patients to clinics and consultants;
- iii. Storing and retrieving medical records documents;

- iv. Preparing clinics;
- v. Updating bed bureau;
- vi. Editing of patient case records;
- vii. Capturing data from service points; maintaining record safety and confidentiality;
- viii. Storing and retrieving medical records;
- ix. Balancing daily bed returns;
- x. Creating and maintaining master index;
- xi. Updating patient master index;
- xii. Directing patients to relevant clinics.
- xiii. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

A candidate must have:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach evidence)
- iii. Certificate in Health Records and Information Technology from a recognized institution;
- iv. Valid practicing License from HRIM board; and
- v. At least one (1)year experience (Attach evidence)

**5. ASSISTANT HEALTH RECORDS AND INFORMATION
MANAGEMENT OFFICER III, JOB GROUP 'H' THREE (3) POSTS.**

(a) Duties and Responsibilities

Duties and responsibilities at this level entails:

- i. Receiving and documenting patients at hospital reception;
- ii. Registering and booking appointment for patients to clinics and consultants;
- iii. Storing and retrieving medical records documents;
- iv. Preparing clinics;
- v. Updating bed bureau;
- vi. Editing of patient case records;
- vii. Gathering data from different sources;
- viii. Capturing data from service points;

- ix. Maintaining record safety and confidentiality;
- x. Storing and retrieving medical records; balancing daily bed returns;
- xi. Creating and maintaining master index;
- xii. Updating patient master index;
- xiii. Directing patients to relevant clinics;
- xiv. Scheduling of patients to the consultants and specialist clinics;
- xv. Assigning codes to diseases and surgical procedures according to the international classification of diseases and procedures in medicine; and
- xvi. Preparing health records and reports.
- xvii. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for appointment

A candidate must have: -

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach evidence)
- iii. Diploma in Health Records and Information Technology from a recognized institution;
- iv. Valid practicing License from HRIM Board; and
- v. At least one (1)year experience (Attach evidence)

**6. HEALTH RECORDS AND INFORMATION MANAGEMENT
OFFICER III, JOB GROUP 'K' THREE (2) POSTS**

a) Duties and Responsibilities

Duties and Responsibilities at this level entails:

- i. Storing and retrieving medical records and documents;
- ii. Preparing clinics;
- iii. Updating bed bureau;
- iv. Editing patient case records;
- v. Capturing data from service points;
- vi. Maintain record safety and confidentiality;
- vii. Balancing daily bed returns;
- viii. Maintain patient master index;

- ix. Scheduling of patients to consultants and specialty clinics;
- x. Assigning codes to diseases and surgical procedures;
- xi. Indexing diseases and surgical procedures according to the international classification and diseases and procedures in medicine;
- xii. Compiling medical reports;
- xiii. Sharing of health information with other stakeholders;
- xiv. Analyzing data;
- xv. Compiling bio data;
- xvi. Preparing medical records and reports.
- xvii. Performing any other duty that may be assigned by the supervisor.

(c) Requirements for Appointment

A candidate must have: -

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate (Attach evidence)
- (iii) Bachelors degree in Health Records and Information Management from a recognized institution;
- (iv) Valid practicing License from HRIM board and;
- (v) At least one (1)year experience (Attach evidence)

7. SUPPORT STAFF - JOB GROUP 'C' EIGHT (8) POSTS

Duties and Responsibilities

- i. Undertaking cleaning duties in the specialized departments in the hospitals including; theatres, ICU, HDU;
- ii. Performing messengerial duties;
- iii. Preparing tea and washing utensils; and
- iv. Performing any other duty that may be assigned by the supervisor.

(a) Requirements for Appointment

A candidate must have:

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate at least D plain (Attach evidence)
- (iii) Certificate of valid Good Conduct
- (iv) A good school leaving certificate

8. CHARGE HAND/ARTISANS - JOB GROUP 'E' TWO (2) POSTS

(a) Duties and Responsibilities

- i. Undertaking repairs in electrical engineering.
- ii. Undertaking installations in electrical engineering.
- iii. Routine checks of equipment in electrical engineering.
- iv. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

A candidate must have;

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate – at least D plain (Attach evidence)
- (iii) Certificate of Good Conduct
- (iv) Government Trade Test Certificate Grade III in the relevant trade area or a Certificate from a recognized institution (Electrical Engineering).
- (v) At least one (1)year experience (Attach evidence)

9. HUMAN RESOURCE OFFICER, JOB GROUP 'H' TWO (2) POSTS

(a) Duties and Responsibilities

Duties and Responsibilities includes:

- i. Simple tasks of analytical nature;
- ii. Implementation of decisions within the existing rules,
- iii. Regulations and procedures,
- iv. Supervise clerical officers and other supporting staff.
- v. Performing any other duty that may be assigned by the supervisor.

(b) Requirement for Appointment

A candidate must have;

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate (Attach evidence)
- (iii) A Diploma in Human Resource Management from a recognized institution.
- (iv) Certificate of Registration from Institute of Human Resource Management

- (v) At least one (1)year experience post registration (Attach evidence)

**10. HEALTH ADMINISTRATIVE OFFICER, JOB GROUP 'J' TWO
(2) POSTS**

(a) Duties and Requirements

Duties will include undertaking various administrative duties, namely:

- i. Procurement, provision and maintenance of health facilities;
- ii. Overseeing welfare of staff and patients and ensuring their security;
- iii. Compiling quarterly and annual work plan and budgets;
- iv. Preparing facility improvement funds reports.
- v. Undertaking transport and logistics management.
- vi. Performing any other duty that may be assigned by the supervisor.

(b) Requirements

A candidate must have:

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate (Attach evidence)
- (iii) Bachelor's degree in any of the following disciplines: Health Systems Management, Health Services Management, Health Economics, Hospital Administration from a recognized institution.
- (iv) At least one (1)year experience (Attach evidence).

**11. REGISTERED CLINICAL OFFICER (ANAESTHETIST)- JOB
GROUP 'K'- THREE (3 POSTS)**

(a) Duties and Responsibilities

Duties and responsibilities includes;

- i. Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- ii. Guiding and counseling patients, clients and staff on health issues;
- iii. Referring to patients and clients to appropriate health facilities;
- iv. Assessing, preparing and presenting medical legal reports;

- v. Organizing health management teams and convening health management committee meetings;
- vi. Implementing community healthcare activities with other health workers;
- vii. Sensitizing patients and clients on preventive and promotive health;
- viii. Providing clinical outreach and school health and services;
- ix. Carrying out minor surgical procedures as per training and skill; and
- x. Collecting data and compiling clinical data.
- xi. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for appointments

A candidate must have:

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate (Attach evidence)
- (iii) National Higher Diploma in Anesthesia from a recognized institution;
- (iv) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- (v) Certificate of Registration from the Clinical Officers Council;
- (vi) Valid practicing license from the Clinical Officers' Council; and
- (vii) At least one (1)year post registration experience (Attach evidence).

**12. REGISTERED CLINICAL OFFICER III, JOB GROUP 'H'
THREE (3) POSTS**

Duties and responsibilities

Duties and responsibilities at this level will include:

- i. Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- ii. Implementing community health care activities in liaison with other health workers;

- iii. Guiding and counseling patients, clients and staff on health issues;
- iv. Sensitizing patients and clients on preventive and promotive health;
- v. Carrying out minor surgical procedures as per training and skill.
- vi. Collecting and compiling clinical data; and
- vii. Referring patients and clients to appropriate health facilities.
- viii. Performing any other duty that may be assigned by the supervisor.

(a) Requirements for Appointment

A candidate must have:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach evidence)
- iii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iv. Certificate of Registration from the Clinical Officers' Council;
- v. Valid practicing license from the Clinical Officers' Council; and
- vi. At least one (1)year post registration experience (Attach evidence)

13. CLINICAL OFFICER – JOB GROUP ‘K’ - TWO (2 POSTS)

Duties and responsibilities

- i. Taking history of the patient;
- ii. Examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- iii. Guiding and counseling patients, clients and staff on health issues;
- iv. Organizing health management teams and convening health management committee meetings at level 2 health facilities;
- v. Referring patients and clients to appropriate health facilities;
- vi. Assessing, preparing and presenting medico-legal reports;
- vii. Coaching and mentoring students on attachment;
- viii. Carrying out surgical procedures as per training and skill;
- ix. Organizing health management teams and convening health management committee meetings; and
- x. Collecting and compiling data for research on clinical services issues.

- xi. Performing any other duty that may be assigned by the supervisor.

(a) Requirements for Appointment

A candidate must have:

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate (Attach evidence)
- (iii) Bachelor's degree in Clinical Medicine and Community Health from a recognized institution.
- (iv) Certificate of Registration from the Clinical Officers Council;
- (v) Valid practicing license from the Clinical Officers' Council; and
- (vi) At least one (1)year post registration experience (Attach evidence).

14. ASSISTANT PUBLIC HEALTH OFFICER III, JOB GROUP 'H' SEVEN (7) POSTS

(a) Duties and Responsibilities

- i. Mobilizing, sensitizing and advising communities on matters related to environmental health;
- ii. Referring health cases to relevant health facilities;
- iii. Carrying out immunization;
- iv. Identifying environmental health issues at community level;
- v. Organizing community health days to advise communities on common public health issues;
- vi. Collecting and maintaining up to date records of services rendered;
- vii. Assessing health needs of the community;
- viii. Implementing vector, vermin and rodent control measures; and
- ix. Implementing integrated mosquito control strategies.
- x. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

A candidate must have;

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate (Attach evidence)

- (iii) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
- (iv) Valid practicing license from the Public Health officers and Technicians Council; and
- (v) At least one (1)year experience (Attach evidence)

15. PUBLIC HEALTH OFFICER, JOB GROUP 'K' THREE (3) POSTS

(a) Duties and Responsibilities

- i. Identifying environmental health issues at community level;
- ii. Compiling and maintaining up to date records of services rendered;
- iii. Assessing health needs of the community;
- iv. Implementing sanitation and hygiene standards in the community;
- v. Sensitizing communities on food and water safety measures; and
- vi. Compiling data on disease trends.
- vii. Performing any other duty that may be assigned by the supervisor.

b.Requirements for Appointment

A candidate must have:

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate (Attach evidence)
- (iii) Bachelor's Degree in either Environmental Health or Public Health from a recognized institution;
- (iv) Valid practicing license from the Public Health officers and Technicians Council;
- (v) At least one (1)year experience (Attach evidence).

16. MEDICAL OFFICER, JOB GROUP 'M' FOUR (4) POSTS

(a) Duties and Responsibilities

- i. Diagnosing, caring and treating diseases;
- ii. Performing medical and surgical procedures; preparing and responding to emergencies and disasters;
- iii. Participating in management of medicines, medical instruments and equipment; providing health education;

- iv. Maintain medical records, health information and data;
- v. Counselling patients and their relatives on diagnoses and bereavement;
- vi. Teaching and coaching medical students, nursing students and clinical officer interns; and
- vii. Preparing requisite documents for registration.
- viii. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

A candidate must have:

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate (Attach evidence)
- (iii) Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by the Kenya Medical Practitioners and Dentists Council;
- (iv) Successfully completed one (1) year Internship from a recognized institution;
- (v) Registration and valid practicing license from the Kenya Medical Practitioners and Dentists Council; and
- (vi) At least one (1)year post registration experience (Attach evidence).

17. REGISTERED NURSE III, JOB GROUP 'H' FIFTY-NINE (59) POSTS

(a) Duties and Responsibilities

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate healthcare services including integrated management of childhood illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs;
- iii. Referring patients and clients appropriately;
- iv. Facilitating patients' admission and initiating discharge plans; maintaining records on patients/clients' health condition and care;

- v. Ensuring a tidy and safe clinical environment; and
- vi. Collecting and compiling data.
- vii. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

A candidate must have:-

- i) Be a Kenyan Citizen (Attach ID)
- ii) KCPE and KCSE Certificate (Attach evidence)
- iii) 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;
- iv) Registration Certificate issued by the Nursing Council of Kenya;
- v) Valid practicing license from Nursing Council of Kenya; and
- vi) At least one (1)year post registration experience (Attach evidence)

18. NURSING OFFICER, JOB GROUP 'K' FIVE (5) POSTS

(a) Duties and Responsibilities

- i. Providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan;
- ii. Performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based nursing care for client/patient;
- iii. Creating and maintaining a safe nursing care environment for client/patient;
- iv. Carrying out patient audits to improve client/patient care;
- v. Collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families;
- vi. Carrying out therapeutic communication with the patient/client;

- vii. Conducting community health risk assessment and providing outcome-based interventions;
- viii. Documenting interventions and nursing outcomes;
- ix. Participating in quality improvement and quality assurance procedures; and
- x. Diagnosing common health conditions and recommending necessary interventions.
- xi. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

A candidate must have:-

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate (Attach evidence)
- (iii) Bachelor's Degree in either Nursing or Midwifery 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) At least one (1)year post registration experience (Attach evidence).

19. DENTAL OFFICER, JOB GROUP 'M' ONE (1) POSTS

(a) Duties and Responsibilities

- i. Providing dental care including:
- ii. Diagnosing common oral conditions, treating, prescribing and referring;
- iii. Carrying out minor oral and maxillofacial surgery;
- iv. Prosthetics, and conservative dentistry;
- v. facilitating admission, disease investigations of patients, report writing and assisting in theatre activities;
- vi. Collecting information on dental health information system;
- vii. Organizing discharge summaries and follow-up of patients; and
- viii. Acting as the first on call on duty.
- ix. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

A candidate must have:-

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate (Attach evidence)
- (iii) Bachelor of Dental Surgery (DS) degree from an institution recognized by Medical Practitioners and Dentists Board;
- (iv) Successfully completed one (1) year Internship from a recognized institution;
- (v) Certificate of Registration and valid practicing license from the Medical Practitioners and Dentist Board; and
- (vi) At least one (1)year post registration experience (Attach evidence)

20. ORTHOPAEDIC TECHNOLOGIST, JOB GROUP 'H' TWO (2) POSTS

(a) Duties and Responsibilities

- i. Assessing patient's needs.
- ii. Preparing and fitting orthopedic appliances.
- iii. Verifying and maintaining information relating to patients.
- iv. Designing the orthopedic appliances.
- v. Fabricating and assembling prosthetic/orthotic devices and other orthopedic appliances.
- vi. Ensuring availability of supplies and equipment.
- vii. Ensuring maintenance, repair and replacement of the appliance.
- viii. Supervising, training, guiding and mentoring staff and students.
- ix. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

A candidate must have: -

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate (Attach evidence)
- (iii) Diploma in Orthopaedic Technology or its equivalent from a recognized institution.
- (iv) Registered with National Association Orthopedic Technologists of Kenya (NAOTs)
- (v) At least one (1)year experience (Attach evidence)

**21. ORTHOPAEDIC TRAUMA TECHNICIAN, JOB GROUP 'G' TWO
(2) POSTS**

(a) Duties and Responsibilities

Duties and Responsibilities entails:

- i. Manipulating and reducing fractures and dislocations;
- ii. Fixing and removing casts, bandages to and from patients;
- iii. Correcting Congenital Talipes Equino-Varus (C.T.E.V.);
- iv. Participating in the management of minor orthopaedic and trauma cases in emergencies and accidents;
- v. Sensitizing and creating awareness on orthopaedic trauma conditions to the communities;
- vi. Counseling patients/clients on issues regarding orthopaedic trauma.
- vii. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

A candidate must have: -

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate (Attach evidence)
- (iii) Certificate in either Orthopaedic Plaster and Traction Technology or Orthopaedic Plaster Technology from a recognized institution;
- (iv) At least one (1)year experience (Attach evidence)

**22. PHARMACEUTICAL TECHNOLOGIST, JOB GROUP 'H' TWO (2)
POSTS**

(a) Duties and Responsibilities

- i. Receiving, interpreting, and processing prescriptions;
- ii. Recording prescriptions in a pharmacy unit;
- iii. Pre-packing, repacking and writing instructions on labels;
- iv. Counseling patients on usage of drugs in a pharmacy unit;
- v. Maintaining drug registers/books;
- vi. Stock –taking of drugs and medicinal devices on monthly basis.
- vii. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

A candidate must have: -

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate (Attach evidence)
- (iii) Diploma in either Pharmacy or Pharmaceutical Technology approved by the Pharmacy and Poisons Board from a recognized institution;
- (iv) Certificate of Enrollment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB); and
- (v) At least one (1)year post registration experience (Attach evidence)

23. COMMUNITY ORAL HEALTH OFFICERS, JOB GROUP 'H' TWO (2) POSTS

(a) Duties and Responsibilities

- i. Participating in oral health demonstrations, exhibitions and giving lectures to communities and schools;
- ii. Collecting data for fluoride testing in water samples, analyzing and interpreting results and advising the relevant authorities accordingly,
- iii. Diagnosis and treating common dental conditions,
- iv. Temporary and permanent dental restorations,
- v. Reducing simple fractures of jaws and extractions,
- vi. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

A candidate must have:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach evidence)
- iii. Diploma in Community Oral Health from Kenya Medical Training College from a recognized institution.
- iv. Certificate of registration from Kenya Medical Practitioner's and Dentist Council.

- v. Valid practicing license from Kenya Medical Practitioners and Dentist Council.
- vi. At least one (1)year experience (Attach evidence).

24. NUTRITION AND DIETETICS TECHNOLOGIST III, JOB GROUP 'H' FIVE (5) POSTS.

(a) Duties and Responsibilities

- i. Implementing nutrition programs;
- ii. Providing nutrition services in health care facilities;
- iii. Conducting nutrition assessments;
- iv. Collecting and compiling nutrition data;
- v. Providing nutrition, health education and demonstrations;
- vi. Counselling of patients with specific nutritional needs;
- vii. Monitoring preparation of therapeutic feeds implementing;
- viii. Promoting maternal, infant and young children feeding programs and
- ix. Providing micronutrient supplementation.
- x. Performing any other duty that may be assigned by the supervisor.

(b) Requirement for Appointment

A candidate must have:

- (i) Be a Kenyan Citizen (Attach ID)
- (ii) KCPE and KCSE Certificate (Attach evidence)
- (iii) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution,
- (iv) Registration by the Council of the Institute of Nutritionist and Dietician (CIND).
- (v) At least one (1)year post registration experience (Attach evidence)

25. ASSISTANT PHYSIOTHERAPIST III, JOB GROUP 'H' TWO (2) POSTS

(a) Duties and Responsibilities

- i. Providing Physiotherapy services to inpatients and outpatients at an outpatient unit/ward/health institution;
- ii. Assessing patient needs including rehabilitation;
- iii. Verifying and maintaining information and records relating to patients;
- iv. Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan;
- v. Collecting data for operational research;
- vi. Sensitizing the community on Physiotherapy issues; and
- vii. Preparing periodic reports.
- viii. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

A candidate must have:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach evidence)
- iii. Diploma in Physiotherapy from a recognized institution;
- iv. Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- v. Current Certificate of practice from Physiotherapy Council of Kenya (PCK).
- vi. At least one (1)year experience (Attach evidence).

26. RECORDS MANAGEMENT OFFICERS, JOB GROUP 'H' TWO (2) POSTS

(a) Duties and Responsibilities

- i. Receiving, sorting, opening, filing, minuting and distribution of mail;
- ii. Dispatching of mails;
- iii. Guiding on files disposal.

- iv. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

A candidate must have: -

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach evidence)
- iii. A Diploma in Records/ Information Management or equivalent qualifications from a recognized institution;
- iv. At least one (1)year experience (Attach evidence)

**27. ASSISTANT OCCUPATIONAL THERAPIST III, JOB GROUP 'H'
TWO (2) POSTS**

(a) Duties and Responsibilities

- i. Assessing and formulating patient's treatment plan;
- ii. Maintaining records and data relating to patients;
- iii. Collecting data for operational research;
- iv. Sensitizing the community on occupational therapy issues; and
- v. Preparing periodic reports.
- vi. Performing any other duty that may be assigned by the supervisor.

(b) Requirements for Appointment

For appointment of this grade, a candidate must have:-

- i. Diploma in Occupational Therapy from a recognized Institution;
- ii. Certificate of registration and a valid practicing license from occupational Therapy Council of Kenya (OTCK)
- iii. At least one (1)year post registration experience (Attach evidence).

RE-ADVERTISEMENT

DEPARTMENT OF AGRICULTURE, LIVESTOCK & AQUACULTURE

1. Inspector (Agriculture), Job Group `H' – 1 Post

a) Duties and Responsibilities

- i. Duties and responsibilities will involve provision of agricultural engineering works, services, and mechanization extension.

- ii. Performing any other duty that may be assigned by the supervisor

b) Requirements for Appointment

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

- iv. Be a Kenyan Citizen (Attach ID)
- v. KCPE and KCSE Certificate (Attach certificates)
- vi. Diploma in a field of Agricultural Engineering such as Soil and Water, Mechanization/Farm Power from a recognized institution;
- vii. At least one (1)year experience (Attach evidence).

2.Plant Mechanic III, Job Group “D” - 1 Post

a. Duties and Responsibilities

An officer at this level will be deployed at Agricultural Machinery Service – where they will be involved in; -

- i. Minor services of plant machinery and farm tractors,
- ii. Care for and maintenance of tools of the trade; and
- iii. Maintaining cleanliness of the workplace.
- iv. Performing any other duty that may be assigned by the supervisor

b. Requirements for appointment

For appointment to this grade, a candidate must

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate with a mean grade D+ (Plus) (Attach certificates)
- iii. Have Plant Mechanics National Trade Test Certificate Grade III/ apprentice Certificate awarded by the Directorate of Industrial Training or its equivalent and relevant qualification from a recognized institution.
- iv. At least one (1)year experience (Attach evidence).

DEPARTMENT OF MEDICAL SERVICES AND PUBLIC HEALTH

1.SENIOR ASSISTANT DIRECTOR, OF MEDICAL SERVICES/RADIOLOGIST JOB GROUP ‘Q’ ONE (1) POST

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail;

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care;
- iii. Providing psycho-social interventions;
- iv. Providing clinical services to patients;
- v. Training, analysis and interpretation of medical images to diagnose conditions and monitor treatment progress;
- vi. Carrying out forensic and medico-legal services;
- vii. Coordinating disease surveillance, prevention, and control;
- viii. Coordinating health education and promotion;
- ix. Implementing health projects and programs; maintaining up-to-date health information systems;
- x. Monitoring provision of health treatment and care;
- xi. Undertaking health research; and
- xii. Analyzing medical reports.

a) Requirements for Appointment

For appointment of this grade, a candidate must have:

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attache evidence)
- iii. Bachelor of Medical and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board;
- iv. Master's degree in Radiology or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentist Board;
- v. Certificated of Registration by the Medical Practitioners and Dentist Board;
- vi. Valid practicing license from Medical Practitioners and Dentist Board;

2.Registered Nurse III (Peri-Operative), JOB GROUP 'K' TWO (2) POSTS

(a) Duties and Responsibilities

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii. Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs;
- iii. Referring patients and clients appropriately;
- iv. Facilitating patients' admission and initiating discharge plans;
- v. Maintaining records on patients'/clients' health condition and care;
- vi. Ensuring a tidy and safe clinical environment; and
- vii. Collecting and compiling data.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have: -

- i. Be a Kenyan Citizen (Attach ID)
- ii. KCPE and KCSE Certificate (Attach evidence)
- iii. Higher Diploma in Kenya Registered Perioperative Theatre Nursing.
- iv. 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;
- v. Registration Certificate issued by the Nursing Council of Kenya;
- vi. Valid practicing license from Nursing Council of Kenya, and
- vii. At least one (1)year experience (Attach evidence).

B. DEPARTMENT OF FINANCE, ECONOMIC PLANNING AND ICT

1) Accountant I, Job Group 'K' - (2 Posts)

(a) Duties and Responsibilities

Duties and responsibilities will entail:

- i. Preparing financial statements and other books of accounts.
- ii. Revenue collection & accounting.
- iii. Budgeting & budget monitoring.
- iv. Processing payments and receipt vouchers.
- v. Preparation and verification of vouchers and committal documents in accordance with laid down rules and regulations.
- vi. Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers.

- vii. Preparation of simple management reports e.g., Imprest and expenditure return etc.
- viii. He/she will be responsible for the safe custody of Government records and assets under him/her, analysis of the below the line accounts and may be deployed as a cashier where duties will entail receiving duly processed payments and receipt vouchers and posting payments and receipt vouchers in the cash books.
- ix. Arranging for withdrawal of cash for office use and ensuring safety of the same at all times.
- x. Extracting and providing cash liquidity analysis.
- xi. Ensuring security of all accountable documents including cheques and cheque books where applicable.
- xii. Ensuring compliance with all statutory deductions.
- xiii. Compiling and Maintenance of a comprehensive and up-to-date Fixed Asset Register
- xiv. Implementing internal controls to prevent theft, loss, or misuse of government property.
- xv. Overseeing the legal and financial process of retiring or selling assets that are no longer viable,
- xvi. Performing any other duty that may be assigned by the supervisor

a. Requirements for Appointment

For appointment to this grade, a candidate must have:

- i) Be a Kenyan Citizen (Attach ID).
- ii) KCPE and KCSE Certificate (Attach certificates).
- iii) Have a Bachelors degree in Commerce/Business Administration (Accounting or Finance option), **and**
- iv) Be in possession of Certified Public Accountants (CPA) Part III or it's recognized equivalent qualifications.
- v) Be a registered member of ICPAK.
- vi) Relevant experience of three years and above (Attach evidence).

Remuneration: As per Salaries and Remuneration Commission (SRC)

Terms of Employment: Permanent and Pensionable.

THE SECRETARY

NYERI COUNTY PUBLIC SERVICE BOARD OFFICES

P.O. BOX 90-10100

NYERI

CELL PHONE: 0745342000

All applications (hand delivered or through post office) should be received on or before **29th September 2026**, at **5.00pm**.

Note:

1. Interested applicants are required to submit/ post a duly filled Employment Application Form. The form can be accessed on the County website: www.nyeri.go.ke.
2. Any communication from the County Public Service Board **SHALL** be through the above-provided address and cellphone.
3. The County Public Service Board **does not charge** for any of the recruitment exercises, including shortlisting and appointments. Any request for payment or favor should therefore be reported to the police for appropriate action.
4. The County Government of Nyeri is an equal-opportunity employer.
5. People with disability are encouraged to apply.
6. Only the short-listed candidates will be contacted by the Board.
7. Please note that you can only be contacted using office number **0745342000**