

COUNTY GOVERNMENT OF THARAKA NITHI



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

Email: tharakanithi.cpsb@gmail.com

P. O. BOX 10
KATHWANA

REF: TNC/PSB/ADV/2022-23/VOL.3/03

DATE: 10th March, 2023

VACANCIES

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

The Tharaka Nithi County Public Service Board wishes to advertise the following thirty-eight (38) positions externally on various terms of service.

1. County Director Medical Services, Job Group “R” - One (1) Post Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Have a Bachelor of Medicine and Bachelor of Surgery from a university recognized in Kenya;
- iii. Masters’ degree in the relevant medical field from a university recognized in Kenya;
- iv. Be registered with the Kenya Medical Practitioners and Dentists
- v. Possess a valid practicing license from Kenya Medical Practitioners and Dentists Council;
- vi. Have an experience of at least 10 years
- vii. Have capacity to undertake multiple tasks within strict timelines;
- viii. Possess strategic and analytical skills with a deep understanding of the strategic and operational
- ix. Understands challenges of the health sector at County and National levels;

Duties and Responsibilities

The Overall duties will be:

- i. To oversee service delivery all health service areas including and not limited to: Diagnostic Services, Clinical Services, Nursing Services, Pharmaceutical Services, Blood Safety, Rehabilitative and Referral Services.
- ii. Provide leadership in the implementation of a strategic plan which is linked to the Department of Health and National Health Plans;
- iii. Lead in the development of Annual Work Plans;
- iv. Supervise the implementation of the existing quality assurance systems provided to monitor the quality of service, investigate incidences/complaints in the hospitals and health facilities
- v. Lead in the management of clinical audits, promote issues pertaining to quality assurance including multidisciplinary audits and quality initiatives;
- vi. Coordinate the training, coaching and mentoring of health personnel;
- vii. Monitor compliance of clinical and rehabilitative quality assurance guidelines;
- viii. Develop and implement medical Standard Operating Procedures (SOPs) and protocols;
- ix. Coordinate emergency response and clinical care; and
- x. Monitor and Evaluate activities against quality standards and response.
- xi. Any other duty as may be assigned by the supervisor from time to time

Terms of Service: Three (3) Years Renewable Contract.

2. Hospital CEO, Job Group “R” – One (1) Post

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Be a holder of Degree in any of health professions Degree from a recognized institution;
- iii. Masters’ degree in any field preferably in health system management or health related fields will be an added advantage;
- iv. Certificate of registration from the respective Regulatory Body
- v. Valid Practicing license from the respective Regulatory Body
- vi. At least ten (10) years relevant work experience, five (5) of which must be at senior level of management;
- vii. Has demonstrated a high degree of Administrative capability, technical and professional competence.

- viii. Certificate in Computer Applications from a recognized institution

Duties and Responsibilities

The Overall duties will be:

- i. To provide visionary leadership and direction to the organization and to ensure hospital policies and mandates are implemented fully and effectively in line with the strategic plan;
- ii. To formulate strategies and operational plans, lead teams for high performance and innovation;
- iii. To ensure prudent management of resources for the achievement of the hospitals' mandate and strategic objectives;
- iv. To ensure that the hospitals' strategic plans are implemented efficiently, the performance contract objectives and targets are negotiated, achieved and reported in time and annual operational plan and budgets prepared and submitted in compliance with statutory requirements;
- v. To oversee and direct the development and implementation of the hospital's strategic initiative and capacity building in line with goals and aspirations of Kenya's vision 2030 and the national health sector strategic plans;
- vi. To provide the needed transformational leadership of Chuka County Referral Hospital to meet citizens' expectation in line with the new Constitution of Kenya;
- vii. To initiate, establish, strengthen and oversee inter institutional collaborations and strategic partnerships for realization of the hospitals mandate and strategic objectives;
- viii. To ensure the hospital staff remain motivated to discharge their responsibilities effectively and efficiently and in compliance with the Human Resource Management policies and practices;
- ix. To establish and sustain effective relationship with the Chuka County Referral Hospital Management Committee, the Government, parent Ministry, regulatory bodies, partners, collaborators, funding agencies, the media, other stakeholders, and staff in the interest of the hospital and its clientele;
- x. To promote a culture of compliance with regulations, statutory requirements, good corporate governance principles and best practices in the hospital;
- xi. To perform any other responsibilities as determined and deemed necessary by the Chuka County Referral Hospital Management Committee in line with the hospital mandate.

Terms of Service: Permanent and Pensionable

3. Medical Superintendent, Job Group “Q” – Two (2) Posts

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Must have a first degree in Medicine, Pharmacy or Dentistry.
- iii. Master's degree in a relevant field is an added advantage.
- iv. Must be registered with relevant regulatory bodies with a valid practicing license.
- v. Must have demonstrated leadership and good performance in the previous assignments
- vi. At least 7 years of experience in Health management.
- vii. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution

Duties and Responsibilities

The Overall duties will be:

- i. All Clinical and Rehabilitative sectional heads in the Hospital.
- ii. Will be responsible for all the operations and day-to-day running of the Hospital
- iii. To provide visionary leadership and direction to the organization and to ensure hospital policies and mandates are implemented fully and effectively in line with the strategic plan;
- iv. To formulate strategies and operational plans, lead teams for high performance and innovation;
- v. To ensure prudent management of resources for the achievement of the hospitals’ mandate and strategic objectives;
- vi. To ensure that the hospitals’ strategic plans are implemented efficiently, the performance contract objectives and targets are negotiated, achieved and reported in time and annual operational plan and budgets prepared and submitted in compliance with statutory requirements;
- vii. To oversee and direct the development and implementation of the hospital’s strategic initiative and capacity building in line with goals and aspirations of Kenya's vision 2030 and the national health sector strategic plans;
- viii. To provide the needed transformational leadership of Chuka County Referral Hospital to meet citizens’ expectation in line with the new Constitution of Kenya;
- ix. To initiate, establish, strengthen and oversee inter institutional collaborations and strategic partnerships for realization of the hospitals mandate and strategic objectives;
- x. To ensure the hospital staff remain motivated to discharge their responsibilities effectively and efficiently and in compliance with the Human Resource Management policies and practices;
- xi. To establish and sustain effective relationship with the Chuka County Referral Hospital Management Committee, the Government, parent Ministry, regulatory bodies, partners,

- collaborators, funding agencies, the media, other stakeholders, and staff in the interest of the hospital and its clientele;
- xii. To promote a culture of compliance with regulations, statutory requirements, good corporate governance principles and best practices in the hospital;
 - xiii. To perform any other responsibilities as determined and deemed necessary by the Chuka County Referral Hospital Management Committee in line with the hospital mandate.

Terms of Service: Permanent and Pensionable

4. County Pharmacist (Senior Assistant Director Pharmaceutical Services), JG 'Q' – One (1) Post

Requirements for Appointment

- i. Be a Kenyan Citizen;
- ii. Bachelor of Pharmacy (B. Pharm.) from an Institution recognized by Pharmacy & Poisons Board
- iii. Masters in any Specialized field of Pharmacy as recognized by Pharmacy & Poisons Board will be an added advantage.
- iv. Certificate of registration from Pharmacy & Poisons Board
- v. Valid Practicing license from Pharmacy & Poisons Board
- vi. Certificate in Computer Applications from a recognized institution

Duties and Responsibilities

The Overall duties will be:

- i. Coordinating pharmaceutical services in all county health facilities
- ii. Coordinating county medicine and therapeutics committees activities in the county health facilities
- iii. Developing and reviewing Standard Operating Procedures (SOP's) for all Pharmaceutical services in the County
- iv. Conducting research on medicine utilization in the County
- v. Providing continuous professional development education to pharmacists in the county
- vi. Evaluating the appropriateness of the donated medical supplies
- vii. Maintaining pharmaceutical inventories in the county Health facilities
- viii. Providing medical information in preparation of patient drug management therapies
- ix. Coordinating preparation of annual work plan as related to pharmaceutical services

5. Dental Officer, JG 'M' – One (1) Post

Requirements for Appointment

- i. A Bachelors of Dental Surgery (DS) degree or any other equivalent qualification from a university recognized in Kenya;
- ii. Successfully completed one (1) year internship from a recognized institution;
- iii. Be registered with the Kenya Medical Practitioners and Dentists
- iv. Possess a valid practicing license from Kenya Medical Practitioners and Dentists Council
- v. Certificate in Computer Applications from a recognized institution

Duties and Responsibilities

The Overall duties will be:

- i. Providing dental care including: diagnosing common oral conditions, treating, prescribing and referring; carrying out minor oral and maxillofacial surgery: prosthetics, and conservative dentistry;
- ii. Facilitating admission, disease investigations of patients, report writing and assisting in theatre activities: collecting information on dental health information system; and
- iii. Organizing discharge summaries and follow-up of patients; and acting as the first on call on duty.
- iv. Any other duty that may be assigned by the supervisor.

6. Registered Nurse [3], Job Group "H" – Thirty (30) Posts

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Be a holder of a Diploma in Nursing from a recognized institution
- iii. Be registered by Nursing Council of Kenya
- iv. Possess a valid Practicing License from Nursing Council of Kenya
- v. Must be computer literate

Duties and responsibilities

The Registered Nurses shall be responsible to the employer and the supervisor for the following;

- i. Offering Nursing Services depending on the level of care deployed;
- ii. Guiding and counseling patients, clients and staff on health issues;
- iii. Referring patients and clients to appropriate health facilities;
- iv. Coaching and mentoring students on attachment;
- v. Organizing health management teams and convening health management committee meetings;
- vi. Collecting and compiling data for research on nursing services issues;
- vii. Any other duty that may be assigned by the supervisor.

7. Radiographer [3], Job Group “H” – Two (2) Posts

Requirements for appointment

- i. Be a Kenyan citizen;
- ii. Must have a diploma in Medical Imaging Sciences/ Sonography/ Radiography or its equivalent from recognized institution
- iii. Registered with Radiation Board
- iv. Valid Practice License
- v. Relevant working experience an added advantage
- vi. Excellent computer and communication skills

Duties and responsibilities

- i. Evaluate patients’ medical condition and history to determine most suitable radiographic technique for diagnosis
- ii. Interact with patients to offer them psychological support and address their concerns regarding an imaging procedure
- iii. Adjust diagnostic equipment to deliver accurate amount of radiation to patients
- iv. Operate complex medical instruments such as CT scanners, X-ray, ultrasound, and several other imaging devices
- v. Maintain proper records of patient details ensuring confidentiality of sensitive information
- vi. Regularly inspect diagnostic equipment to ensure they are functional and operate efficiently
- vii. Ensure compliance with health and safety guidelines to minimize risk of exposure to ionizing radiation

Integrity Clearance

Successful applicants are expected to get clearance from the following bodies.

- i. Kenya Revenue Authority(KRA)
- ii. Credit Reference Bureau(CRB)
- iii. Higher Education Loans Board(HELB)
- iv. Ethics and Anti-Corruption Commission(EACC)
- v. Directorate of Criminal Investigation (DCI)
- vi. For those with higher education certificates (degrees) from outside Kenya, a letter of recognition of qualifications from the Commission of University Education.

How to Apply

Each application should be accompanied by some detailed curriculum vitae, copies of relevant academic and professional certificates and transcripts, National Identity Card or Passport, testimonials and other relevant supporting documents.

All applications should be submitted in sealed envelopes clearly marked on the top left side the position applied for so as to reach the undersigned on or before **31st March, 2023** by **5.00 pm**.

Applications should be addressed to:

**THE SECRETARY
COUNTY PUBLIC SERVICE BOARD
THARAKA NITHI COUNTY
P.O. BOX 10-60406
KATHWANA**

Tharaka Nithi County is an equal opportunity employer committed to diversity and gender equality within the organization. Applicants comprising persons with special needs are encouraged to apply.

Any form of canvassing will lead to disqualification. ***Only shortlisted candidates shall be contacted.***

NOTE: COMMUNICATION FROM THE COUNTY PUBLIC SERVICE BOARD
IS ONLY DONE THROUGH THE OFFICE MOBILE PHONE NO. 0748 087 375.