



OFFICE OF THE CHIEF OFFICER HEALTH SERVICES

P.O BOX 89-90300 MAKUENI

Email: county.health@makueni.go.ke contact@makueni.go.keWebsite: www.makueni.go.ke21st September, 2023**RE: MOH/CHAK VACANCIES ADVERTISEMENT**

The Department of Health Services Makueni County in conjunction with CHAK (Christian Health Association of Kenya) is inviting applications for the vacancies below. The successful candidates will be working within Makueni County under the direct supervision of the SCMOH / Facility in charge and CHMT/CHAK Program Officers.

1. REGISTERED CLINICAL OFFICER – (1 POST)**Terms of Service: One Year Contract****Duties and responsibilities**

- ❖ Be the leader of clinical services and ensure proper patient management is done in line with the national guidelines.
- ❖ Ensure complete documentation and timely reporting by the **4th** of every month.
- ❖ Spearhead implementation of all TB/HIV targeted interventions in the facility.
- ❖ Ensure monthly multi-disciplinary team meetings (MDTs) are held to discuss complicated cases and minutes are available.
- ❖ Develop a site work plan for TB/HIV services in line with Annual Work Plan and CHAK-CHAP Stawisha scope of work.
- ❖ Ensure the minimum package of TB/HIV care is implemented in line with the national guidelines.
- ❖ Take the lead in attainment of the priority indicators for HIV care and Treatment, PMTCT, PITC and TB program through coordinating CQI projects at the facility.
- ❖ Ensure integration of ART services in TB clinic and MCH.
- ❖ Report all suspected adverse drug reactions.
- ❖ Conduct any other duty as maybe prescribed by the supervisor(s).

Job Requirements / Qualifications

- ✦ Be a Kenyan Citizen
- ✦ Be a holder of a Degree or a Diploma in Clinical Medicine and surgery or Clinical Medicine and Community Health from a recognized Institution.
- ✦ Be a registered member of the clinical Officers' council
- ✦ Possess a valid practicing license issued by the clinical Officers' Council
- ✦ Certificate in Computer Application skills
- ✦ Academic and Professional certificates copies to be attached
- ✦ Training in HIV course is an **added advantage**
- ✦ Relevant experience (*Worked in a CCC*) is an **added advantage**.
- ✦ Satisfy the requirements of Chapter Six of the constitution of Kenya 2010.



2. HEALTH RECORDS AND INFORMATION OFFICER (HRIO) – (1 POST)

Terms of Service: One Year Contract

Duties and responsibilities

- ❖ Ensure availability of necessary data collection and reporting tools at the facility. This will include registers, patient cards/files, DAR, and MoH 731.
- ❖ Guide the facility staff on effective data management especially on correct and complete documentation on a daily basis.
- ❖ Ensure all required data summaries and facility reports are accurately and timely reports should be shared with CHAP Stawisha and County by 4th of every month.
- ❖ Support and ensure weekly LEAP reporting.
- ❖ Participate in data collection for program monitoring when required.
- ❖ Timely response to reports queries raised for any report, the response should be within 1 day.
- ❖ Reviewing data prior to submission to CHRIO/SCHRIO and CHAP Stawisha M&E team.
- ❖ Scheduling and participating in facility monthly DQA.
- ❖ Cleaning 3PM and DHIS by 15th of every month.
- ❖ Ensure that Kenya EMR for the facility is up-to-date all the time.
- ❖ Perform daily backup of electronic medical records.
- ❖ Conductor bi-monthly data analysis and share with the facility staff during MDTs meetings.
- ❖ Devise/support innovative ways of data presentation to ensure maximum and timely utilization.
- ❖ Any other related duties as assigned by the supervisor.

Job Requirements / Qualifications

- ✚ Be a Kenyan Citizen.
- ✚ Be a holder of a **Degree** or a **Diploma** in Health Records and Information from a recognized Institution.
- ✚ Be a registered member of the **AMRO** (Association of Medical Records Officers) Kenya.
- ✚ Certificate in Computer Application skills.
- ✚ Academic and Professional certificates copies to be attached.
- ✚ Training in HIV course is an **added advantage**.
- ✚ One Year of experience with the use of KenyaEMR is an **added advantage**.
- ✚ Satisfy the requirements of Chapter Six of the constitution of Kenya 2010.

The applications (*Application Letter, CV, Copies of Certificates and Testimonials*) should be addressed to the **Office of the Chief Officer Health Services, Makueni County** so as to reach this office on or before **06th October, 2023 5:00 PM**. The salary scale is as per the approved MOH/CHAK Sub-agreement. **MOH/CHAK is an equal opportunity employer.**

Yours,



Dr. Kiio S. Ndolo
Chief Officer - Health Services
Makueni County



Copy:

1. CECM Health Services
2. Director(s) Health Services