



PUBLIC SERVICE COMMISSION

Our Vision

"A citizen-centric public service"

Our Mission

"To reform and transform the public service for efficient and effective service delivery"

ADVERTISEMENT - VACANT POSITIONS IN THE PUBLIC SERVICE

Applications are invited from qualified persons for the positions shown below.

Interested and qualified persons are requested to make their applications **ONLINE** through the Commission website: www.publicservice.go.ke or jobs portal: www.psckjobs.go.ke

Please Note:

- (i) Candidates should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- (ii) Only shortlisted and successful candidates will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) The Public Service Commission is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenyans diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- (v) **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.
- (vi) It is a criminal offence to present fake certificates/ documents.
- (vii) Serving officers shall be required to produce the **original letter of appointment** to their current substantive post during the interview.

Applications should reach the Commission **on or before 4th October 2021 latest 5.00 pm (East African Time)**.

VACANCIES IN THE NATIONAL TREASURY AND PLANNING

STATE DEPARTMENT FOR PLANNING –All Positions are based at National Planning Offices at the County Level

DIRECTOR PLANNING, FORTY-SEVEN (47) POSTS - V/NO. 82/2021

Basic Salary Scale:	Ksh.133,870 – Ksh.197, 800 p.m.	(CSG 5)
House Allowance:	Ksh.48, 000 – 60,000p.m (Depending on duty station)	
Commuter Allowance:	Ksh.20, 000p.m	
Leave Allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent or Local Agreement	

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

- (i) served for a minimum period of ten (10) years in the economic planning field three (3) of which should have been in the grade of Principal Economist, CSG 7 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelors Degree in any of the following fields: Economics, Statistics, Economics and Mathematics, Economics and Finance and Economics and Statistics or any other equivalent qualification from a University recognized in Kenya;
- (iii) a Masters Degree in any of the following fields: Economics, Economic Policy Management, Multilateral Trading Systems, Econometrics, Public Finance, Development, Monetary Economics, Environmental Economics, Health Economics, Agricultural Economics, Demography, International Economics, Economic Cooperation and Human Development, Transport Economics, Labour Economics, Industrial Economics, Energy Economics, Mining Economics, Petroleum Economics, Statistics, Actuarial Science, Strategic Management Project Planning and Management, Philosophy in Economics, Public Policy, Economics of Development, Economics of Rural Development, Monitoring and Evaluation or any other equivalent qualification from University a recognized in Kenya;
- (iv) membership to Economists Society of Kenya or any other relevant professional body;
- (v) demonstrated professional competence, managerial and leadership capability as reflected in work performance and results; and
- (vi) demonstrated a clear understanding of national development policies, goals and objectives and ability to integrate them into the Economic Planning function;

Duties and Responsibilities:-

- (i) overseeing planning, monitoring and evaluation of the National Government programmes and projects at the County level;
- (ii) overseeing strengthening of intergovernmental economic planning matters at the county level;
- (iii) overseeing provision of technical support to the county development implementation coordination committees;
- (iv) spearheading capacity building of county government on economic policy and planning;
- (v) spearheading advisory on the County Regional Economic Blocs;
- (vi) overseeing preparation of county quarterly and annual progress reports;
- (vii) spearheading promotion of knowledge management at county level;
- (viii) spearheading preparation of SDGs progress reports and Voluntary National Reviews in collaboration with relevant stakeholders at the county level;
- (ix) overseeing national development activities at the county level;
- (x) facilitating public participation and stakeholder consultation forums on County Development Plans;
- (xi) guiding dissemination of national plans, policies and strategies;
- (xii) maintaining a repository of National Government investments and assets at the county level;
- (xiii) coordinating operationalization of the County Integrated M & E System(CIMES);
- (xiv) facilitating research on topical and emerging socio-economic issues at the county; and
- (xv) facilitating identification and documentation of cross cutting and emerging economic issues.

PRINCIPAL ECONOMIST - FORTY FOUR (44) POSTS - V/NO. 83/2021

Basic Salary Scale:	Ksh.87,360- Ksh.121, 430 p.m. (CSG 7)
House Allowance:	Ksh.16, 800 - 45,000p.m (Depending on duty station)
Commuter Allowance:	Ksh.12,000p.m
Leave Allowance:	As existing in the Civil Service
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the government
Terms of Service:	Permanent and Pensionable

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

- (i) served for a minimum period of six (6) years, in the economic planning one (1) of which must have been at the grade of Senior Economist, CSG 8 or in a comparable and relevant position in the wider public service;
- (ii) a Bachelors Degree in any of the following fields: Economics, Statistics, Economics and Mathematics, Economics and Finance and Economics and Statistics or any other equivalent qualification from a University recognized in Kenya;
- (iii) membership to Economists Society of Kenya or any other relevant professional body; and
- (iv) demonstrated professional competence and managerial capability as reflected in work performance and results as well as clear understanding of national development policies, goals and objectives and ability to integrate them into the Economic Planning function;

Duties and Responsibilities:-

- (i) tracking and reporting progress of Vision 2030 flagship projects at the County Level;
- (ii) generating and analyzing reports on projects and programmes from the electronic National Integrated Monitoring and Evaluation System (e-NIMES);
- (iii) preparing annual and quarterly progress reports on implementation of national government programmes/projects at the county level;
- (iv) coordinating intergovernmental and National Government economic planning functions;
- (v) organizing public participation and stakeholders consultation forums;
- (vi) coordinating dissemination of national development plans, policies and strategies at the county level;

- (vii) conducting capacity building of National Government Agencies at the county as well as County Government, Civil Society Organizations and the Private Sector on economic policy and planning;
- (viii) facilitating research on topical and emerging socio-economic issues at the county;
- (ix) facilitating identification and documentation of cross cutting and emerging economic issues;
- (x) promoting Knowledge Management;
- (xi) developing donor proposals; and
- (xii) preparing briefs and reports on economic trends at the county level

VACANCIES IN THE OFFICE OF THE ATTORNEY GENERAL AND DEPARTMENT OF JUSTICE

STATE COUNSEL II - THIRTY (30) POSTS - V/NO. 84/2021

Basic Salary Scale:	Ksh.42, 970 - Ksh.59, 120 p.m.	(CSG 9)
House Allowance:	Ksh.13,000 - 28,000 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.6, 000 p.m	
Leave Allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

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

- (i) a Bachelor of Laws Degree (LLB) from a university recognized in Kenya;
- (ii) a Post Graduate Diploma in Law from the Kenya School of Law; and
- (iii) been admitted as an Advocate of the High Court of Kenya

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under a more senior and experienced Counsel in the performance of legal duties pertaining to the Department. Specific duties and responsibilities include:

- (i) handling Preliminary Enquiries (PE) and writing correspondence to complainants and advocates;
- (ii) interviewing complainants;
- (iii) assisting in civil litigation matters;
- (iv) appearing in court under supervision of a senior and experienced officer;
- (v) drawing up of pleadings; and
- (vi) debt collection undertaking research in the department

VACANCIES IN THE MINISTRY OF DEFENCE

ASSISTANT DIRECTOR, PUBLIC COMMUNICATION - ONE (1) POST - V/No. 85/2021

Basic Salary Scale:	Ksh.87,360- Ksh.121, 430 p.m.	(CSG 7)
House Allowance:	Ksh.16, 800 – 45,000p.m (depending on duty station)	
Commuter Allowance:	Ksh.12,000p.m	
Leave Allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have:

- (i) served in the grade of Principal Public Communication Officer or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) a Bachelors degree in any of the following fields Mass Communication, Public Relations, Communication Studies, Journalism, International Relations, Social Sciences or any other equivalent qualification from a d University recognize in Kenya;
- (iii) possess good oral and written communication skills in both English and Kiswahili; and
- (iv) demonstrated professional competence and managerial capability as reflected in work performance.

Duties and Responsibilities: -

Duties and Responsibilities at this level will include:

- (i) analyzing information on programmes, significant events and impact on the customers in a specific sectoral area;
- (ii) researching on possible causes of negative publicity on the Government on both local and international press;
- (iii) assisting in the development of appropriate strategies to address the situation;
- (iv) identifying Government events that require packaging for dissemination to the media and the public;
- (v) preparing and organizing for how Government policies, programmes and projects can be propagated and promoted;
- (vi) preparing media supplements, documentaries, press releases/ media features; and
- (vii) regularly attending meetings at the Public Communications Office to deliberate on cross cutting issues that require to be centrally disseminated by office of Public Communications.

PUBLIC COMMUNICATION OFFICER II -ONE (1) POST - V/No. 86/2021

Basic Salary Scale:	Ksh.31,270 – Ksh.41,260 p.m.	(CSG 11)
House Allowance:	Ksh.4, 200 - 10, 000 (Depending on duty station)	
Commuter Allowance:	Ksh.4, 000p.m.	
Leave allowance	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have a Bachelors degree in any of the following fields Mass Communication, Public Relations, Communication Studies, Journalism, International Relations, Social Sciences or any other equivalent qualification from a d University recognize in Kenya;

Duties and Responsibilities:-

This will be the entry and training grade for this cadre. An Officer at this level will be deployed in a Public Communications Office to assist in the Public Communication function. Specific duties and responsibilities will include:

- (i) information gathering on topical issues with the Ministry.
- (ii) verifying authenticity of the information and editing; and
- (iii) dispatching the information for dissemination to the public and media under the guidance of a senior Officer.

PSYCHOLOGICAL COUNSELLOR II - FOUR (4) POSTS - V/No. 87/2021

Basic Salary Scale:	Ksh.31,270 – Ksh.41,260 p.m.	(CSG 11)
House Allowance:	Ksh.4, 200 - 10, 000 (Depending on duty station)	
Commuter Allowance:	Ksh.4, 000p.m.	
Leave allowance	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have:

- (i) a Bachelors degree in Counseling Psychology, Psychology (Counseling) or equivalent qualification from a University recognized in Kenya;

OR

a Bachelors degree in any of the following disciplines: Psychology, Occupational Psychology, Education Psychology (Guidance and Counseling), Social Psychology,

Sociology, Social Work, Anthropology **PLUS** a Diploma in Counseling Psychology or equivalent qualification from a recognized institution; and

(ii) Membership of a counseling professional body.

Duties and Responsibilities: -

This will be the entry and training grade for this cadre. Duties and Responsibilities will include:

- (i) undertaking initial client assessment;
- (ii) administering counseling contract to client(s);
- (iii) conducting individual counseling sessions;
- (iv) developing psychological explanation of the client issues;
- (v) referring clients to specialists;
- (vi) documenting, recording and keeping appropriate psychological counseling information and records.

MEDICAL SPECIALISTS - EIGHTEEN (18) POSTS -(Pediatrics and Child Health - 6 posts, Physician - 6 posts, Anaesthesiologist - 6 posts) - V/No. 88/2021

Basic Salary Scale:	Ksh.99,900 - Ksh.169,140 p.m	(CSG 6)
House Allowance:	Ksh.20, 000 – 50,000 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.16, 000p.m	
Leave Allowance:	As provided by the government	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have:

- (i) a Bachelor of Medicine and Bachelor of Surgery (M.B. Ch.B.) degree from a university recognized in Kenya
- (ii) a Masters degree in any of the following fields: Medicine, Family Medicine, Anesthesiology, Paediatrics and Child Health or equivalent qualification from a university recognized in Kenya;
- (iii) a Certificate of Registration from the Medical Practitioners and Dentists Board;
- (iv) a valid practicing license from the Medical Practitioners and Dentists Board;
- (v) demonstrated professional competence and managerial capability as reflected in work performance.

Duties and Responsibilities: -

- (i) performing complex and advanced clinical patient management in areas of specialization;
- (ii) coordinating, training, coaching, and mentoring of health personnel.

- (iii) managing health stores including essential medicines and/or plant and equipment;
- (iv) managing larger facilities/hospitals.
- (v) developing intervention activities or programmes for the management of diseases and conditions.
- (vi) developing medical Standard Operating Procedures (SOPs) and protocols;
- (vii) coordinating emergency response and clinical care;
- (viii) coordinating health projects and programmes;
- (ix) managing health information systems;
- (x) carrying out health surveys and research; and
- (xi) monitoring the provision of forensic and medico-legal services.

SPEECH THERAPIST - TWELVE (12) POSTS - V/No. 89/2021

Basic Salary Scale:	Ksh.38, 270 - Ksh.51, 170 p.m.	(CSG 10)
House Allowance:	Ksh.7, 500 - 16, 500 p.m (Depending on duty station)	
Commuter Allowance:	Ksh.5, 000 p.m	
Leave Allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have:

- (i) a Bachelor of Science in Speech and Language Therapy/Speech and Language Pathology from a university recognized in Kenya;
- (ii) a Valid registration certificate with the Association of Speech and Language Therapists of Kenya (ASLTK) or any other recognized speech and language therapists, pathologists, or audiologist's professional; and
- (iii) current Practicing license from the relevant body.

NOTE: supplementary certifications in Flexible Endoscopic Evaluation of Swallowing (FEES) exam and Modified Barium Swallow procedures will be an added advantage;

Duties and Responsibilities:-

This is the entry grade for this cadre. Specific duties and responsibilities will include:

- (i) create and carry out an individualized treatment plan that addresses specific functional needs of each patient;
- (ii) assess, diagnose, and treat speech, language, social communication, cognitive-communication, and swallowing disorders in children and adults following an illness, surgery, stroke, or traumatic brain injury;

- (iii) provide intervention as part of the immediate healthcare response team of individuals who have suffered stroke or traumatic brain injury to advice on feeding to prevent aspiration pneumonia and other serious;
- (iv) administering modified barium swallow, Flexible Endoscopic Evaluation of Swallowing (FEES) tests to determine patients underlying swallow and feeding;
- (v) communicating with the patient, and liaising with their family members, physicians, and teachers to design effective treatment;
- (vi) help individuals who have suffered stroke or other traumatic brain injuries regain or improve vocabulary and sentence structure used in oral and written;
- (vii) tracking patient progress while maintaining comprehensive treatment records and implementing changes to therapy programs as required to provide better;
- (viii) liaise with other professional's e. nurses, surgeons, physiotherapists, occupational therapists and care givers to design a model intervention plan according to individual patient needs; and
- (ix) provide counselling and training to individuals, families and care givers on how to reinforce the treatment plan at home or cope with communication and swallowing.

SONOGRAPHER II - TWELVE (12) POSTS - V/No. 90/2021

Basic Salary Scale:	Ksh.31,270 - Ksh.41,260 p.m.	(CSG 11)
House Allowance:	Ksh.4, 200 - 10, 000 (Depending on duty station)	
Commuter Allowance:	Ksh.4, 000p.m.	
Leave allowance	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have:

- (i) a Higher National Diploma in Medical Imaging Sciences, Ultrasound from a recognized institution;
- (ii) a Diploma in Medical Imaging Sciences from Kenya Medical Training College or a recognized institution; and
- (iii) been a Member of Society of Radiographers Kenya (SORK), Kenya and Radiation Protection Board (RBP).

Duties and Responsibilities:-

This is the entry and training grade for this cadre. Duties and responsibilities will include:

- (i) conducting a daily function check of all Radiology Machines;
- (ii) conducting effective radiology procedures (i.e. X-Ray, MRI, CT Scan, Bone DEXA and Mammograms) within the approved policies and procedures;

- (iii) ensuring safety for the patients and the machine through adequate preparation of patients;
- (iv) liaising with doctors and other medical staff to clarify ambiguous radiology requests to prevent service anomalies;
- (v) ensuring that all the Radiation safety measures are put in place to protect the patient staff and the public;
- (vi) review Patient Reports to ensure that they are accurate before sign off; and
- (vii) documenting and reporting all the faults on the machines to recommended authorities and perform any other duties within the professional circuit as may be assigned from time to time.

RADIOGRAPHER III- TWELVE (12) POSTS - V/No. 91/2021

Basic Salary Scale:	Ksh.25, 470 – Ksh.33,950 p.m.	CSG 12
House Allowance:	Ksh.3, 200 –Ksh.6, 750– p.m (Depending on duty station)	
Commuter Allowance:	Ksh.4, 000p.m	
Leave allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have:

- (i) a Diploma in Medical Imaging Sciences from Kenya Medical Training College or recognised institution;
- (ii) been a Member of Society of Radiographers Kenya (SORK), Kenya and Radiation Protection Board (RBP).

Duties and Responsibilities:-

This is the entry and training grade for this cadre. Duties and responsibilities will include:

- (i) conducting a daily function check of all Radiology Machines;
- (ii) conducting effective radiology procedures (i.e. X-Ray, MRI, CT Scan, Bone DEXA and Mammograms) within the approved policies and procedures;
- (iii) ensuring safety for the patients and the machine through adequate preparation of patients;
- (iv) liaising with doctors and other medical staff to clarify ambiguous radiology requests to prevent service anomalies;
- (v) ensuring that all the Radiation safety measures are put in place to protect the patient staff and the public;
- (vi) reviewing Patient Reports to ensure that they are accurate before sign off;
- (vii) documenting and reporting all the faults on the machines to recommended authorities and perform any other duties within the professional circuit as may be assigned from time to time.

REGISTERED NURSE III - SIXTY SIX (66) POSTS - V/No. 92/2021

Basic Salary Scale:	Ksh.25, 470 – Ksh.33,950 p.m.	CSG 12
House Allowance:	Ksh.3, 200 –Ksh.6, 750- p.m (Depending on duty station)	
Commuter Allowance:	Ksh.4, 000p.m	
Leave allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have:

- (i) a Diploma in any of the following disciplines: Kenya Registered Community, Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing Mental Health and Psychiatry from a recognized institution;
- (ii) a registration certificate issued by the Nursing Council of Kenya; and
- (iii) a valid practicing license from Nursing Council of Kenya.

Duties and Responsibilities:-

This is the entry and training grade for this cadre. Duties and responsibilities will include:

- (i) assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- (ii) providing appropriate healthcare service including Integrated Management of Childhood illness (IMCI), immunization, PMTCT, ante-natal care and delivery;
- (iii) providing health education and Counseling to patients/clients and community on identified health needs;
- (iv) referring patients and clients appropriately;
- (v) facilitating patients' admission and initiating discharge plans;
- (vi) maintaining records on patients/clients health condition and care;
- (vii) ensuring a tidy and safe Clinical environment; and
- (viii) collecting and compiling data.

REGISTERED CLINICAL OFFICER III - TWELVE (12) POSTS - V/No. 93/2021

Basic Salary Scale:	Ksh.25, 470 – Ksh.33,950 p.m.	CSG 12
House Allowance:	Ksh.3, 200 –Ksh.6, 750– p.m (Depending on duty station)	
Commuter Allowance:	Ksh.4, 000p.m	
Leave allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have:

- (i) a Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution; and
- (ii) a certificate of registration by the Clinical Officers Council;

Duties and Responsibilities:-

This will be the entry grade into the Clinical Officers cadre. Duties at this level will be of limited scope and complexity and the officer will normally work under the Guidance of an experienced Clinical Officer. Duties and responsibilities include:

- (i) seeing and examining patients, diagnosing and treating patients' ailments at an Outpatient/Inpatient department in a hospital, health centre or Dispensary;
- (ii) assist in planning and conducting Community Health Care activities;
- (iii) teaching students attached to hospitals and health Centres;
- (iv) supervising and counselling a small number of staff engaged on routine Patients' care and giving support and health education to patients.

ASSISTANT OCCUPATIONAL THERAPIST III - TWELVE (12) POSTS - V/No. 94/2021

Basic Salary Scale:	Ksh.25, 470 – Ksh.33,950 p.m.	CSG 12
House Allowance:	Ksh.3, 200 –Ksh.6, 750– p.m (Depending on duty station)	
Commuter Allowance:	Ksh.4, 000p.m	
Leave allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have:

- (i) a Diploma or Higher Diploma in Occupational Therapy from a recognized institution;
- (ii) been registered and licensed by the Kenya Occupational Therapy Association.

Duties and Responsibilities: -

- (i) formulating progressive treatment, rehabilitating and habilitating of in or out patients;
- (ii) performing procedures as prescribed by the attending clinician;
- (iii) providing recreational education of hospitalized patients;
- (iv) assessing patients for vocational placement;
- (v) habilitating patients with congenital malformations; and
- (vi) resettling patients with physical inadequacies.

PHARMACEUTICAL TECHNOLOGIST III - TWELVE (12) POSTS - V/No. 95/2021

Basic Salary Scale:	Ksh.25, 470 – Ksh.33,950 p.m.	CSG 12
House Allowance:	Ksh.3, 200 –Ksh.6, 750– p.m (Depending on duty station)	
Commuter Allowance:	Ksh.4, 000p.m	
Leave allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have:

- (i) a Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution; and
- (ii) a certificate of enrolment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board (PPB).

Duties and Responsibilities:-

This is the entry and training grade for this cadre. An officer at this level will be responsible for dispensing drugs/medicines to patients under supervision of a senior officer. Specific duties and responsibilities at this level will include:

- (i) receiving, interpreting, and processing prescriptions;
- (ii) recording prescriptions in a pharmacy unit, pre-packing, repacking and writing instructions on labels;
- (iii) counseling patients on usage of drugs in a pharmacy unit;
- (iv) maintaining drug registers/books; and
- (v) stock-taking of drugs and medicine devices on monthly basis.

MEDICAL LABORATORY TECHNOLOGIST III - TWELVE (12) POSTS - V/No. 96/2021

Basic Salary Scale:	Ksh.25, 470 – Ksh.33,950 p.m.	CSG 12
House Allowance:	Ksh.3, 200 –Ksh.6, 750– p.m (Depending on duty station)	
Commuter Allowance:	Ksh.4, 000p.m	
Leave allowance:	As existing in the Civil Service	
Annual Leave:	30 working days per financial year	
Medical Cover:	As provided by the government	
Terms of Service:	Permanent and Pensionable	

For appointment to this grade, a candidate must have:

- (i) a Diploma in any of the following fields: Applied Sciences (Chemistry, Analytical Chemistry, Industrial Chemistry, Biology), Food Science and Technology, or Medical Laboratory Technology from a recognized institution;
- (ii) a registration certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB); and
- (iii) a valid practicing license from the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).

Duties and Responsibilities:-

This is the entry and training grade for this cadre. An Officer at this level will work under guidance and supervision of a senior Officer. Duties and responsibilities will include:

- (i) decontaminating working benches;
- (ii) receiving and scrutinizing laboratory requisition forms and specimens for accuracy;
- (iii) preparing clients for collection of specimen;
- (iv) receiving Collecting, labeling and registering specimen;
- (v) disaggregating specimens for processing and analysis; and
- (vi) performing routine diagnostic tests.

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION**