



MOMBASA COUNTY PUBLIC SERVICE BOARD



1st Floor, Betting Control Building P.O. Box 80076-80100 Mombasa Kenya Tel: +254 742581415/ +254 780564465 Email: info.mcpsb@mombasa.go.ke

Pursuant to the provisions of Article 235 of Constitution of Kenya (2010), Mombasa County Public Service Board wishes to consider applications from highly qualified, results oriented and self-motivated Kenyan citizens for appointment to the following position under **USAID – STAWISHA**

MCPSB/001/01/2025: Finance Officer I - Job Group 'L' One (1) Position

Terms of Service – 3 Years Contract

Duties and Responsibilities

- Control of expenditure of the departments;
- Commitments in the initial evaluation and scrutiny of expenditure proposals and compilation of information required in the budgetary process;
- Processing of medium term expenditure framework and revised estimates budget; and taking initial action for budgeting of donor financed projects, reviewing of financial implementation of such projects, and monitoring commitments on expenditure;
- Preparing departmental budgets and budgetary estimates under supervision of the department planning and budgeting head, for the recurrent and development votes;
- Preparing quarterly expenditure forecast as a basis for discussions with the treasury for release of funds.
- Initiating proposals seeking funds for additional expenditure and reallocation of voted funds during the year;
- Monitoring expenditure and projects including programmed implementation on a periodic basis and ensuring timely disbursement of funds;
- Mapping and mobilization of partner funding and resources
- Monitoring, Evaluation and Supervision of Budgetary.

Requirements for Appointment

- Be a Kenyan Citizen.
- Bachelor's Degree in Commerce (Finance Option), Business Management/Administration in Finance or Economics option from a recognized institution.
- Certified Public Accountant (CPA) or its equivalent or Association of chartered Certified Accountant (ACCA) or Chartered Financial Analyst (CFA)
- Membership with ICPAK/ ACCA/ CFA or any other relevant and recognized professional body; in good standing.
- Related Master's Degree is an added advantage.

- At least Three (3) years of similar experience position in a busy and dynamic work environment.
- Demonstrate a high degree of professional and technical competence as reflected in work performance and results.
- Shown outstanding capability in Financial Management.
- Certificate in Computer application

Personal Qualities, skills and competencies in addition to the above requirements.

- Business analytical skills and Attention to the detail
- ability to work under minimal supervision
- Proficiency in MS Office Suite, and contemporary Accounting systems and practices
- creativity and innovativeness
- Excellent interpersonal, communication and public relations Skills
- A team player
- High levels of Integrity and ethical conduct





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MCPSB/001/02/2025: Medical Officer Job Group 'M' One (1) position

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- Diagnosing, caring and treating diseases;
- Performing medical and surgical procedures;
- Preparing and responding to emergencies and disasters;
- Participating in management of medicine, medical instruments and equipment;
- Providing health education;
- Maintaining health records, health information and data;
- Counselling patients and their relatives on diagnoses and bereavements;
- Teaching and coaching medical students, nursing students and clinical officer-interns;
- Initial management, stabilization and treatment of all patients.
- Rotating in various wards and clinics as assigned.
- Facilitating patient admission and discharge.
- Ensuring patient referral to appropriate specialist.
- Championing evidence-based practice, patient centered care, service excellence and continual improvement.
- Maintaining patient confidentiality and working with professionalism.
- Undertaking clinical procedures.
- Participating in major disaster response in case of any.
- Facilitating Continuous Medical Education sessions and research.
- Any other duty that may be assigned from time to time

Requirements for appointment

- Be a Kenyan citizen
- Have a Bachelors' Degree in medicine and surgery

- Be registered by the Kenya Medical Practitioners and Dentists Board
- Successfully completed one (1) year internship from a recognized institution;
- Valid private practice and annual retention license from KMPDC
- Sound diagnostic skills and judgment
- Excellent problem solving and decision-making skills
- Effective communication skills
- Have capacity to multitask within strict timelines
- Be proficient in computer skills.

MCPSB/001/03/2025: Registered Nurse III Job Group 'H' Six (6) positions

Terms of service: Permanent & Pensionable.

Duties and Responsibilities

- Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- Providing appropriate healthcare service including integrated Management of a Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery,
- 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 a tidy and safe clinical environment;
- Collecting and compiling data.

Requirements for appointment

- 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;
- Registration Certificate issued by the Nursing Council of Kenya;
- Valid practicing license from Nursing Council of Kenya and
- Certificate in Computer application skills from a recognized institution.
- Satisfy the requirement of Chapter Six of the Constitution of Kenya

MCPSB/001/04/2025: Registered Nurse III Job Group 'H' Three (3) positions

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- Providing appropriate healthcare service including integrated Management of a Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery,
- 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 a tidy and safe clinical environment;
- Collecting and compiling data.

Requirements for appointment

- 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;
- Registration Certificate issued by the Nursing Council of Kenya;
- Valid practicing license from Nursing Council of Kenya and
- Certificate in Computer application skills from a recognized institution.
- Satisfy the requirement of Chapter Six of the Constitution of Kenya



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MCPSB/001/05/2025: Director Finance and Administration, Job Group 'R' One (1) Position

Terms of Service – 3 Years Contract

Duties and Responsibilities.

- Systematic scheduling of expenditures consistent with work plans;
- Contract liability projections for the identification and budgeting of contractual and legal financial obligations;
- Budget planning, preparation and implementation at the department level;
- coordinating the preparation of annual work plans, procurement plans and cash management;
- Advising the accounting Officer on financial management matters; and
- Coordinating the preparation of the departmental Expenditure Reviews and the sector reports.
- Organization, direction, control and co-ordination of the functions of the devolved units
- Development, implementation and evaluation of the departmental strategic plans, programs and projects in collaboration with other departments and stakeholders
- Assist to ensure that intergovernmental administrative issues are handled effectively and promptly;
- Supervise devolved units and support in coordination of stakeholders
- Interpreting and applying national and county laws and other related statutes in the relevant departments in line with the county goals and objectives.
- Developing appropriate departmental policies, legal and institutional frameworks for implementation of the mandate of the department.
- Handling departmental administrative, Human Resources and assets management issues.
- Ensuring strict compliance with all financial, budgetary and procurement procedures

- Co-ordination of production, documentation and dissemination of the relevant departmental information.
- Perform other duties that may be assigned from time to time by the Supervisor

Requirements for appointment

- Be a Kenyan Citizen.
- Be a holder of Bachelor's degree in any of the following: Economics, Commerce (Finance Option) Business Administration, Business Management, Finance, Accounts or any other equivalent qualification from a University recognized in Kenya.
- Certified Public Accountant (CPA) or its equivalent or Association of Certified Chartered Accountant (ACCA) or Chartered Financial Analyst (CFA)
- Master's Degree in any of the following will be an added advantage: Business Administration (MBA), Economics, Finance, or in a related discipline from a recognized university.
- A certified course in Public Sector Financial Management lasting not less than four (4) weeks from a recognized university/institution.
- Certificate in Computer applications.
- Satisfy the requirements of Chapter Six of the Constitution; and
- Have knowledge, experience and a distinguished career of not less than five years in a senior administration/management position
- Demonstrate a high degree of professional and technical competence as reflected in work performance and results.
- Demonstrate a thorough understanding of Devolution, the County development objectives and vision 2030
- Shown outstanding capability in Financial Management

Personal Qualities

In addition to the above requirements, an officer must have the following qualities:

Ability to articulate and implement Departmental Mandates.

- Organizational, analytical, managerial and decision making skills.
- Creativity and innovation.
- Technical problem solving.
- Resource management skills.
- Interpersonal and communication skills.
- Integrity and commitment to producing results.
- Leadership, advocacy, relationship building and collaboration, result oriented, self-driven.
- Appreciation and application of technology in the work environment.

- Passion for continuous professional development.
- Initiative to achieve expected results. Core Skills
- People management
- Financial management
- Policy implementation
- Planning
- Coordinating
- Strategy implementation

MCPSB/001/06/2025: Chief Information Communication Technology Officer, Job Group 'M' - One (1) Position

Terms of Service – 3 Years Contract

Duties and Responsibilities

- Coordinating systems analysis, design and programme specifications;
- Ensuring timely implementation and effective maintenance of systems;
- Developing reports on ICT standards; and supervising overall systems documentation;
- Taking charge of Information Communication Technology equipment maintenance;
- Preparing progress reports of the Information Communication Technology equipment maintenance;
- Evaluating and recommending on the suitability of Information Communication Technology equipment;
- Training of Information Communication Technology Hardware personnel and users;
- Designing Local Area Network (LAN) and Wide Area Network (WAN);
- Preparing staff performance reports.

Requirements for Appointment

- Degree in any of the following fields: Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering from a recognized institution.
- Related Master's Degree is an added advantage.
- Served in the grade of Senior Information Communication Technology Officer or in an equivalent and relevant position in a busy working environment for a minimum period of three (3) years;
- Demonstrated professional ability, initiative and competence in organizing and directing work.

MCPSB/001/07/2025: Information Communication Technology Officer I, Job Group 'K'-One (1) Position

Terms of Service – 3 Years Contract

Duties and Responsibilities

- Installation and maintenance of computer systems; configuration of Local Area Network and Wide Area Network;
- Developing and updating application systems; and carrying out systems analysis, design and programme specifications in liaison with users;
- Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- Drawing up hardware specifications for Information Communication Technology equipment;
- Verification, validation and certification of Information Communication Technology equipment;
- Overseeing the process of configuration of new Information Communication Technology equipment.

Requirements for Appointment

- Degree in any of the following fields: Computer Science/ Information Communication Technology or in Electronics/Electrical Engineering from a recognized institution.
- Served in the grade of Information Communication Technology Officer II or in an equivalent and relevant position in a busy and dynamic work environment for a minimum period of three (3) years.
- Demonstrated professional ability, initiative and competence in organizing and directing work.

HOW TO APPLY

Interested and qualified candidates are required to complete employment application details from Mombasa County Public Service Board website www.mcpsb.go.ke

Certified copies of relevant Academic and Professional certificates and transcripts, Identity card or Passport and any other relevant supporting documents should be attached.

Submission for the Job Applications should be done on or before **27th January, 2025**. County Government of Mombasa is an equal opportunity employer. Youth, Women and Persons Living with Disabilities, Marginalized and Minority communities are encouraged to apply.

Canvassing in any form will lead to automatic disqualification.

Please be informed that Mombasa County Public Service Board DOES NOT USE AGENTS nor CHARGE ANY FEE for its services.

ONLY Short listed candidates will be contacted and they shall be required to produce originals of their National Identity Card, Academic and Professional certificates, Transcripts and Certified copies of Clearance certificates Directorate of Criminal Investigations (Certificate of Good Conduct), Kenya Revenue Authority, Ethics & Anti-Corruption Commission (EACC), Higher Education Loans Board, Credit Reference Bureau, Clearance certificate from Commission for University Education (for holders of degrees from foreign Universities) and any other relevant documents during interviews.

Further information is available on the Mombasa County Public Service Board website.

