



MOMBASA COUNTY PUBLIC SERVICE BOARD



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EXTERNAL ADVERTISEMENT

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 positions.

1. Therapy Radiographer Job Group 'L' Four (4) positions.

Terms of Service: Three (3) Years Contract

Duties and Responsibilities

Duties and Responsibilities at this level will entail:-

- (i) Receiving and identifying patients for diagnostic and therapeutic procedures;
- (ii) Performing diagnostic and therapeutic techniques and procedures in Therapy Radiography;
- (iii) Verifying and maintaining information related to patients;
- (iv) Caring and counseling patients and their guardians before, during and after examination;
- (v) Establishing and maintaining quality assurance programs; maintaining radiation therapy equipment and their accessories;
- (vi) Implementing quality assurance programs
- (vii) Requisitioning and maintaining records of radiotherapy commodities;
- (viii) Counseling cancer patients; assist in brachytherapy applications;
- (ix) Assist in complex treatment planning and treatment delivery;
- (x) Perform without supervision mould room applications;
- (xi) Ensuring radiation safety within the health facility;
- (xii) Supervising and guide staff working under him/her & participating in the general health care activities in the hospital.

Requirements for appointment

- (i) Three Years' experience in a relevant and comparable position.
- (ii) Higher Diploma or Bachelors in Radiography with Therapy Pathway or its equivalent qualification from a recognized institution;
- (iii) Certificate in computer applications from a recognized institution; and
- (iv) Shown merit and ability as reflected in work performance and results

2. Radiographer III Job Group 'H' Five (5) Positions.

Terms of service: Three (3) Years Contract

Duties and Responsibilities

This will be the entry and training grade for Radiographers cadre. An officer at this level will work under the supervision and guidance of an experienced officer.

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.

Requirements for appointment

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics; and
- (ii) Diploma in any of the following: Diagnostic Radiography/Medical Imaging Sciences, Ultrasound, Computerized Tomography, Magnetic Resonance Imaging, Mammography, Nuclear Medicine, Radiation Therapy and Digital Medical imaging equipment or its equivalent from a recognized Institution.

3. Medical Officer Job Group 'M' Five (5) positions

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (i) Diagnosing, caring and treating diseases;
- (ii) Performing medical and surgical procedures;
- (iii) Preparing and responding to emergencies and disasters;
- (iv) Participating in management of medicine, medical instruments and equipment;
- (v) Providing health education;
- (vi) Maintaining health records, health information and data;
- (vii) Counselling patients and their relatives on diagnoses and bereavements;

- (viii) Teaching and coaching medical students, nursing students and clinical officer-interns;
- (ix) Initial management, stabilization and treatment of all patients.
- (x) Rotating in various wards and clinics as assigned.
- (xi) Facilitating patient admission and discharge.
- (xii) Ensuring patient referral to appropriate specialist.
- (xiii) Championing evidence-based practice, patient centered care, service excellence and continual improvement.
- (xiv) Maintaining patient confidentiality and working with professionalism.
- (xv) Undertaking clinical procedures.
- (xvi) Participating in major disaster response in case of any.
- (xvii) Facilitating Continuous Medical Education sessions and research.
- (xviii) Any other duty that may be assigned from time to time

Requirements for appointment

- (i) Be a Kenyan citizen
- (ii) Have a Bachelors' Degree in medicine and surgery
- (iii) Be registered by the Kenya Medical Practitioners and Dentists Board
- (iv) Successfully completed one (1) year internship from a recognized institution;
- (v) Valid private practice and annual retention license from KMPDC
- (vi) Sound diagnostic skills and judgment
- (vii) Excellent problem solving and decision-making skills
- (viii) Effective communication skills
- (ix) Have capacity to multitask within strict timelines
- (x) Be proficient in computer skills

4. Pharmacist Job Group 'M' Two (2) Positions

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (i) Screening prescription for legal validity
- (ii) Drug contraindication
- (iii) Drug interaction
- (iv) Appropriateness of dose
- (v) Frequency and duration of dosing and patients convenience

- (vi) Preparing and dispensing medicines according to good dispensing practices
- (vii) Counseling patients on use of medicine.
- (viii) Making extemporaneous preparations
- (ix) Participating in ward rounds
- (x) Identifying medicinal Gaps and challenges
- (xi) Maintaining a daily activity log book for recording all activities undertaken

Requirements for appointment

- (i) Be a Kenyan Citizen;
- (ii) Have Bachelor of pharmacy Degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board;
- (iii) Have successfully completed one (1) year internship.
- (iv) Have Registration Certificate by the Pharmacy and Poisons Board;
- (v) Have Certificate in Computer application Skills from a recognized institution and
- (vi) Have a valid practicing license

5. Pharmaceutical Technologist Job Group 'H' Seven (7) Positions

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (i) Dispensing and impounding medicines;
- (ii) Verifying and maintaining information relating to drugs issued to patients;
- (iii) Ordering and recording of drugs and other supplies;
- (iv) Guiding and counseling trainees and supervision of other staff working under him

Requirements for appointment

- (i) Diploma in Pharmaceutical technologists from a recognized institution
- (ii) Registered by the Pharmacy and Poisons Board
- (iii) Certificate in Computer application skills from a recognized Institution.

6. Registered Nurse III Job Group 'H' Eighteen (18) positions

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (i) assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- (ii) providing appropriate healthcare service including integrated Management of a Childhood Illnesses (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;
- (viii) Collecting and compiling data.

Requirements for appointment

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

7. Registered Clinical Officer III Job Group 'H' Nine (9) positions

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (i) Taking history, examining, diagnosing and treating patients common ailments at an outpatient 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 skills
- (vi) Collecting and compiling clinical data and referring patients and clients to appropriate health facilities.

Requirements for appointment

- (i) Diploma in Clinical Medicine and Surgery or Clinical medicine and Community Health from a recognized institution
- (ii) Certificate of Registration from Clinical Officers' Council and:
- (iii) Certificate in Computer Applications Skills from a recognized institution.
- (iv) Satisfy the requirement of Chapter Six of the Constitution of Kenya

- (v) Have a valid practice license.
- (vi) Must have good inter-personal and communication skills.

8. Assistant Health Records & Information Management Officer III Job Group H - Two (2) positions

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (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;
- (xi) Balancing daily bed returns; creating and maintaining master index;
- (xii) Updating patient master index; directing patients to relevant clinics;
- (xiii) Scheduling of patients to the consultants and specialty clinic;
- (xiv) Assigning codes to diseases and surgical procedures according to the international classification of diseases and procedures in medicine;
- (xv) Preparing health records and reports.

Requirements for appointment

- (i) Diploma in Health Records and Information Technology from a recognized institution; and
- (ii) Certificate in computer application skills from a recognized institution.
- (iii) Satisfy the requirements of chapter six (6) of the constitution of Kenya

9. Senior Support Staff Job Group 'D' four (4) positions

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (i) Undertaking cleaning duties in the area of deployment
- (ii) Performing mesenterial duties
- (iii) Preparing tea and washing utensils

- (iv) Undertaking any other related duties
- (v) Handling confidential duties in the area of deployment as required

Requirements for appointment

- (i) Holder of Kenya Certificate of Secondary Education (KSCE) Mean grade D Plain
- (ii) Ability to read and write both in English and Kiswahili
- (iii) Certificate in computer application skills from a recognized institution

10. Nutrition and dietetics technologist III Job Group 'H' Two (2) positions

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (i) Implementing nutrition programs
- (ii) Providing nutrition services
- (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 preparations of therapeutic feeds
- (viii) Implementing outpatients and inpatients supplementary and therapeutic feeding programs
- (ix) Promoting maternal, infant and young children feeding programs
- (x) Providing micronutrient supplementation

Requirements for appointment

- (i) Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution
- (ii) Certificate in Computer Application Skills from a recognized institution
- (iii) Registration by the Council of Institute of Nutritionists and Dieticians

11. Human Resource Management Officer I Job Group 'K' One (1) Position

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (i) Management, discipline, pensions, establishment and complement control;
- (ii) Verify agenda and minutes for the departmental Human Resource Management Advisory committee;

- (iii) Implement human resource management and development decisions within existing rules, regulations and procedures;
- (iv) Prepare and compile reports on the implementation of Performance Management Systems including Performance Appraisal Systems, Rewards and Sanctions Frame work and Human Resource Information Systems;
- (v) Conduct training needs assessment;
- (vi) Prepare training plans;
- (vii) Organize training programs; and
- (viii) Update and maintain human resource management and development records.

Requirements for appointment

- (i) Bachelor's Degree in Human Resource Management or any related Social Science and a Diploma or Postgraduate Diploma in Human Resource/Personnel Management, Industrial Relations or Certified Human Resource Professional (CHRP) Course from a recognized Institution in Kenya will be an added advantage;
- (ii) Three (3) Years work experience in Human Resource Management & Development field.
- (iii) Membership of the Institute of Human Resource Management (IHRM) Kenya will be an added advantage;
- (iv) Certificate in computer application skills from a recognized institution

12. Medical Lab Technologist Job Group 'H' Three (3) Positions

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (i) Decontaminating Working Benches;
- (ii) Receiving And Scrutinizing Laboratory Requisition Forms And Specimens;
- (iii) Preparing Clients For Collection Of Specimens;
- (iv) Receiving, Collecting, Labeling And Registering Of Specimens;
- (v) Disaggregating Specimens For Processing And Analyses;
- (vi) Preparing Reagents; Examining Specimen; Writing And Recording Of Results; Dispatching The Results For Use In Clinical Management;
- (vii) Preparing Stains;
- (viii) Performing Blood Group Grouping;
- (ix) Issuing Blood And Blood Products To Peripheral Health Facilities;
- (x) And Storing Blood Products According To Their Requirements.

Requirements for appointment

- (i) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory and Technologists Board.
- (ii) Registration Certificate Issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB)
- (iii) Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board.; and
- (iv) Certificate in Computer application skills from a recognized institution.
- (v) Satisfy the requirement of chapter six of the constitution of Kenya

13. Clinical Psychologist I Job Group 'K' Two (2) Positions

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (i) Identifying a patient's psychological, emotional and behavioural problems;
- (ii) Developing and implementing treatment plans and therapeutic processes for patients;
- (iii) Helping patients define plans and goals to achieve personal, educational and social development and adjustment;
- (iv) Monitoring the progress of patients through meetings and sessions;
- (v) Helping clients make positive progress in their lives and providing support and advice to Careers;
- (vi) Conducting scientific research of behavior and brain function to determine better treatments;
- (vii) Testing for patient patterns that can help understand and predict behavior
- (viii) Developing and implementing clinical research programs

Requirements for appointment

- (i) Bachelor's degree in Psychology or Health/Medical Psychology, Counselling; Psychology, Medical Education, Medical Sociology from a recognized institution;
- (ii) Registration with the relevant professional regulatory bodies; and
- (iii) One-year internship practice in a health facility under supervision of a senior psychologist/ registered mental health professional.
- (iv) Certificate in computer applications from a recognized institution

14. Clerical Officer II Job Group 'F' Four (4) positions

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (i) Compiling statistical records, sorting, filling & dispatching letter
- (ii) Maintaining an efficient filling system
- (iii) Completion of financial or statistical records
- (iv) Compiling data & drafting simple letters

Requirements for appointment

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) or its approved equivalent.
- (ii) Proficiency in computer applications.

15. Assistant Public Health Officer III Job Group 'H' Three (3) positions

Terms of service: Three (3) Years Contract

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;
- (ix) And Implementing Integrated Mosquito Control Strategies.

Requirements for appointment

- (i) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution; and
- (ii) Certificate in Computer application skills from a recognized institution.
- (iii) Satisfy the requirement of chapter six of the constitution of Kenya

16. Assistant Physiotherapist III Job Group 'H' One (1) position

Terms of service: Three (3) Years Contract

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
- (vii) Preparing periodic reports.

Requirements for appointment

- (i) Diploma in Physiotherapy from a recognized institution;
- (ii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK).
- (iii) Valid Practice License from the Physiotherapy Council of Kenya (PCK).
- (iv) Certificate in any computer application skills.

17. Assistant Occupational therapist III Job Group 'H' One (1) position

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (i) Maintaining records and data relating to patients;
- (ii) Collecting data for operational research;
- (iii) Sensitizing the community on occupational therapy issues;
- (iii) and preparing periodic reports

Requirements for appointment

- (i) Candidate must have a Diploma in Occupational Therapy from a recognized institution.
- (ii) Computer Certificate from a recognized institution.

18. Registered Nurse III (Psychiatric Nurse/ Clinical Nurse-Psychiatric) Job Group 'L' Two (2) positions

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (i) Assessing, planning, implementing nursing interventions, and evaluating patient outcomes;
- (ii) Providing appropriate healthcare services including Integrated Management of Childhood Illnesses (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; ensuring a tidy and safe clinical environment; and
- (vii) Collecting and compiling data.
- (viii) Performing any other duty that may be assigned by the supervisor.
- (ix) Handling and providing nursing care to mental health patients

Requirements for appointment

- (i) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, or Kenya Registered Nursing in Mental Health and Psychiatry from a recognized institution;
- (ii) Registration Certificate issued by the Nursing Council of Kenya;
- (iii) Higher Diploma in Mental Health or it's equivalent from a recognized institution
- (iv) Valid practicing license from the Nursing Council of Kenya;
- (v) Two (2) years' work experience in mental health and Psychiatry care.
- (vi) Proficiency in computer applications.

19. Registered Nurse III (Theatre Nurse) Job Group 'L' Two (2) Positions

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (i) patient outcomes;
- (ii) Providing appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery,
- (iii) Providing health education and counseling to patients/clients and community on identified health needs;
- (iv) Providing critical care Nursing and patient support,
- (v) Providing Perioperative Nursing care and Support
- (x) Handling and providing nursing care to mental health patients

- (vi) Facilitating patients' admission and initiating discharge plans;
- (vii) Maintaining records on patients/clients' health condition and care; ensuring a tidy and safe clinical environment; and
- (viii) Collecting and compiling data.
- (ix) Performing any other duty that may be assigned by the supervisor.

Requirements for appointment

- (i) KCSE Certificate
- (ii) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, or Kenya Registered Nursing in Mental Health and Psychiatry from a recognized institution;
- (iii) Higher Diploma in critical care or It's equivalent from a recognized institution;
- (iv) Nursing Registration Certificate issued by the Nursing Council of Kenya;
- (v) Valid practicing license from the Nursing Council of Kenya;
- (vi) Two (2) years' work experience in Peri- Operative/Theatre Nursing and care.

20. Biomedical Technologist Job Group 'H' One (1) Position

Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (i) Conduct routine preventive maintenance of medical equipment, carry out installations and calibration of machines;
- (ii) Assist in the formulation of protocols, policies and standards for the use, maintenance and repair of medical equipment;
- (iii) Maintain medical equipment in line with environmental, health and occupational safety regulations;
- (iv) Troubleshoot and repair the machines as and when required;
- (v) Keep inventory and up-to-date records of the equipment;
- (vi) Participate in user training of the equipment;
- (vii) Carry out daily routine checks in the oxygen plants to ensure compliance with established operating standards;
- (viii) Participate in the installation of new machines in collaboration with the manufacturer's technician;
- (ix) Advise the management on the specification of new equipment in collaboration with procurement;
- (x) Prepare daily technical service reports on repairs done,
- (xi) Requisition of consumables for preventive maintenance; and
- (xii) Any other responsibility assigned to the jobholder by the supervisor from time to time.

Requirements for appointment

- (i) Diploma in Biomedical Engineering or any other related field from a recognized institution
- (ii) Computer certificate from a recognized institution

21. COMMUNITY HEALTH ASSISTANT III, Job Group 'G' Four (4) Positions Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (i) visiting homes to determine health situations and dialogue with household members;
- (ii) Identifying and sensitizing communities on health interventions;
- (iii) Identifying common ailments and minor injuries at community level;
- (iv) Collecting health data at household level for analysis;
- (v) Distribution of Information Education Communication materials, mosquito nets and other commodities to households;
- (vi) Identifying defaulters of health interventions and other health cases and referring them to health facilities; and maintaining and updating health data using health registers.

Requirements for Appointment For appointment

- (i) Certificate in any of the following disciplines: Community Health, Psychology, Counseling, Social Work or Community Development from a recognized institution; and
- (ii) Certificate in Computer Application Skills from a recognized institution.

22. Health Administrative Officer III, Job Group 'H' two (2) Positions. Terms of service: Three (3) Years Contract

Duties and Responsibilities

- (i) Allocation of health administrative duties and responsibilities specially; preparation and implementation of budgets;
- (ii) Development and maintenance of health facilities;
- (iii) Estate management of residential and non- residential buildings;
- (iv) Co-ordination of revenue collection, Coordination of catering and housekeeping services;
- (v) Overseeing requisition, transport management, utilization and management of stores & amp;
- (vi) Overseeing staff and Patients welfare by ensuring their security; management of the hospital/health institution;

(vii) Providing secretarial and administrative services to various committees and; maintenance of health administrative service standards in hospital/health institution.

Requirements for Appointment

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C- or its equivalent with at least a C in English/Kiswahili and Mathematics or any other equivalent qualification from a recognized institution;
- (ii) Diploma in Hospital/health institution/Health Administration or Business Management/Administration.
- (iii) Certificate in computer Application skills from a recognized institution;

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 **30th April 2024**
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.

