



COUNTY GOVERNMENT OF NYAMIRA

COUNTY DEPARTMENT OF HEALTH SERVICES

VACANCIES

The County Government of Nyamira has received support from USAID **HSDSA cluster 1 project** to strengthen its capacity in human resource for health. Consequently, pursuant to the County Governments Act, 2012 section 59(1) (b) the County Public Service Board of Nyamira invites applicants from suitably qualified persons to fill the following vacant positions:-

1. Registered Clinical Officers (RCO) JG 'H' (12 posts)

Requirements:

- Be a holder of diploma in Clinical Medicine and Surgery from a recognize institution.
- Minimum KCSE grade C (plain) and above.
- Must be a Kenyan Citizen.
- Be registered with the clinical officers council.
- Good communication skills
- Certificate in computer applications.
- Satisfy the requirements of Chapter six of the Constitution of Kenya

Duties and responsibilities:

- Seeing and examining patients
- Diagnosing and treating ailments at an outpatient department in a hospital or Health Centre
- Provision of clinical services in the area of specialty
- Assist in planning and conducting primary health care activities
- Coaching students attached to hospitals and medical centres
- Supervising and counselling staff engaged on routine patient care
- Giving support and health education to patients.
- Any other duties as may be assigned from time to time by the supervisors.

Terms of employment: Contract

2. Registered Nurses (KRCHN) JG 'H' (12 posts)

Requirements:

- Be a Kenyan citizen
- Be a holder of Diploma in nursing from a recognized institution.
- Minimum KCSE grade C (plain) and above.
- Be registered by the Nursing Council of Kenya
- Ability to work and produce result within the set timelines
- Satisfy the requirements of Chapter six of the Constitution of Kenya
- Certificate in computer applications.

Duties and responsibilities:

- Provide nursing services including client management in relevant service delivery points.
- Maintain accurate, detailed reports and records.
- Consult and coordinate with health care team members to assess, plan, implement and evaluate patient care plans.
- Order, interpret and evaluate diagnostic tests to identify and assess patient's condition,
- Prepare monthly/quarterly and annual reports on all calls and feedback provided to the clients.
- Provide advise that will support adherence.
- Plan and participate in periodic technical support and M&E field visits on matters pertaining to the support centre.
- Any other duties as may be assigned from time to time by the supervisors.

Terms of employment: Contract

3. HTC Counsellors JG 'G' (27 posts)

Requirements

- Diploma in related Social or Health Sciences.
- Certificate in HTC counselling from NASCOP accredited institutions.
- Minimum KCSE grade C-(minus) and above.
- Must have been trained in current HTC Algorithm.
- Must be a Kenyan Citizen.
- Must have certificate in any health related course or social sciences.
- Experience in HIV comprehensive care centres will be an added advantage.
- Certificate in computer applications.
- Satisfy the requirements of Chapter six of the Constitution of Kenya.

Duties and responsibilities

- Provide confidential HIV counselling and testing to persons at risk for HIV infection as per Kenya HTC national guidelines.
- Conduct HTC using provider initiated testing and counselling, voluntary counselling and testing and targeted family testing approaches.
- Provide special group counselling e.g. couples, discordant couples, youths and adolescents.
- Address issues of behaviour change in relation to HIV and ART.
- Facilitate the delivery of HIV prevention information to clients.
- Provide psychosocial support and assist with linkage to referral services.
- Assess and document all referrals make follow-up and report on referral outcome,
- Compile and submit monthly HTC reports.
- Provide health education to outpatient clients as a strategy of mobilizing clients for HIV testing.
- Any other duties as may be assigned from time to time.

Terms of employment: Contract

4. Medical Laboratory Technologist (MLT) JG ‘H’ (4 posts)

Requirements:

- A Kenyan Citizen
- Be in possession of a diploma in Medical Laboratory Science from a recognized institution.
- Minimum KCSE grade C(plain)
- Be duly registered by the KMLTTB.
- Experience in HIV programming, phlebotomy and knowledge of basic computer.
- Satisfy the requirements of Chapter six of the Constitution of Kenya

Duties and responsibilities:

- Providing general diagnostic and specialized laboratory services in a medical laboratory.
- Commodity management including rapid diagnostic
- Performing administrative duties including reporting.
- Any other duties as may be assigned from time to time.

Terms of employment: Contract

5. Pharmaceutical Technologists JG ‘H’ (5 Posts)

Requirements:

- Be a Kenyan citizen.
- Be a holder of a Diploma in Pharmaceutical Technology from a recognized institution.
- Minimum KCSE grade C (plain) and above.
- Be registered by the Pharmacy and Poisons Board.
- Demonstrate understanding of and commitment to the national values and principles of Public Service Governance as espoused in the Constitution of Kenya 2010, Articles 10 and 232
- Certificate in computer applications.
- Satisfy the requirements of Chapter six of the Constitution of Kenya.

Duties and responsibilities

- Dispensing and compounding medicine
- Verifying and maintaining information relating to drugs issued to patients
- Ordering and recording of drugs and other supplies
- Any other duties as may be assigned from time to time.

Terms of employment: Contract

6. Health Records & Information Officers (HRIO) JG 'H' (12 Posts)

Requirements:

- Must be a Kenyan Citizen.
- Must be a holder of a diploma in health records and information technology from a recognized institution.
- Minimum KCSE grade C (plain) and above.
- Knowledge on functions and operation of electronic medical records desirable.
- Excellent verbal and written skills as well as good organizational and team building skills
- Certificate in computer applications.
- Satisfy the requirements of Chapter six of the Constitution of Kenya

Duties and responsibilities

- Registering and booking appointments for patients/clients (patient scheduling)
- Management of client medical records and documents.
- Gathering data from different sources e.g. laboratory, X-Ray, etc.
- Maintaining record safety and confidentiality in the health facility.
- Support adoption of monitoring and evaluation tools for the HIV prevention, care and treatment program.
- Perform data entry into the Ministry of Health data base (DHIS) including triangulation of data and collation into MOH summary tools (MOH 731 and 711) actively interrogate data for discrepancies, errors, and missing data, in order to verify the accuracy and validity of the data.
- Updating the Electronic Medical Records on daily basis.
- Undertake data analysis and dissemination at facility level.
- Work closely with the clinical team and community link persons in data collection, review of facility data and data for community activities with a view of identifying missed opportunities in service delivery and strengthening the referral mechanism.
- Assisting with the production of summary tables and graphics for health facility data and provide monthly performance feedback to health facilities on HIV service delivery against set targets.
- Review facility achievements against indicator targets with a view to strengthening reporting as well as decision making.
- Enhance team work and management cohesion of the facility staff.
- Supervise the data clerks and community link persons in the facility on all M& E areas.
- Ensure that all HIV related tools are available in the facility by timely ordering of the required tools and forms.

Terms of employment: Contract

HOW TO APPLY: -

All applicants should submit their applications together with copies of their detailed Curriculum Vitae, academic and professional certificates, testimonials, National Identity Card or Passport, and any other supporting documents.

Applications should be submitted to: -

**THE SECRETARY
COUNTY PUBLIC SERVICE BOARD
P O BOX 434-40500
NYAMIRA**

Hand delivered applications can be submitted at County Public Service Board's located in Nyamira Town **MEA COMPLEX** Building.

All applications should reach this office on or before **6th July, 2018**.

NOTE: Only shortlisted candidates will be contacted.

County Government of Nyamira is an equal opportunity employer. All are encouraged to apply including youth, women and physically challenged individuals.