

EMBU COUNTY GOVERNMENT



**EMBU COUNTY PUBLIC SERVICE BOARD
OFFICE OF THE SECRETARY**

P.O Box 2871 – 60100, Trade House, 2nd Floor, Kaunda Street, Embu

VACANCY – EXTERNAL ADVERTISEMENT

Embu County Public Service Board wishes to recruit a qualified person to fill the following vacant position in Embu County Public Service.

DEPARTMENT: HEALTH

1. SENIOR DEPUTY DIRECTOR OF MEDICAL SERVICES II/CHIEF MEDICAL SPECIALIST

JOB GROUP 'S'

3 POSTS

VACANCY NO. CPSB 12/24 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Developing and coordinating implementation of health standards, guidelines and protocols.
- ii. Undertaking specialized diagnosis, care, treatment and rehabilitation of patients.
- iii. Assessing employees' fitness for continuation of work, age assessment and medical practice among others.
- iv. Planning and managing national healthcare programs at the implementation level directed towards the improvement of health services in the country.
- v. Developing intervention activities or programs for training of health staff in field of community health and health management.
- vi. Promoting International Health Relations.
- vii. Monitoring and evaluating health projects and programmes.
- viii. Providing guidance, training and development of professional staff in clinical practice specialty.
- ix. Coordinating outreach activities and services.
- x. Designing and undertaking research.
- xi. Coordinating health research.
- xii. Analyzing, utilizing and disseminating research findings in planning activities to improve service delivery.
- xiii. Initiating development of an appropriate health information management system.
- xiv. Coordinating provision of quality health care and adherence to health standards.



- xv. Providing specifications for procurement of health supplies and commodities.
- xvi. Coordinating training and development and performance management.

Requirements for appointment

For Appointment to this grade, an officer must have:

- i. Served as a Deputy Director of Medical Services/Senior Medical Specialist for a minimum period of three (3) years.
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by the Medical Practitioners and Dentists Board.
- iii. Masters degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic Surgery, Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynaecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- iv. Registration certificate by the Medical Practitioners and Dentists Board.
- v. Valid practicing license from Medical Practitioners and Dentists Board.
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- vii. Certificate in computer skills from a recognized institution.
- viii. Shown outstanding professional competence and administrative capability and initiative in the general organization and management of the Pharmacy function.

2. DEPUTY DIRECTOR OF MEDICAL SERVICES/SENIOR MEDICAL SPECIALIST JOB GROUP 'R'

1 POST

VACANCY NO. CPSB 13/24 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Performing complex and advanced clinical patient management in area of specialization including:- Internal Medicine, Obstetrics and Gynecology, General Surgery, ENT Surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health, or other specialties recognized by the Board.
- 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 programs for the management of diseases and conditions.



- vi. Developing medical Standard Operating Procedures (SOPs) and protocols.
- vii. Developing training curricular and syllabi in collaboration with training institutions.
- viii. Coordinating emergency response and clinical care.
- ix. Coordinating health projects and programmes.
- x. Managing health information systems.
- xi. Carrying out health surveys and research.
- xii. Monitoring the provision of forensic and medico-legal services.

Requirements for Appointment

- i. Served as a Senior Assistant Director of Medical Services/Medical Specialist I for a minimum period of three (3) years.
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by the Medical Practitioners and Dentists Board.
- iii. Masters degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic Surgery, Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynaecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- iv. Certificate of Registration by the Medical Practitioners and Dentists Board.
- v. Valid practicing license from Medical Practitioners and Dentists Board.
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- vii. Certificate in computer skills from a recognized institution.
- viii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

**3. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALIST I
JOB GROUP 'Q'**

18 POSTS

VACANCY NO. CPSB 14/24 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients.
- ii. Carrying out specialized clinical care
- iii. Providing psychosocial interventions
- iv. Providing clinical services to patients,
- v. Training, consulting and performing surgeries



- vi. Carrying out forensic and medico-legal services
- vii. Coordinating diseases surveillance, prevention and control
- viii. Coordinating health education and promotion
- ix. Implementing health projects and programmes
- x. Maintaining up-to-date health information systems
- xi. Monitoring provision of health treatment and care
- xii. Undertaking health research
- xiii. Analyzing medical reports

Requirements for Appointment

- i. Served as an Assistant Director of Medical Services/Medical Specialist II for a minimum period of three (3) years.
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board.
- iii. Masters degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic Surgery, Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynaecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- iv. Registration certificate by Medical Practitioners and Dentists Board.
- v. Valid practicing license from Medical Practitioners and Dentists Board.
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- vii. Certificate in Computer application skills from a recognized institution.
- viii. Demonstrated professional competence and managerial capability.

4. ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALIST II JOB GROUP 'P'

1 POST

VACANCY NO. CPSB 15/24 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- i. Reviewing patients and instructing in writing all the recommendations.
- ii. Undertaking "First-on-Call" duties including clerking, investigating, and managing patients.
- iii. Conducting weekly clinic and theatre days.



- iv. Managing health facilities at various tiers in communities.
- v. Responding to intern calls. -
- vi. Training, supervising and mentoring Medical Officers (Interns) and other students.
- vii. Performing emergency surgeries.
- viii. Undertaking medico-legal duties including filling P.3 forms, court attendance and performing post mortems.
- ix. Undertaking medical examinations and preparing Medical Board Proceedings.
- x. Carrying out community diagnosis, care and treatment.
- xi. Ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider.
- xii. Conducting disease surveillance, prevention, and control.
- xiii. Carrying out health education and promotion.
- xiv. Preparing medical reports.

Requirements for appointment

For appointment to this grade an officer must have:

- i. Served as a Senior Medical Officer for a minimum period of three (3) years.
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by the Medical Practitioners and Dentists Board.
- iii. Registration Certificate by the Medical Practitioners and Dentists Board.
- iv. Valid practicing license from Medical Practitioners and Dentists Board.
- v. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution.
- vi. Certificate in computer application skills from a recognized institution.
- vii. Shown merit and ability as reflected in work performance and results.

5. SENIOR ASSISTANT DIRECTOR LABORATORY SERVICES

JOB GROUP 'Q'

1 POST

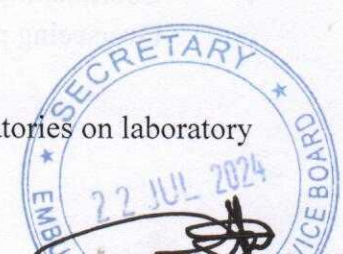
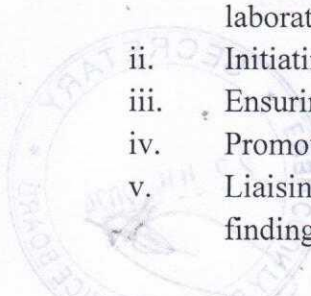
VACANCY NO. CPSB 16/24 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Coordinating Implementation of policies, strategies and regulation in delivery of laboratory service;
- ii. Initiating the established of new laboratories;
- iii. Ensuring safety of laboratory staff and environment;
- iv. Promoting adoption of new laboratory technologies
- v. Liaising with regional and regional and international reference laboratories on laboratory findings



- vi. Evaluating laboratory service programmes
- vii. Preparing work- plans and departmental budgets;
- viii. Implementing and maintaining laboratory operational standards (ISO 17025) and mentoring laboratory personnel

Requirements for appointment

For appointment to this grade, an officer must have: -

- i. Served in the grade of Assistant Director, Laboratory Services for a minimum period of Three (3) years;
- ii. Bachelor's degree in any of the following fields: -Laboratory sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology, Food science and Technology in any of the following fields (Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, civil) from a recognized Institution;
- iii. Masters in any of the following Biological Sciences, Immunology, Molecular Biology, Micro Biology, Bacteriology, Virology, Mycology, Bio Chemistry, Analytical Chemistry, Organic Chemistry, Environmental Chemistry, Industrial Chemistry, Forensic Science, Public Health, Epidemiology and population Health, Infection and disease control, Food science and Technology, Highways, Environmental and Geotechnical Engineering, Technology (with specialization in any of the following fields (Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, civil) from a recognized Institution;
- iv. Certificate in Strategic Leadership Development Program lasting not less than Six (6) weeks from a recognized institution;
- v. Certificate in computer applications skills from a recognized institution and
- vi. Shown outstanding managerial capabilities and demonstrated a high degree of professional competence required in managing laboratory services.

6. ASSISTANT DIRECTOR LABORATORY SERVICES

JOB GROUP 'P'

1 POST

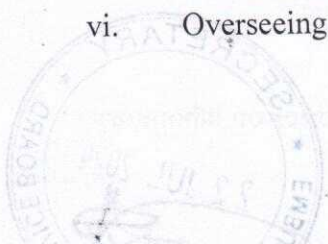
VACANCY NO. CPSB 17/24 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities at this level will entail: -

- i. Coordinating provision of laboratory services in a number of units/sections / district
- ii. Preparing and implementing work plans and programs
- iii. Submitting samples to reference and corroborating research institutes;
- iv. Revising and approving laboratory manuals and quality specifications/ standards
- v. Coordinating safe laboratory waste disposal;
- vi. Overseeing proficiency testing;



- vii. Managing laboratory supplies;
- viii. Facilitating technical evaluation for laboratory supplies and equipment;
- ix. Providing technical advice on biosecurity measures;
- x. Ensuring adherence to good laboratory practice;
- xi. Implementing and maintaining laboratory operations standards (ISO 17025);
- xii. Liaising and collaborating with regional and international reference laboratories and research institutions for exchange of laboratory findings and research institutions for exchange of laboratory findings and;
- xiii. Mentoring and training of staff in the department.

Requirements for appointment

For appointment to this grade, an officer must have: -

- i. Served in the grade of principal Laboratory Analyst for a minimum period of Three (3) years;
- ii. Bachelor's degree in any of the following fields: -Laboratory sciences, Biomedical Sciences, Medical Laboratory Technology, Biotechnology, Applied Biology, Biochemistry, Analytical/Applied Chemistry, Microbiology, Food science and Technology in any of the following fields (Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, civil) from a recognized Institution;
- iii. Masters in any of the following Biological Sciences, Immunology, Molecular Biology, Micro Biology, Bacteriology, Virology, Mycology, Bio Chemistry, Analytical Chemistry, Organic Chemistry, Environmental Chemistry, Industrial Chemistry, Forensic Science, Public Health, Epidemiology and population Health, Infection and disease control, Food science and Technology, Highways, Environmental and Geotechnical Engineering, Technology (with specialization in any of the following fields (Analytical Chemistry, Industrial Chemistry, Biology Civil Engineering, civil) from a recognized Institution;
- iv. Certificate in Senior Management course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in computer applications skills from a recognized institution
- vi. Demonstrated a high degree of professional competence and managerial capabilities in initiating and implementing laboratory services; and
- vii. Shown merit and ability as reflected in work performance and results

7. MEDICAL OFFICER

JOB GROUP 'M'

7 POSTS

VACANCY NO. CPSB 18/24 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

An officer at this level will work under guidance of a senior officer. Duties and responsibilities will entail;



- 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 medicines, medical instruments and equipment;
- v) Providing health education;
- vi) Maintaining medical records, health Information and data;
- vii) Counselling patients and their relatives on diagnoses and bereavement;
- viii) Teaching and coaching medical students, nursing students and clinical officer interns; and
- ix) Preparing requisite documents for registration.

Requirements for Appointment

For appointment to this grade a candidate must have;

- i. Bachelor of Medicine and Bachelor of Surgery (M.B; Ch.B.) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- ii. Successfully completed a (1) year internship from a recognized institution;
- iii. Registration Certificate from the Medical Practitioners and Dentists Board;
- iv. Valid Practicing License from the Medical Practitioners and Dentists Board; and
- v. Certificate in computer application skills from a recognized institution.

8. PHARMACIST

JOB GROUP 'M'

1 POST

VACANCY NO. CPSB 19/24 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i) Screening prescriptions for legal validity, drug contraindications, drug interactions, appropriateness of dose, frequency and duration of dosing and patient convenience.
- ii) Preparing and dispensing medicines according to Good Dispensing Practices and counselling patients on use of medicines.
- iii) Making extemporaneous preparations.
- iv) Participating in ward rounds.
- v) Identifying medicinal gaps and challenges.
- vi) Maintaining a daily activity log book for recording all activities undertaken.
- vii) Recommending Over the Counter (OTC) medicines to patients/clients with simple medical conditions and making necessary referral.
- viii) Making entries into the relevant inventory management records and registers.

Requirements for Appointments

For appointment to this grade a candidate must have: -

- i) Bachelor of Pharmacy Degree (B Pharm) from an institution recognized by the Pharmacy and Poisons Board.
- ii) Successfully completed one (1) year Internship from a recognized institution.



- iii) Registration Certificate by the Pharmacy and Poisons Board
- iv) Certificate in Computer Application Skills from a recognized institution

9. MEDICAL LABORATORY TECHNOLOGIST III

1 POST

VACANCY NO. CPSB 20/24 (E)

Terms of Service: Three (3) years Contract

Salary – A fixed monthly salary of Kshs. 50,000.

Duties and Responsibilities

An officer at this level will work under the supervision and guidance of a senior and experienced officer. Duties and responsibilities at this level will entail;

- i) Decontaminating working benches;
- ii) Receiving and scrutinizing laboratory requisition forms and specimens;
- iii) Preparing clients for collection of specimens;
- iv) Receiving, collecting, labelling and registering of specimens;
- v) Disaggregating specimens for processing and analyses;
- vi) Preparing reagents;
- vii) Examining specimens;
- viii) Writing and recording of results;
- ix) Dispatching the results for use in clinical management;
- x) Preparing stains;
- xi) Performing blood grouping;
- xii) Issuing blood and blood products to peripheral health facilities; and
- xiii) Storing blood products according to their requirements.

Requirements for Appointments

For appointment to this grade a candidate must have: -

- i. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologies 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 Technologist Board; and
- iv. Certificate in computer application skills from a recognized institution.



10. REGISTERED NURSE III

JOB GROUP 'H'

7 POSTS

VACANCY NO. CPSB 21/24 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail:

- i) Assessing, planning, implementing nursing interventions and evaluating patients outcomes;
- ii) Providing appropriate healthcare service including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, Ante-natal care and delivery, providing health education and counselling to patients/clients and community on identified health needs;
- iii) Referring patients and clients appropriately;
- iv) Facilitating patients' admission and initiating discharge plans;
- v) Maintaining records on patients/clients health condition and care;
- vi) Ensuring a tidy and safe clinical environment; and
- vii) Collecting and compiling data.

Requirements for Appointment

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

- 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.

11. REGISTERED CLINICAL OFFICER III

4 POSTS

VACANCY NO. CPSB 22/24 (E)

Terms of Service: Three (3) years Contract

Salary – A fixed monthly salary of Kshs.50,000.

Duties and Responsibilities

An officer at this level will work under guidance of a senior officer. Duties and responsibilities at this level will include;

- i) Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient 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
- vii) Referring patients and clients to appropriate health facilities.

Requirement for Appointment

For appointment to this grade, an officer must have; -

- i. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- ii. Certificate of registration from the Clinical Officer's Council;
- iii. Valid Practicing License from the Clinical Officer's Council; and
- iv. Certificate in Computer Application Skills from a recognized institution

12. ASSISTANT PUBLIC HEALTH OFFICER III

JOB GROUP 'H'

7 POSTS

VACANCY NO. CPSB 23/24 (E)

Terms of Service: Permanent and Pensionable

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 need of the community.
- viii. Implementing vector vermin and rodent control measures.
- ix. Implementing integrated mosquito control strategies.

Requirements for Appointment

- i. Diploma in either Environmental Health Sciences or Public Health Inspection from a recognized institution
- ii. Certificate in Computer Application Skills from a recognized institution.



13. NUTRITION AND DIETETICS TECHNOLOGIST III

2 POSTS

VACANCY NO. CPSB 24/24 (E)

Terms of Service: Three (3) years Contract

Salary – A fixed monthly salary of Kshs.50,000.

Duties and Responsibilities

- i. Implementing nutrition programmes
- ii. Providing nutrition services in health care facilities.
- 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 preparation of therapeutic feeds.
- viii. Implementing outpatient and inpatient supplementary and therapeutic feeding programmes.

Requirements for Appointment

- i. At least a Diploma in Community Nutrition, Clinical Nutrition or Nutrition and Dietetics from a recognized institution
- ii. Be registered by the Council of the Institute of Nutritionists and Dieticians(CIND)
- iii. Certificate in computer application skills from a recognized institution

DEPARTMENT: AGRICULTURE, LIVESTOCK, FISHERIES AND COOPERATIVE DEVELOPMENT

14. AGRICULTURAL OFFICER

JOB GROUP 'K'

2 POSTS

VACANCY NO. CPSB 25/24 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Am officer at this level will be deployed in the division to coordinate activities one of the following areas; Crop production, Land Development, Agricultural extension and project Management. Further, duties and responsibilities will entail management of information desks within the division.

Requirement for Appointment

For appointment to this grade, a candidate must have a Bachelor's of Science (BSc) degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agriculture Education, or any other relevant and equivalent qualifications from a recognized institution.



15. ASSISTANT AGRICULTURAL OFFICER III

JOB GROUP 'H'

18 POSTS

VACANCY NO. CPSB 26/24 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

This will be the entry and training grade of Assistant Agricultural officers' cadre. An officer at this lever will be deployed in a Division or in an Agricultural Training Centre. Duties and responsibilities will involve training and advising farmers on matters related to Crop Production, land development, planning and management of demonstration plots.

Requirement for appointment

For appointment to this grade, an officer must have:-

- i. Kenya Certificate for Secondary Education (KCSE) mean grade C or its equivalent and
- ii. A diploma in any of the following fields: Agriculture, Food Technology, Agriculture and Home Economics, Agricultural Education, Horticulture or any other relevant and equivalent qualification from a recognized Institution.

16. ASSISTANT COOPERATIVE OFFICER III

JOB GROUP 'H'

4 POSTS

VACANCY NO. CPSB 27/24 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be required to work under guidance and supervision of a senior officer. Duties and responsibilities will entail: - promoting Co-operatives societies an enforcing compliance with Co-operative legislation.

Requirements for Appointment

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

- i) At least a Diploma in any of the following disciplines: - Co-operative Management Marketing of Finance from a recognized institution
- ii) Certificate in computer applications from recognized institution



17. COOPERATIVE AUDITOR II

JOB GROUP 'J'

2 POSTS

VACANCY NO. CPSB 28/24 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will be required to work under the guidance and supervision of a senior officer. Duties and responsibilities will entail:

- i) Carrying out audit inspections of societies records
- ii) Collecting data on periodical financial returns, estimates of income and expenditure.

Requirements for Appointment

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

- i. Diploma in any of the following disciplines: -Co-operative Management, Co-operative Auditing, Internal Auditing of Finance from a recognized institution;
- ii. Certified Public Accountant (CPA) Kenya Part II or Certified Internal Auditors (CIA) part II from a recognized institution.

DEPARTMENT: HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT

18. ASSISTANT DIRECTOR PHYSICAL PLANNING

JOB GROUP 'P'

1 POST

VACANCY NO. CPSB 29/24 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i) Preparing county, metropolitan, regional, urban, rural physical development plans.
- ii) Providing guidance on data requirements for the various categories of physical development plans.
- iii) Implementing physical planning policies, strategies, standards and programmes.
- iv) Conducting thematic regional and national studies on matters relating to physical planning such as human settlement patterns, urbanization patterns and urban sprawl.
- v) Inducting the physical planning liaison committee members.
- vi) Conducting public education on physical planning and development control matters.
- vii) Setting agenda and convening physical planning liaison committee meetings.
- viii) Keeping record of deliberations and communicating decisions of the physical planning liaison committees.
- ix) Advising liaison committees and overseeing the enforcement of resolutions.
- x) Preparing annual state of physical planning reports on county, metropolitan, regional, urban, rural physical development plans.

Requirement for appointment

For appointment to this grade, an officer must:-

- i) Have served in the grade of Principal Physical Planner for a minimum period of three (3) years.
- ii) Have a Bachelors degree in any of the following disciplines:- Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution.
- iii) Have a Masters degree in Urban and Regional Planning, Urban Planning or Town Planning from a recognized institution.
- iv) Be a corporate member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter)
- v) Be a registered by the Physical Planners Registration Board

DEPARTMENT: ENVIRONMENT, CLIMATE CHANGE AND NATURAL RESOURCES

19. ASSISTANT FOREST OFFICER

JOB GROUP 'H'

3 POSTS

VACANCY NO. CPSB 30/24 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer.

- i. Collecting and collating data and information related to Climate Change, Meteorology, Mineral, Forest, Environmental Education, Environment and Natural Resources
- ii. Participating in awareness creation and advocacy and
- iii. Writing periodic reports

Requirements for Appointment

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

- i. Diploma in any of the following disciplines;-Environmental Science, Environmental conservation and Natural Resources Management, Environmental Conservation, Environmental Education, Environmental Health, Environmental Horticulture and Landscaping, Environmental Law, Environmental Management and Conservation, Environmental Resource Conservation, Environmental Studies and Community Development, Environmental studies and Community Resource Conservation, Fisheries, Forestry, Geo spatial Information and remote sensing, Agriculture, Aquatic Science, Bio Resource conservation and Management, Botany, Chemistry, Climate Change and Development, coastal and Marine Resource Management, conservation Biology, Disaster Mitigation and sustainable Development, dry land Agriculture and Enterprise Development, Earth Science with Information Technology, Ecology, Environmental and Bio system Engineering, Environmental Chemistry, Geography, Geo- Information sciences, Horticulture, land resource planning and management, management of agro-ecosystem and Environment, Marine Resource Management, Meteorology, Natural Resource Management, Range management, waste management, water Resources and Environment, Wildlife Management

or Zoology from a recognized institution and

- ii. Certificate in computer Applications from a recognized institution

DEPARTMENT: ADMINISTRATION, DEVOLUTION, PUBLIC SERVICE, ICT AND GOVERNOR'S DELIVERY UNIT

20. ADMINISTRATION OFFICER I

JOB GROUP 'K'

1 POST

VACANCY NO. CPSB 31/24 (E)

Terms of Service: Contract

Duties and Responsibilities

- i. Facilitating fleet management.
- ii. Planning of office accommodation and layout
- iii. Developing and updating of office equipment and furniture inventory.
- iv. Facilitating meetings, conferences and other special events.
- v. Supervising general maintenance of buildings and furniture.
- vi. Facilitating maintenance and repairs of office equipment.
- vii. Processing administrative documents.
- viii. Supervising provision of security and office services.
- ix. Supervising records management and messengerial services within various departments.
- x. Handling public concern issues.
- xi. Facilitating citizen participation in development activities.
- xii. Providing input in organizing public participation awareness at the local level.
- xiii. Collecting and collating data on development activities.

Requirements for appointment

- i. Served in the grade of Administration Officer II/Village Administrator II for a minimum period of one (1) year for degree holders and three (3) years for diploma holders.
- ii. Bachelors degree in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution.
OR
Diploma in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized institution.
- iii. Certificate in Computer Applications from a recognized institution.
- iv. Demonstrated merit and ability as reflected in work performance and results.



**21. ADMINISTRATIVE OFFICER II
JOB GROUP 'J'**

1 POST (Mwea Sub County)

VACANCY NO. CPSB 32/24 (E)

Terms of Service: 3 Years Contract

Duties and responsibilities

- i. Planning office accommodation layout
- ii. Facilitating transport and travelling services
- iii. Maintaining and updating furniture and office equipment inventory
- iv. Ensuring payment of bills
- v. Facilitating movement of assets
- vi. Carrying out general maintenance of buildings and furniture
- vii. Facilitating logistics for meetings, conferences and other special events
- viii. Collecting and collating data on development activities
- ix. Providing input in the creation and maintenance of county projects management plans
- x. Providing input in the monitoring and evaluation of county projects
- xi. Providing input in the creation and timely provision of county projects progress reports
- xii. Providing input in organizing public participation awareness at the local level
- xiii. Disseminating information to the public

Requirements for Appointment

- i. Bachelor's degree in any of the following disciplines: Public Administration, Business Administration/Business Management, Community Development or any other Social Science from a recognized institution.
- ii. Certificate in Computer Applications from a recognized institution
- iii. Shown merit and ability as reflected in project management skills
- iv. Certificate in project management will be an added advantage.

**22. PUBLIC COMMUNICATION ASSISTANT III
JOB GROUP 'H'**

1 POST

VACANCY NO. CPSB 33/24 (E)

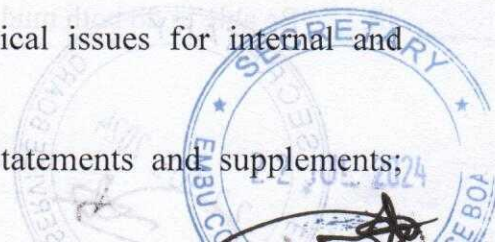
Terms of Service: Permanent and Pensionable

Duties and Responsibilities

This will be the entry and training grade for Public Communication Assistants.

Duties and responsibilities will entail:-

- i. Assisting in building corporate relations;
- ii. Sourcing, collating and developing content on topical issues for internal and external publics;
- iii. Undertaking media monitoring;
- iv. Assisting in media reviews, briefs, press releases/statements and supplements;



Maintaining public relations records and documents; participating in event management.

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Diploma in any of the following disciplines:- Photojournalism, Mass Communication, Journalism, Public Relations, Communication Studies or Media Studies/Science from a recognised institution;
- OR**
- ii. Certificate in Kenya Sign Language.
- iii. Certificate in computer application skills from a recognized institution.

DEPARTMENT: WATER AND IRRIGATION

23. DRILLING RIG OPERATOR

(Re-Advertisement)

JOB GROUP 'K'

1 POST

VACANCY NO. CPSB 34/24 (E)

Terms of Service: Three (3) Years Contract

Duties and Responsibilities

- i. Assembling and disassembling rigs and equipment at various site by connecting drill pipes, casings, power cables and drill heads.
- ii. Working closely with an experienced driller to regulate, control, service pumps and drill equipment.
- iii. Undertaking routine maintenance and repair under the supervision of the experienced driller.
- iv. Manage the table, drilling mast and safety the other workers.
- v. Developing and designing vertical and horizontal drilling programs including casings, drill strings/bottom hole assembly, mud, air, bits and all directional components.
- vi. Hydraulics optimization and bit selection.
- vii. Daily drilling operations.
- viii. Problem analysis and trouble shooting.
- ix. Providing operational support when needed.
- x. Cost and drilling efficiency tracking and reporting.
- xi. Promoting and ensuring exemplary health, safety and environmental practices.
- xii. Conducting post-well analysis to determine areas for improvement.

Requirements for Appointment

For appointment to this grade, a candidate must:-

- i. Have served in the grade of Senior Drilling Inspector for a minimum period of three (3) years.
- ii. Be in possession of a Diploma in Water Engineering or Ground Water Engineering from a recognized institution or any other approved equivalent qualifications.
- iii. Be able to do both mud and air drilling.



- iv. Be able to interpret hydrogeological survey.
- v. Be able to do borehole design after drilling.
- vi. Be able to do trouble shooting basic and maintenance.
- vii. Valid driving license Class BCE and above.

DEPARTMENT: SPORTS, TALENT DEVELOPMENT AND CREATIVE ARTS

24. MUSIC OFFICER II

(Re-Advertisement)

JOB GROUP 'J'

1 POST

VACANCY NO. CPSB 35/24 (E)

Terms of Service: Three (3) Years Contract

Duties and responsibilities

- i. Collecting music and dance materials that are of national significance for posterity.
- ii. Participating in the preparation of research materials and identification of music and dance talents.

Requirements for Appointment

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

- i. Bachelors degree in any of the following disciplines:- Music, Arts (Music) in Education, Musical Arts, Performing/Creative Arts, Leisure and Recreation or any other equivalent qualification from a recognized institution.
- ii. Certificate in computer applications.

How to apply:

All applicants are requested to download an application form and a detailed document containing requirements relevant to the positions advertised from Embu County website:- www.embu.go.ke

Candidates **MUST** attach photocopies of the following documents:

- i. **National Identity Card**
- ii. **Academic, Professional Certificates and Testimonials**
- iii. **Any other relevant supporting documents.**

All applications should be sent to the undersigned on or before **12th August, 2024.**

**THE CEO/SECRETARY
EMBU COUNTY PUBLIC SERVICE BOARD
P.O BOX 2871- 60100,
EMBU**



NB:

1. Only short listed candidates shall be contacted.
2. The vacancy number of the position being applied **MUST** be indicated on the envelope and the application form.
3. Embu County Public Service Board is an equal opportunity employer and does **NOT charge any fee for recruitment.**
4. Any candidate who directly or indirectly canvases shall automatically be disqualified.
5. Shortlisted candidates will be required to provide chapter six documents during the interview. i.e clearance documents from:
 - i. Ethics and Anti-Corruption Commission
 - ii. Kenya Revenue Authority
 - iii. Higher Education Loans Board
 - iv. Credit Reference Bureau
 - v. Directorate of Criminal Investigation

