

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 qualified persons to fill the following vacant positions in Embu County public service.

- 1. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES /MEDICAL
SPECIALIST I – (Internal Medicine/Physician)
JOB GROUP ‘Q’
1 POST
VACANCY NO. CPSB 03/25 (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 in a relevant and comparable position 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. Master’s degree in Internal Medicine or its 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 Computer application skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability.



**2. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES /MEDICAL
SPECIALIST I – (General Surgeon)
JOB GROUP ‘Q’**

1 POST

VACANCY NO. CPSB 04/25 (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 in a relevant and comparable position 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. Master's degree in General Surgery or its 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 Computer application skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability.

**3. DEPUTY DIRECTOR OF MEDICAL SERVICES/SENIOR MEDICAL
SPECIALIST - (Pediatrician)
JOB GROUP ‘R’**

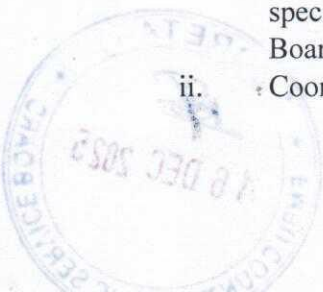
1 POST

VACANCY NO. CPSB 05/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Performing complex and advanced clinical patient management in area of specialization, Pediatrics and Child Health, or other specialties recognized by the Board.
- ii. Coordinating training, coaching and mentoring of health personnel.



- iii. Coordinating child health care activities/services in the County health facilities.
- iv. Managing health stores including essential medicines and/or plant and equipment.
- v. Managing larger facilities/hospitals.
- vi. Developing intervention activities or programs for the management of diseases and conditions.
- vii. Developing medical Standard Operating Procedures (SOPs) and protocols.
- viii. Developing training curricular and syllabi in collaboration with training institutions.
- ix. Coordinating emergency response and clinical care.
- x. Coordinating health projects and programmes.
- xi. Managing health information systems.
- xii. Carrying out health surveys and research.
- xiii. Monitoring the provision of forensic and medico-legal services.

Requirements for Appointment

- i. Served in a relevant and comparable position 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 Pediatrics and Child Health 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 computer skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

4. DEPUTY DIRECTOR OF MEDICAL SERVICES/SENIOR MEDICAL SPECIALIST - (ENT)

JOB GROUP 'R'

1 POST

VACANCY NO. CPSB 06/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Performing complex and advanced clinical patient management in area of specialization, ENT Surgery, or other specialties recognized by the Board.
- ii. Coordinating training, coaching and mentoring of health personnel.
- iii. Coordinating ENT services in the County health facilities.
- iv. Managing health stores including essential medicines and/or plant and equipment.
- v. Managing larger facilities/hospitals.
- vi. Developing intervention activities or programs for the management of diseases and conditions.
- vii. Developing medical Standard Operating Procedures (SOPs) and protocols.
- viii. Developing training curricular and syllabi in collaboration with training institutions.
- ix. Coordinating emergency response and clinical care.
- x. Coordinating health projects and programmes.
- xi. Managing health information systems.



- xii. Carrying out health surveys and research.
- xiii. Monitoring the provision of forensic and medico-legal services.

Requirements for Appointment

- i. Served in a relevant and comparable position 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 Ear, Nose and Throat 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 computer skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

5. DEPUTY DIRECTOR OF MEDICAL SERVICES/SENIOR MEDICAL SPECIALIST - (Pathologist)
JOB GROUP 'R'

1 POST

VACANCY NO. CPSB 07/25 (E)

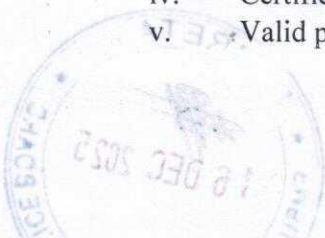
Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Performing complex and advanced clinical patient management in area of specialization, Pathology, or other specialties recognized by the Board.
- ii. Coordinating training, coaching and mentoring of health personnel.
- iii. Coordinating pathology services in the County health facilities.
- iv. Managing health stores including essential medicines and/or plant and equipment.
- v. Managing larger facilities/hospitals.
- vi. Developing intervention activities or programs for the management of diseases and conditions.
- vii. Developing medical Standard Operating Procedures (SOPs) and protocols.
- viii. Developing training curricular and syllabi in collaboration with training institutions.
- ix. Coordinating emergency response and clinical care.
- x. Coordinating health projects and programmes.
- xi. Managing health information systems.
- xii. Carrying out health surveys and research.
- xiii. Monitoring the provision of forensic and medico-legal services.

Requirements for Appointment

- i. Served in a relevant and comparable position 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 Pathology 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 computer skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

6. DEPUTY DIRECTOR OF MEDICAL SERVICES/SENIOR MEDICAL SPECIALIST – (Internal Medicine)

JOB GROUP 'R'

1 POST

VACANCY NO. CPSB 08/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Performing complex and advanced clinical patient management in area of specialization, Internal Medicine, 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 in a relevant and comparable position 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 Internal Medicine 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 computer skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

7. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES /MEDICAL SPECIALIST I – (Obstetrics and Gynaecologist)

JOB GROUP 'Q'

4 POSTS

VACANCY NO. CPSB 09/25 (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. Coordinating MPDSR (Maternal and Perinatal Death Surveillance and Response) activities and interventions at facility level
- iv. Providing psychosocial interventions
- v. Providing clinical services to patients,
- vi. Training, consulting and performing surgeries
- vii. Carrying out forensic and medico-legal services
- viii. Coordinating diseases surveillance, prevention and control
- ix. Coordinating health education and promotion
- x. Implementing health projects and programmes
- xi. Maintaining up-to-date health information systems
- xii. Monitoring provision of health treatment and care
- xiii. Undertaking health research
- xiv. Analyzing medical reports

Requirements for Appointment

- i. Served in a relevant and comparable position 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. Master's degree in Obstetrics and Gynaecology or its 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 Computer application skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability.

8. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES /MEDICAL SPECIALIST I – (Pediatrician)

JOB GROUP 'Q'

1 POST

VACANCY NO. CPSB 10/25 (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 in a relevant and comparable position 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. Master's degree in Pediatrics or its 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 Computer application skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability.

9. SENIOR NUTRITION AND DIETETICS OFFICER,

JOB GROUP 'L'

1 POST

VACANCY NO. CPSB 11/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities will include:

- i. Providing therapeutic nutrition support in disease management in health care facilities.
- ii. Developing and providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home based care and other institutions.
- iii. Developing and disseminating nutrition behavior change communication, information, education, promotion and communication materials
- iv. Conducting nutrition advocacy.
- v. Developing and implementing strategies to promote safe and healthy food choices.
- vi. Providing nutrition support in patient management in health care facilities.
- vii. Facilitating training on nutrition in various training institutions.
- viii. Collecting and compiling nutrition data.
- ix. Conducting nutrition assessments and reviews in health care facilities.
- x. Developing, implementing and reviewing nutrition health care plans.
- xi. Guiding in the nutrition management of patients in specialized clinics including Tuberculosis, HIV/AIDS, diabetes and renal clinics.
- xii. Calculating dietary requirements for patients.
- xiii. Developing programmes for emergency response.
- xiv. Assessing and reviewing nutrition health programmes in health care facilities and communities.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in a relevant and comparable position for a minimum period of three (3) years.
- ii. Bachelors degree in any of the following: Nutrition and Dietetics, Food and Nutrition and Dietetics, Dietetics/Clinical Nutrition, Food Science or Home Economics from a recognized institution;
- iii. Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);
- iv. Certificate in Computer Application Skills from a recognized institution; and
- v. Shown merit and ability as reflected in work performance and results.



**10. SENIOR ASSISTANT DIRECTOR OF PHARMACEUTICAL
SERVICES/PHARMACEUTICAL SPECIALIST I**

JOB GROUP 'Q'

8 POSTS

VACANCY NO. CPSB 12/25 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Coordinating pharmaceutical services in a health facility;
- ii. Coordinating Medicine and Therapeutics Committee activities in a health facility;
- iii. Developing and reviewing standard operating procedures for all pharmaceutical services in the facility;
- iv. Conducting research on medicine utilization;
- v. Providing continuous professional development education to pharmacists;
- vi. Evaluating appropriateness of donated medical supplies;
- vii. Maintaining pharmaceutical inventories;
- viii. Participating in facility management committees;
- ix. Providing medicinal information in preparation of patient drug management therapies;
- x. Coordinating preparation of annual work plans and ensuring they are adhered to; and
- xi. Coordinating capacity building and deployment of pharmacy personnel.

Requirements for appointment

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

- i. Served in a relevant and comparable position for a minimum period of three (3) years.
- ii. Bachelor of Pharmacy (B Pharm) degree from an institution recognized by the Pharmacy and Poisons Board;
- iii. Master's degree in any of the following: Pharmaceutical Policy Analysis and Formulation, Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical Statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio Pharmacy; Public Health; Microbiology; or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board.
- iv. Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board.
- v. Valid practicing license from Pharmacy and Poisons Board.
- vi. Certificate in computer application skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results.



**11. DEPUTY DIRECTOR OF PHARMACEUTICAL SERVICES/SENIOR
PHARMACEUTICAL SPECIALIST**

JOB GROUP 'R'

1 POST

VACANCY NO. CPSB 13/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities at this level will entail

- i. Analysing reports on adverse drug reactions and poor quality medicines;
- ii. Setting up and running poison information centers;
- iii. Conducting research and dissemination of the findings on medicine utilization;
- iv. Assessing and evaluating research proposals involving medicine use;
- v. Analyzing medicines for quality assurance;
- vi. Coordinating pharmaceutical services in public health programs;
- vii. Monitoring and evaluating effectiveness of medication therapy;
- viii. Facilitating detection, prevention, response and provision of information on global public health crisis as per the International Health Regulations;
- ix. Preparing work/strategic plans; and
- x. Supervising and training staff.

Requirements for Appointment

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

- i. Served in a relevant and comparable position for a minimum period of three (3) years.
- ii. Bachelor of Pharmacy (B pharm) degree from an institution recognized by the Pharmacy and Poisons Board;
- iii. Master's degree in any of the following: Pharmaceutical Policy Analysis and Formulation, Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical Statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio Pharmacy; Public Health; Microbiology; or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board.
- iv. Certificate of Registration as a Pharmacist by the Pharmacy and Poisons Board;
- v. Valid practising license from Pharmacy and Poisons Board;
- vi. Certificate in computer application skills from a recognized institution; and
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results.



12. MEDICAL OFFICER

JOB GROUP 'M'

5 POSTS

VACANCY NO. CPSB 14/25 (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.
- 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.

13. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES /MEDICAL

SPECIALIST I – (Ophthalmologist)

JOB GROUP 'Q'

1 POST

VACANCY NO. CPSB 15/25 (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 in a relevant and comparable position 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. Master's degree in Ophthalmology or its 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 Computer application skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability.

14. DEPUTY DIRECTOR OF MEDICAL SERVICES/SENIOR MEDICAL SPECIALIST (Oncologist)

JOB GROUP 'R'

1 POST

VACANCY NO. CPSB 16/24 (E)

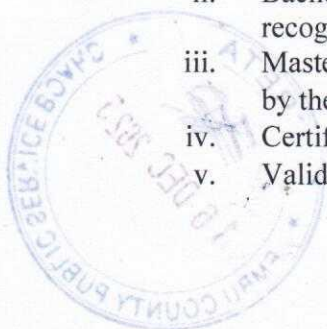
Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Performing complex and advanced clinical patient management in area of specialization, **Oncology**, 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 in a relevant and comparable position 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 Oncology 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 computer skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

15. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES /MEDICAL SPECIALIST I – (Maxillofacial)

JOB GROUP 'Q'

1 POST

VACANCY NO. CPSB 17/25 (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 in a relevant and comparable position for a minimum period of three (3) years.
- ii. Bachelor of Dental Surgery degree from an institution recognized by Medical Practitioners and Dentists Board.
- iii. Master's degree in Oral and Maxillofacial Surgery or its 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 Computer application skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability.

16. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES /MEDICAL SPECIALIST I – (Pathologist)

JOB GROUP 'Q'

1 POST

VACANCY NO. CPSB 18/25 (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 in a relevant and comparable position 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. Master's degree in Pathology or its 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 Computer application skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability.

17. CHIEF MEDICAL LABORATORY TECHNOLOGIST JOB GROUP 'M'

3 POSTS

VACANCY NO. CPSB/19/25 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- i. Implementing laboratory policies, guidelines, strategies and programs.
- ii. Preparing media for culture and sensitivity testing
- iii. Requisitioning of laboratory consumables and apparatus
- iv. Investigating disease outbreaks in liaison with other health care providers.
- v. Archiving specimens of medical importance for reference.
- vi. Mentoring and coaching trainees on practical attachment
- vii. Coordinating the preparation of reagents stains and examining specimens.
- viii. Verifying and approving results.
- ix. Screening for blood transfusion transmissible infections.
- x. Preparing blood products.
- xi. Preparing operational research proposals.
- xii. Supervising the disinfection, washing and sterilization of apparatus
- xiii. Maintaining equipment and reagents for vector and insecticides application.
- xiv. Preparing laboratory periodical reports.
- xv. Validating and calibrating equipment.

Requirements for appointment



For appointment to this grade a candidate must have

- i. Served in a relevant and comparable position for a minimum period of three (3) years.
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians & Technologist Board (KMLTTB)
- iii. Registration certificate issued by the Kenya Medical Laboratory Technicians & Technologists
- iv. Valid practicing license from Kenya Medical Laboratory Technicians & Technologist
- v. Certificate in supervisory skills course not less than two (2) 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

18. SENIOR MEDICAL LABORATORY TECHNOLOGIST (Cytologist)

JOB GROUP 'L'

1 POST

VACANCY NO. CPSB/20/25 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- i. Receiving and scrutinizing laboratory requisition forms and specimens, preparing clients for collection of specimens, receiving, collecting labeling and registering specimens
- ii. Supervising the disinfection, washing and sterilization of apparatus, maintaining equipment and reagents for vector insecticides application, monitoring and evaluation
- iii. Preparing media for culture and sensitivity testing, examining specimens for quality, writing and recording of laboratory findings
- iv. Dispatching laboratory results for use in Clinical management preparing stains, blood products, collecting and analyzing data
- v. Processing the specimen according to the specific Standard Operating Procedures (SOP)
- vi. Mentoring and coaching trainees in practical attachment and preparing periodical reports

Requirements for appointment

- i. Served in a relevant and comparable position for a minimum period of three (3) years.
- ii. Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board
- iii. Registration certificate issued by the Kenya Medical Laboratory Technicians & Technologists Board
- iv. Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board
- v. Certificate in computer application skills from a recognized Institution
- vi. Shown merit and ability as reflected in work performance and results



**19. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES /MEDICAL
SPECIALIST I – (Obstetrics Gynecologist)**

JOB GROUP ‘Q’

2 POSTS

VACANCY NO. CPSB 21/25 (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. Coordinating MPDSR activities and interventions at facility level
- iv. Providing psychosocial interventions
- v. Providing clinical services to patients,
- vi. Training, consulting and performing surgeries
- vii. Carrying out forensic and medico-legal services
- viii. Coordinating diseases surveillance, prevention and control
- ix. Coordinating health education and promotion
- x. Implementing health projects and programmes
- xi. Maintaining up-to-date health information systems
- xii. Monitoring provision of health treatment and care
- xiii. Undertaking health research
- xiv. Analyzing medical reports

Requirements for Appointment

- i. Served in a relevant and comparable position 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. Master’s degree in Obstetrics and Gynecology or its 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 Computer application skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability.

**20. SENIOR ASSISTANT DIRECTOR OF PHARMACEUTICAL
SERVICES/PHARMACEUTICAL SPECIALIST I (Oncology Pharmacist)**

JOB GROUP ‘Q’

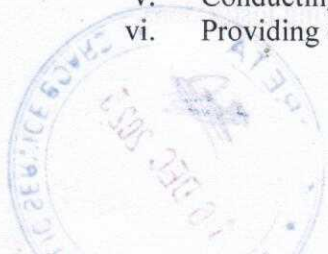
1 POST

VACANCY NO. CPSB 22/25 (E)

Duties and responsibilities

Duties and responsibilities at this level will entail:

- i. Coordinating pharmaceutical services in a health facility;
- ii. Providing specialized pharmacy services in the Oncology unit.
- iii. Coordinating Medicine and Therapeutics Committee activities in a health facility;
- iv. Developing and reviewing standard operating procedures for all pharmaceutical services in the facility;
- v. Conducting research on medicine utilization;
- vi. Providing continuous professional development education to pharmacists;



- vii. Evaluating appropriateness of donated medical supplies;
- viii. Maintaining pharmaceutical inventories;
- ix. Participating in facility management committees;
- x. Providing medicinal information in preparation of patient drug management therapies;
- xi. Coordinating preparation of annual work plans and ensuring they are adhered to; and
- xii. Coordinating capacity building and deployment of dental personnel.

Requirements for appointment

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

- i. Served in a relevant and comparable position for a minimum period of three (3) years.
- ii. Bachelor of Pharmacy (B Pharm) degree from an institution recognized by the Pharmacy and Poisons Board;
- iii. Master's degree in Oncology Pharmacy is preferable.
- iv. Master's degree in any of the following: Pharmaceutical Policy Analysis and Formulation, Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; Narcotic and Psychotropic Substances Control; Pharmaceutics; Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management; Pharmaceutical Care; Health Informatics; Health Economics; Epidemiology; Biostatistics; Medical Statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio Pharmacy; Public Health; Microbiology; or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board.
- v. Certificate of Registration by a Pharmacist by the Pharmacy and Poisons Board.
- vi. Valid practicing license from Pharmacy and Poisons Board.
- vii. Certificate in computer application skills from a recognized institution.
- viii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

21. DEPUTY DIRECTOR OF MEDICAL SERVICES/SENIOR MEDICAL SPECIALIST (Orthopedic Surgeon)

JOB GROUP 'R'

1 POST

VACANCY NO. CPSB 23/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Performing complex and advanced clinical patient management in area of specialization, Orthopedic Surgery, or other specialties recognized by the Board.
- ii. Coordinating training, coaching and mentoring of health personnel.
- iii. Performing specialized Orthopedic spine surgeries
- iv. Managing health stores including essential medicines and/or plant and equipment.
- v. Managing larger facilities/hospitals.
- vi. Developing intervention activities or programs for the management of diseases and conditions.
- vii. Developing medical Standard Operating Procedures (SOPs) and protocols.
- viii. Developing training curricular and syllabi in collaboration with training institutions.
- ix. Coordinating emergency response and clinical care.



- x. Coordinating health projects and programmes.
- xi. Managing health information systems.
- xii. Carrying out health surveys and research.
- xiii. Monitoring the provision of forensic and medico-legal services.

Requirements for Appointment

- i. Served in a relevant and comparable position 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 Orthopedic Surgery 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 computer skills from a recognized institution.
- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

22. DEPUTY DIRECTOR OF MEDICAL SERVICES/SENIOR MEDICAL SPECIALIST (Neurosurgeon)

JOB GROUP 'R'

1 POST

VACANCY NO. CPSB 24/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Performing complex and advanced clinical patient management in area of specialization, Neurosurgery, 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 in a relevant and comparable position 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 Neurosurgery 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 computer skills from a recognized institution.



- vii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

23. SENIOR REGISTERED CLINICAL OFFICER (ENT)

JOB GROUP 'L'

1 POST

VACANCY NO. CPSB 25/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Implementing community Health care activities in liason with health workers.
- ii. History taking, examining, diagnosing, treating and managing diseases and conditions in outpatient or inpatient health facility.
- iii. Sensitizing patients and clients on preventive and promotive health.
- iv. Providing outreach and school health services
- v. Coaching and mentoring student on attachment.
- vi. Carrying out surgical procedures as per training and skill.
- vii. Guiding and counselling patients, clients and staff on health issues.
- viii. Assessing, preparing and presenting medico-legal reports.
- ix. Organizing health management teams and convening health Management committee meetings.
- x. Conducting ward rounds, reviewing and making appropriate referrals
- xi. Offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology.
- xii. Collecting and compiling clinical data.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in a relevant and comparable position for a minimum period of three (3) years.
- ii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution.
- iii. Certificate of Registration from the Clinical Officers' Council.
- iv. Certificate in Computer Application Skills from a recognized institution.
- v. Shown merit and ability as reflected in work performance and results.

24. SENIOR REGISTERED CLINICAL OFFICER (Pediatrician)

JOB GROUP 'L'

1 POST

VACANCY NO. CPSB/26/25 (I)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i. Implementing community Health care activities in liason with health workers.
- ii. History taking, examining, diagnosing, treating and managing diseases and conditions in outpatient or inpatient health facility.
- iii. Sensitizing patients and clients on preventive and promotive health.



- iv. Providing outreach and school health services
- v. Coaching and mentoring student on attachment.
- vi. Carrying out surgical procedures as per training and skill.
- vii. Guiding and counselling patients, clients and staff on health issues.
- viii. Assessing, preparing and presenting medico-legal reports.
- ix. Organizing health management teams and convening health Management committee meetings.
- x. Conducting ward rounds, reviewing and making appropriate referrals
- xi. Offering specialized clinical services including Ear, Nose and Throat/Audiology, Orthopedics and Trauma, Child Health and Pediatrics, Reproductive Health, Ophthalmology, Anesthesia, Lungs and Skin, Dermatology and Venereology.
- xii. Collecting and compiling clinical data.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in a comparable and relevant position for a minimum period of three (3) years.
- ii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution.
- iii. Certificate of Registration from the Clinical Officers' Council.
- iv. Certificate in Computer Application Skills from a recognized institution.
- v. Shown merit and ability as reflected in work performance and results.

DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES AND COOPERATIVES DEVELOPMENT

25.AGRICULTURAL ASSISTANT II

JOB GROUP 'G'

2 POSTS

VACANCY NO. CPSB 27/25 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

This is the entry and training grade for certificate holders. An officer at this level will assist senior officers in the provision of agricultural extension services. Specific duties and responsibilities will involve mobilizing, training and advising farmers on matters relating to agricultural extension services in working units

Requirements for appointment

For appointment to this grade a candidate must have:-

- i. Kenya Certificate of Secondary Education (KCSE), mean grade C- or its equivalent.
- ii. Attended a two (2) year Certificate course in any of the following fields: Agriculture, Food Technology, Agriculture and Home Economics, or any other relevant and equivalent qualification from a recognized Institution.

26.ANIMAL HEALTH ASSISTANT II,

JOB GROUP 'G'

1 POST

VACANCY NO. CPSB 28/25 (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 more experienced officer.

- i. Carrying out simple treatment of animals;
- ii. Participating in disease search and reporting;
- iii. Demonstrating on milking techniques and external parasite control techniques such as dipping, Spraying and dusting;
- iv. Carrying out vaccination; and
- v. Undertaking closed castration, dehorning, de-worming, disbudding, docking, debeaking and hoof trimming.

Requirements for Appointment.

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

- i. Certificate lasting not less than two (2) years in any of the following disciplines;-Animal Health, Environmental Health, Animal Health and Production from a recognized institution.
- ii. Be registered by the Kenya Veterinary Board
- iii. Certificate in computer appliances from a recognized institution.

27. ASSISTANT AGRICULTURAL OFFICER III

JOB GROUP 'H'

1 POST

VACANCY NO. CPSB 29/25 (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 level 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

28. ASSISTANT LIVESTOCK PRODUCTION OFFICER III

JOB GROUP 'H'

1 POST

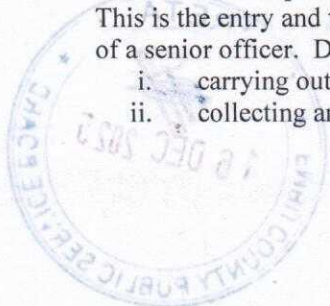
VACANCY NO. CPSB 30/25 (E)

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. Duties and responsibilities will entail:

- i. carrying out practical demonstrations relating to livestock production;
- ii. collecting and collating livestock data and information;



- iii. accompanying extension teams during farm visits and farmer training;
- iv. participating in field days and agricultural shows to disseminate livestock production technologies and information;
- v. collecting and collating livestock data and information for gross margins, market access and planning;
- vi. participating in collaborative research activities;
- vii. collecting livestock inputs and products samples for analysis; and
- viii. advising farmers on group formation, construction of farm structures and equipment.

Requirements for Appointment

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

- i. Diploma in any of the following fields:- Animal Production, Dairy Science and Technology, Animal Science, Agribusiness, Animal Health and Production, Farm Management, Apiculture or Range/Natural Resource Management from a recognised Training Institution; and
- ii. Certificate in computer applications.

29. ASSISTANT COOPERATIVE OFFICER III

JOB GROUP 'H'

1 POST

VACANCY NO. CPSB 31/25 (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) Diploma in any of the following disciplines: - Co-operative Management, Marketing or Finance from a recognized institution
- ii) Certificate in computer applications from recognized institution

30. COOPERATIVE OFFICER II

JOB GROUP 'J'

2 POSTS

VACANCY NO. CPSB 32/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

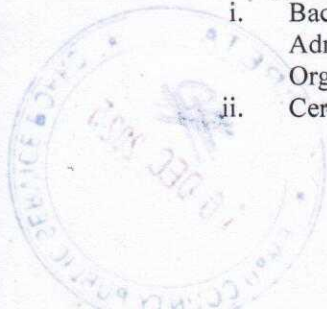
This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:

- i. Enforcing the Cooperative legislation
- ii. Advising societies on proper conduct of meetings
- iii. Implementing cooperative development policies.

Requirements for Appointment

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

- i. Bachelors degree in any of the following disciplines:- Co-operative Management, Business Administration, Sociology, Law, Commerce, Entrepreneurship, Management and Organizational Development or Economics(Lower 2nd) from a recognized institution;
- ii. Certificate in computer applications from a recognized institution.



31. DIRECTOR FISHERIES;

JOB GROUP 'R'

1 POST

VACANCY NO. CPSB 33/25 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- i. Initiating and implementing of fisheries policies, programmes and strategies
- ii. Evaluating, monitoring, control and surveillance (MCS) systems
- iii. Initiating the development of trans-boundary fisheries management plans
- iv. Monitoring the implementation of regional and international fisheries agreements.
- v. Coordinating the strengthening of fisheries extension services
- vi. Promoting co-operation between the fisheries sector and local/international stakeholders.
- vii. Undertaking cost effective research to advance national and sectoral priorities.
- viii. Promoting fish marketing and value addition.
- ix. Harmonizing fisheries technical training in liaison with relevant institutions
- x. Undertaking monitoring and evaluation activities in the department.

Requirements for Appointment

- i. Served in a comparable and relevant position for a minimum period of three (3) years.
- ii. Bachelor's degree in any of the following fields; fisheries, Zoology, Aquatic Sciences, Natural Resource Management, Biochemistry, Food Science & Technology, Environmental Science, Chemistry or any other equivalent qualification from a recognized institution
- iii. Master in any of the following fields; Biological Sciences, Natural Resource Management, Biochemistry, Aquatic Sciences, Biochemistry, Food Science & Technology, Environmental Science, Physical Sciences or any other equivalent qualification from a recognized institution
- iv. Certificate in computer applications
- v. Shown merit and ability as reflected in work performance and results.

32. DIRECTOR –VETERINARY SERVICES;

JOB GROUP 'R'

1 POST

VACANCY NO. CPSB 34/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Planning & coordinating programmes on the control and eradication of epizootic and zootic diseases and pests
- ii. Compiling and interpreting technical reports
- iii. Evaluating slaughter house designs and making recommendations for approval
- iv. Enforcing food safety and quality assurance regulations
- v. Planning field efficacy trials for drugs, vaccines and acarides
- vi. Disseminating information on animal health, products and markets



- vii. Collaborating with stakeholders in providing veterinary services
- viii. Coordinating veterinary services in the County
- ix. Organizing disease search, investigations, monitoring, mapping and outbreak response
- x. Planning collaborative activities in the animal health sector
- xi. Coordinating inspection of private veterinary practices and input outlets.

Requirements for Appointment

- i. Served in a comparable and relevant position for a minimum period of three (3) years.
- ii. Bachelor of Veterinary Medicine degree from a recognized institution.
- iii. Master's degree in any of the following Disciplines; Veterinary Medicine, Veterinary Surgery, Livestock Economics, Forensic Science, Animal Nutrition & Feed Sciences, Animal Genetics And Breeding, Clinical Studies, Veterinary Public Health, Livestock Production Systems, Poultry Science, Veterinary Anatomy, Reproductive Biology, Veterinary Pathology And Microbiology, Clinical Pathology And Laboratory Diagnosis, Fish Science, Apiary Science, Master Of Public Health, Applied Veterinary Parasitology, Applied Microbiology, Comparative Mammalian Physiology, Pharmacology And Toxicology, Wildlife Health And Management, Veterinary Epidemiology And Economics, Animal Production Or Aquatic Science from a recognized academic institution.
- iv. Registered by Kenya Veterinary Board
- v. Certificate in computer applications

33. DIRECTOR – COOPERATIVE DEVELOPMENT

JOB GROUP 'R'

1 POST

VACANCY NO. CPSB 35/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Providing technical advice on Co-operative services
- ii. Enforcing compliance with Co-operative legislation
- iii. Designing, coordinating and monitoring the implementation of cooperative activities, programs and policies
- iv. Carrying out market research and disseminating research findings
- v. Preparing and validation registration and de-registration of Co-operative societies documents
- vi. Monitoring Co-operative societies' liquidation process
- vii. Developing education and training packages for the Co-operative movement
- viii. Promoting value addition and processing
- ix. Conducting Cooperative banking inspections
- x. Undertaking Cooperative risk assessment

Requirements for Appointments

- i. Served in a comparable and relevant position for a minimum period of three (3) years.
- ii. Bachelor's degrees in any of the following disciplines; Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-Operative Management, Marketing, Entrepreneurship, Management & Organizational development from a recognized institution



- iii. Masters in any of the following disciplines; Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Co-Operative Management, Marketing, Entrepreneurship, Management & Organizational development from a recognized institution
- iv. Certificate in computer applications
- v. Demonstrated Managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to the Cooperative Development and Marketing function.

DEPARTMENT OF EDUCATION

34. VOCATIONAL TRAINING INSTRUCTOR I

JOB GROUP 'K'

4 POSTS

VACANCY NO. CPSB 36/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Theoretical and practical instruction in areas of specialization.
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records.
- iii. Carrying out trainee assessment; preparing trainee progress reports.
- iv. Coordinating storage, care, maintenance and proper usage of teaching and learning materials, tools and equipment.
- v. Conducting co-curricular activities.
- vi. Maintaining trainee discipline.
- vii. Providing guidance and leadership to newly deployed instructors liaising with relevant industries for trainee attachment.
- viii. Supervising trainees on industrial attachment.
- ix. Guiding and counseling trainees.

Requirements for Appointment

- i. Served in a comparable and relevant position for a minimum period of three (3) years.
- ii. Diploma in technical education

OR

- Training of Trainers (TOT) certificate from a recognized institution
- iii. Shown merit and ability as reflected in work performance and results.

35. GRADUATE VOCATIONAL TRAINING INSTRUCTOR III

JOB GROUP 'K'

1 POST

VACANCY NO. CPSB 37/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Theoretical and practical instruction in areas of specialization.



- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records.
- iii. Carrying out trainee assessment.
- iv. Preparing trainee progress reports.
- v. Ensuring proper storage, care and usage of teaching and learning materials, tools and equipment.
- vi. Administering examinations; coordinating co-curricular activities.
- vii. Ensuring trainee discipline is maintained.
- viii. Liaising with relevant industries for trainee attachment.
- ix. Guiding, monitoring and supervising trainees on attachment.
- x. Preparing trainees progress reports.

Requirements for Appointment

- i. Served in a comparable and relevant position for a minimum period of three (3) years.
- ii. Bachelor's degree Technical Education from a recognized institution
OR
Bachelor's degree in technical field with a Post-Graduate Diploma in Technical Education from a recognized institution; and
- iii. Certificate in Computer applications.

36. SENIOR VOCATIONAL TRAINING INSTRUCTOR

JOB GROUP 'L'

54 POSTS

VACANCY NO. CPSB 38/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Theoretical and practical instruction in areas of specialization.
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records.
- iii. Carrying out trainee assessment.
- iv. Preparing trainee progress reports.
- v. Ensuring proper storage, care and usage of teaching and learning materials, tools and equipment.
- vi. Administering examinations.
- vii. Coordinating co-curricular activities; ensuring trainee discipline is maintained.
- viii. Coaching and providing leadership to newly deployed instructors.
- ix. Liaising with relevant industries for trainee attachment.
- x. Guiding, monitoring and supervising trainees on attachment.
- xi. Preparing trainees progress reports.

Requirements for Appointment

- i. Served in a comparable and relevant position for a minimum period of three (3) years.
- ii. Shown merit and ability as reflected in work performance and results.



37. GRADUATE VOCATIONAL TRAINING INSTRUCTOR II

JOB GROUP 'L'

12 POSTS

VACANCY NO. CPSB 39/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Conducting theoretical and practical instruction in areas of specialization.
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records.
- iii. Carrying out trainee assessment.
- iv. Preparing trainee progress reports.
- v. Coordinating storage, care maintenance and proper usage of teaching and learning materials, tools and equipment.
- vi. Coordinating co-curricular activities.
- vii. Ensuring trainees discipline is maintained.
- viii. Liaising with relevant industries for trainee attachment.
- ix. Guiding, and supervising newly deployed Vocational Training Instructors.
- x. Participating in preparation of estimates of recurrent and development expenditure in specific technical subject area.
- xi. Ensuring preparation and proper maintenance of inventory of tools, equipment and training materials.

Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Served in a comparable and relevant position for a minimum period of three (3) years.
- ii. Bachelor's degree Technical Education from a recognized institution

OR

Bachelor's degree in technical field with a Post-Graduate Diploma in Technical Education from a recognized institution; and

- iii. Demonstrated merit and ability as reflected in work performance and results.

38. CHIEF VOCATIONAL INSTRUCTOR

JOB GROUP 'M'

5 POSTS

VACANCY NO. CPSB 40/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Conducting, theoretical and practical instruction in areas of specialization.
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records.
- iii. Carrying out trainee assessment.
- iv. Preparing trainee progress reports.
- v. Coordinating storage, care maintenance and proper usage of teaching and learning materials, tools and equipment.
- vi. Coordinating co-curricular activities.
- vii. Ensuring trainees discipline is maintained.
- viii. Liaising with relevant industries for trainee attachment.
- ix. Guiding and supervising newly deployed Vocational Training Instructors.



- x. Participating in preparation of estimates of recurrent and development expenditure in specific technical subject area.
- xi. Ensuring preparation and proper maintenance of inventory of tools, equipment and training materials.

Requirements for Appointment

- i. Served in a comparable and relevant position for a minimum period of three (3) years.
- ii. Demonstrated merit and ability as reflected in work performance and results.

39. PRINCIPAL VOCATIONAL INSTRUCTOR

JOB GROUP 'N'

4 POSTS

VACANCY NO. CPSB 41/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

- i. Conducting, theoretical and practical instruction in areas of specialization.
- ii. Preparing and maintaining schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records.
- iii. Carrying out trainee assessment.
- iv. Coordinating storage, care maintenance and proper usage of teaching and learning materials, tools and equipment.
- v. Coordinating co-curricular activities.
- vi. Ensuring trainees discipline is maintained.
- vii. Liaising with relevant industries for trainee attachment.
- viii. Guiding, and supervising newly deployed Vocational Training Instructors.
- ix. Participating in preparation of estimates of recurrent and development expenditure in specific technical subject area.
- x. Ensuring preparation and proper maintenance of inventory of tools, equipment and training materials.

Requirements for Appointment

- i. Served in a comparable and relevant position for a minimum period of three (3) years.
- ii. Demonstrated merit and ability as reflected in work performance and results.

40. ASSISTANT DIRECTOR VTC

JOB GROUP 'P'

1 POST

VACANCY NO. CPSB 42/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities.

- i. Disbursement of tools and equipment.
- ii. Generating and maintaining up to date data on vocational trainings programmes, projects and activities.
- iii. Assessing upcoming Vocational trainings' capacity for registration as training institutions and examination centres.
- iv. Coordinating the administration of vocational training national examinations;



- v. Monitoring innovative initiatives and incubation programmes in vocational training through product exhibitions.
- vi. Promoting talent through development of creative arts (music, art and drama) to enhance competition and promote growth;
- vii. Ensuring the development and maintenance of assets and skills inventories in Vocational training.
- viii. Facilitating and strengthening development of e-learning strategies in Vocational trainings.
- ix. Integrating Information and communication technology in Vocational trainings curriculum.
- x. Managing inter-Vocational training exchange programmes to enhance learning; auditing the provision of curriculum support materials, tools and equipment in Vocational trainings.
- xi. Mainstreaming gender, special needs and information communication technology initiatives in Vocational trainings.
- xii. Conducting capacity building and in-service training for Board of Management and Instructors.
- xiii. Managing Vocational Trainings exchange programmes and exhibition initiatives.

Requirements for Appointment

- i. Served in a comparable and relevant position for a minimum period of three (3) years.
- ii. Certificate in Senior Management Course from a recognized institution will be an added advantage;
- iii. Demonstrated competence, merit and ability as reflected in work performance and results.

41. ASSISTANT DIRECTOR ECDE /PRINCIPAL GRADUATE ECDE TEACHER JOB GROUP 'P'

1 POST

VACANCY NO. CPSB 43/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities.

- i. Coordinate planning and implementation of ECDE Centre programmes.
- ii. Conducting research on ECDE.
- iii. Engaging stakeholder in the ECDE sector.
- iv. Mobilizing and sensitizing communities on the need for ECDE
- v. Participate in the preparation, implementation and review of the ECDE policy
- vi. Developing and implementing the strategic plan of the ECDE sector
- vii. Monitoring and evaluation of the ECDE programmes in the Ward/Sub-County
- viii. Conduct professional development and capacity-building for early childhood teachers and other stakeholders
- ix. Mentorship and counselling supervisory role over ECDE teachers in the county Induction of new ECDE teachers
- x. Liaising with community, education fraternity, other government departments and other relevant Stakeholders on ECDE related matters.
- xi. Interpretation and implementation of the ECDE policy



- xii. Preparation and costing of annual workplans
- xiii. Prepare monthly, quarterly and annual reports on the ECDE sector

Requirements for Appointment

- i. Served in the grade of Principal Graduate ECDE Teacher I Job Group "N" or a comparable and relevant position for at least 3 years.
- ii. Degree in Early Childhood Development Education offered by a recognized institution of higher learning.
- iii. A Masters of Education Degree in Early Childhood Development from a recognized institution of higher learning/university will have an added advantage.
- iv. A Certificate in Senior Management Course lasting no less than four (4) weeks from a recognized government training institution.
- v. Proficiency in Computer Applications
- vi. Satisfy the requirements of Chapter Six of the Constitution.
- vii. Shown merit and ability as reflected in work performance and results

42. PROGRAMME OFFICER ECDE- Principal Graduate ECDE Teacher II JOB GROUP 'N'

1 POST

VACANCY NO. CPSB 44/25 (E)

Terms of Service: Permanent and Pensionable

Duties and responsibilities

- i. Coordinate planning and implementation of ECDE Centre programmes in the subcounty.
- ii. Conducting research on ECDE.
- iii. Engaging stakeholders in the ECDE sector.
- iv. Mobilizing and sensitizing communities on the need for ECDE
- v. Implementation of the ECDE policy and strategic plan of the ECDE sector
- vi. Monitoring and evaluation of the ECDE programmes in the Sub-County.
- vii. Conduct professional development and capacity-building for early childhood teachers and other stakeholders
- viii. Mentorship and counselling supervisory role over ECDE teachers in the county
- ix. Induction of new ECDE teachers
- x. Liaising with community, education fraternity, other government departments and other relevant Stakeholders on ECDE related matters.
- xi. Developing sub-county-based programmes that cater for the total development of children less than eight (6) years.
- xii. Effective management of the Sub-County Resource Centre for ECDE programmes.

Requirements for Appointment

- i. Served in a comparable and relevant position for a minimum period of three (3) years.
- ii. Degree in Early Childhood Development Education offered by a recognized institution of higher learning
- iii. Been registered by the Teachers Service Commission
- iv. A Certificate in Computer Proficiency



- v. Satisfy the requirements of Chapter Six of the Constitution.
- vi. Shown merit and ability as reflected in work performance and results

43. ECDE OFFICER – Graduate ECDE Teacher III

JOB GROUP 'K'

2 POSTS

VACANCY NO. CPSB 45/25 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities.

- i. Planning and implementing the ECDE Centre programmes at the ward level.
- ii. Initiating stakeholder engagements in the ECDE sector.
- iii. Mobilizing and sensitizing communities on the need for ECDE
- iv. Implementation of the ECDE policy and the strategic plan of the ECDE sector
- v. Monitoring and evaluation of the ECDE programmes in the Ward.
- vi. Conduct professional development and capacity-building for early childhood teachers and other stakeholders
- vii. Mentorship and counselling supervisory role over ECDE teachers in the ward.
- viii. Induction of new ECDE teachers
- ix. Liaising with community, education fraternity, other government departments and other relevant Stakeholders on ECDE related matters.

Requirements for Appointment

- i. Served in a comparable and relevant position for a minimum period of three (3) years.
- ii. Kenya Certificate of Secondary Education (KCSE) minimum grade C+ (Plus) or its approved equivalent; OR
- iii. Kenya Certificate of Secondary Education (KCSE) minimum grade C (Plain), or its approved equivalent plus Diploma in Early Childhood Development Education offered by KNEC or its approved equivalent;

OR

- Kenya Certificate of Secondary Education (KCSE) minimum grade D + (Plus) and certificate in Early Childhood Development Education offered by KNEC/Ministry of Education or its approved equivalent plus Diploma in Early Childhood Development and Education offered by KNEC
- iv. Degree in Early Childhood Development Education offered by a recognized institution of higher learning.
- v. Certificate in Computer Proficiency.
- vi. Registered by the Teachers Service Commission
- vii. Certificate of good conduct



44. ECDE TEACHER - INTERN

100 POSTS (98 POSTS + 2 POSTS FOR SPECIAL NEEDS)

VACANCY NO. CPSB 46/25 (E)

Terms of Service: Internship

1. ECDE TEACHERS INTERNS (98 POSTS)

Duties and Responsibilities.

- i. Class teaching.
- i. Organizing and facilitating play/learning activities for the learners.
- ii. Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development).
- iii. Managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance registers etc.) and ensuring learners' safety and security.
- iv. Preparing and developing play/learning materials.

Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (Plus) or KCE division IV 'O' Level.
- ii. Certificate in Early Childhood Development Education offered by KNEC or Ministry of Education or its approved equivalent.
- iii. Diploma in ECDE will be an added advantage.
- iv. A Certificate in Computer Proficiency
- v. Registered by the Teachers Service Commission
- vi. Certificate of Good Conduct

2. ECDE TEACHERS INTERNS -SPECIAL NEEDS (2 POSTS)

Duties and Responsibilities.

- i. Class teaching.
- v. Organizing and facilitating play/learning activities for the learners.
- vi. Caring and nurturing spiritual, moral, social, mental, physical, aesthetic and emotional growth of the learners (holistic development).
- vii. Managing ECDE classes and keeping professional and administrative records (schemes of work, lesson plans, daily programme of activities, attendance registers etc.) and ensuring learners' safety and security.
- viii. Preparing and developing play/learning materials.

Requirements for Appointment

- i. Kenya Certificate of Secondary Education (KCSE) minimum grade D+ (Plus) or KCE division IV 'O' Level.
- ii. Certificate in Early Childhood Development Education offered by KNEC or Ministry of Education or its approved equivalent.



- iii. Certificate in sign language from a recognized institution
- iv. A Certificate in Computer Proficiency
- v. Registered by the Teachers Service Commission
- vi. Certificate of Good Conduct

45. VOCATIONAL TRAINING INSTRUCTOR INTERNS

35 POSTS

VACANCY NO. CPSB 47/25 (E)

Terms of Service: Internship

Appropriate Carpentry and Joinery Instructor (1 Post)

- 1. Motor Vehicle Technology Instructor (3 Posts)
- 2. Electrical And Electronics Instructor (4 Posts)
- 3. Hair Dressing And Beauty Therapy Instructor (12 Posts)
- 4. Building Technology Instructor (2 Posts)
- 5. Fashion Design And Garment Making Instructor (2 Post)
- 6. Plumbing (6 Posts)
- 7. Metal Processing Technology Instructor (5 Posts)

Duties and responsibilities;

- i. Theoretical and practical instruction of trainees;
- ii. Preparing and maintaining of schemes of work, lesson plans, lesson notes, teaching and learning materials and trainee records;
- iii. Carrying out trainee assessment;
- iv. Ensuring proper care and maintenance of tools and equipment for the department;
- v. Preparing trainees for co-curricular activities;
- vi. Maintaining trainee discipline.
- vii. Guiding and counseling trainees in the department;
- viii. Monitoring trainees on field work and industrial attachment and compiling progress reports.
- ix. Any other duties as may be assigned from time to time by the supervisor.

Requirements for Appointment

- i. Diploma in relevant field from a recognized examining institution. Diploma in technical education be an added advantage

OR

- ii. Minimum of Form Four academic certificate;
- iii. Minimum National Trade Test Grade in a relevant field/NVCET Level II.
- iv. Computer literate will be an added advantage;

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.



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. Any candidate who directly or indirectly canvases shall automatically be disqualified.
4. Women, Youth and Persons Living with Disabilities are encouraged to apply.
5. Shortlisted candidates will be required to provide original academic and professional certificates, ID and current 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

All applications should be sent to the undersigned on or before **5th January, 2026**.

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

Embu County Public Service Board is an equal opportunity employer and does **NOT charge any fee for recruitment.**

