

REPUBLIC OF KENYA



EMBU COUNTY PUBLIC SERVICE BOARD

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

ADVERTISEMENT

The Public Service Board of Embu wishes to recruit competent and qualified persons to fill the following vacant position.

1. DEPUTY DIRECTOR MEDICAL SERVICES/SENIOR MEDICAL SPECIALIST - JOB GROUP 'R' –ONE (1) POST

Duties and Responsibilities

Duties and responsibilities at this level will entail:-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. Coordinating training, coaching and mentoring of health personnel; managing health stores including essential medicines and/or plant and equipment; management of diseases and conditions; developing medical Standard Operating Procedures (SOPs) and protocols; developing training curricular and syllabi in collaboration with training institutions; coordinating emergency response and clinical care; coordinating health projects and programmes; managing health information systems; carrying out health surveys and research; and monitoring the provision of forensic and medico-legal services.

Requirements for Appointment

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

- 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 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 Gynecology, 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 Bard;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution; and

- vii. Certificate in computer application skills from a recognized institution; and
- viii. Demonstrated professional competence and managerial capability as reflected in work performance and results.

2. HEAD COUNTY ENFORCEMENT OFFICER – JOB GROUP ‘Q’ – ONE (1) POST (CONTRACT)

Duties and Responsibilities

- i. Head the County Head of Enforcement
- ii. Represent the County on the security meetings and any other such event as may be directed.
- iii. Perform departmental Administrative duties
- iv. Supervise and evaluate the performance of the officers
- v. Liaise with the other stakeholders within the Enforcement Sector; and
- vi. Perform any other duties as may be directed from time to time.

Requirements for Appointment.

Be a Kenyan Citizen

- i. Must have served in any police service in the minimum rank of a Chief Inspector or its equivalent for a period of ten (10) years and above;
- ii. Must have a distinguished career in the public service or in the Defence Forces;
- iii. Must have at least a diploma in criminology; Public Administration or security studies from a recognized university in Kenya;
- iv. Must not have been convicted in any criminal offence;
- v. Must Satisfy Chapter Six of the Constitution.

3. SENIOR ADMINISTRATIVE OFFICER – DEPUTY HEAD OF ENFORCEMENT– JOB GROUP ‘P’ – ONE (1) POST (CONTRACT)

- i. Deputize the Head County Head of Enforcement
- ii. Represent the County Head of Enforcement on the security meetings and any other such event as may be directed.
- iii. Perform departmental Administrative duties
- iv. Supervise and evaluate the performance of the officers
- v. Liaise with the other stakeholders within the Enforcement Sector; and
- vi. Perform any other duties as may be directed from time to time.

Requirement for Appointment

Be a Kenyan Citizen

- i. Must have served in any police service in the minimum rank of a Chief Inspector or its equivalent for a period of five (5) years and above;
- ii. Must have undertaken at least a Basic Fraud Investigation Course;
- iii. Must have experience in general investigation for at least two (2) years;
- iv. Must have a distinguished career in the police;
- v. Must satisfy Chapter Six of the Constitution

4. SENIOR INSPECTOR- JOB GROUP 'J' – ONE (1) POST (CONTRACT)

Duties and Responsibilities

Carry out law enforcement duties as may be assigned by the Supervisor from time to time.

Requirement for Appointment

- i. Must be a Kenyan citizen.
- ii. Attended the initial para military training.
- iii. Must have worked for at least three (3) years in the rank of Inspector I.
- iv. Fulfill the requirements of Chapter six of the Constitution.

5. WARD ADMINISTRATORS –JOB GROUP 'N' – ONE (1) POST

A Ward Administrator will be responsible to the Sub-County Administrator for coordination, managing and supervising the general administrative functions in the ward.

Duties and Responsibilities

- Development of policies and plans
- Provision of service delivery
- Developmental activities to empower the community
- Provision and maintenance of infrastructure and facilities of public services;
- Exercising functions and powers delegated by the Public Service Board under Section 86 of the County Government Act;
- Coordinating a facilitating citizen participation in the development of policies and plans and delivery of services.
- Running an efficient and effective citizen service delivery centre;

- Managing all cross cutting issues in the Ward such as HIV and AIDS, gender mainstreaming, integrity programmes among others:
- Implementing an effective performance management system;
- Implementing policies for fire and disaster management; and
- Performing such other functions as may be delegated by the Sub-County Administrators.

Requirements

- Be a Kenyan citizen
- Have served in public or private service organization in administration or management for not less than three (3) years
- Minimum of C+ (plus) in Kenya Secondary Certificate of Education (KCSE) or its equivalent
- Diploma certificate in the following fields: - Public Administration, Business Administration/Management, Community Development or any other social services.
- Certificate in computer application from a recognized institution.

The candidates should apply attaching photocopies of the following documents:

(a) National Identity Card

(b) Academic; Professional Certificates and testimonials

(c) Clearance from Criminal Investigation Department (CID) - Certificate of Good Conduct.

(d) Any other relevant support documents.

NOTE

- (i) To indicate their **Sub-County** and the **Ward** on both the application and the envelope.
- (ii) Any candidate who directly or indirectly canvases shall automatically be **disqualified**.
- (iii) Applicants **MUST** include their most reliable mobile phone numbers.

All applications should be sent to the undersigned on or before **4th December,2014**.

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

Embu County Government is an equal opportunity employer