

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.

DEPARTMENT: HEALTH

1. MEDICAL SPECIALIST I – ONCOLOGY (Re-Advertisement)

JOB GROUP ‘Q’

1 POST

VACANCY NO. CPSB 38/23 (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. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Board.
- ii. Master's degree in Oncology or its equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- iii. Registration certificate by Medical Practitioners and Dentists Board.
- iv. Valid practicing license from Medical Practitioners and Dentists Board.
- v. Certificate in Computer application skills from a recognized institution.
- vi. Demonstrated professional competence and managerial capability



DEPARTMENT: FINANCE AND ECONOMIC PLANNING

2. DIRECTOR PROCUREMENT AND SUPPLY CHAIN MANAGEMENT
JOB GROUP 'R' ONE
1 POST

VACANCY NO. CPSB 39/23 (E)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities

The duties and responsibilities at this level will entail:

- i. The management and coordination of the supply chain services in the county;
- ii. Developing the County Annual Procurement Plan and ensuring adherence to it
- iii. Providing administrative guidelines on interpretation and implementation of Public Procurement and Disposal Act 2015 and the supporting regulations;
- iv. Analyzing supply chain management policies, rules, regulations, structures and systems;
- v. In liaison with other departments, provide guidelines on matters of procurement, contract design and implementation;
- vi. Preparing tender documents in accordance with the Public Procurement Act 2015 and coordinating the tendering process;
- vii. Determining and proposing methods and strategies of handling the supply chain management function;
- viii. Initiating and developing supply chain management policies and performance improvement strategies that are adaptive to the changing environment and technology;
- ix. Ensuring high professional supply chain management standards;
- x. Being the Secretary to the County Tender Committee; and
- xi. Any other duty assigned by the Chief Officer, Revenue and Supply Chain.

Requirement for Appointment

For appointment to this position the person should:

- i. Be a Kenyan Citizen
- ii. Have served for at least ten (10) years in Supply Chain Management three (3) of which must be in senior Management or in a comparable and relevant position in the public sector;
- iii. Possess a Bachelor's Degree in Procurement and Supply Chain Management or comparable qualifications from a university recognized in Kenya;
- iv. Have a Master's degree in Procurement and Supply Chain Management or comparable qualifications from an institution recognized in Kenya;
- v. Have attended Senior Management course from Kenya School of Government or any other institution recognized in Kenya;
- vi. Have understanding and knowledge of E- procurement;



- vii. Should be a member of a professional body (KISM) and possess a valid practicing license.
- viii. Demonstrate understanding of the Public Procurement and Disposal Act 2015 and its regulations; and
- ix. Satisfy the requirements of Chapter six (6) of the Constitution on Leadership and integrity

How to apply:

- i. Candidates **MUST** attach photocopies of the following documents:

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

- ii. Ethics and Anti-Corruption Commission (EACC)
- iii. Kenya Revenue Authority (KRA)
- iv. Higher Education Loans Board (HELP)
- v. Credit Reference Bureau (CRB)
- vi. Directorate of Criminal Investigation (DCI)

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

All applications should be sent to the undersigned on or before **08th March, 2023**.

**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.

