



COUNTY GOVERNMENT OF BUSIA  
COUNTY PUBLIC SERVICE BOARD

P.O. BOX 1103 – 50400



**ADVERTISEMENT**

Pursuant to Article 235 (1) (b) of the Constitution of Kenya 2010 and Section 59 (1) (b), of The County Governments Act No.17, 2012, The County Public Service Board of Busia invites applications from suitably qualified persons to fill vacant positions in the Department of Health and sanitation, as follows:

| S/No | Cadre/Advertised Post  | J/G | No of Vacancies | Advert No |
|------|--|-----|-----------------|-----------|
| 1.   | Senior Assistant Director Of Medical Services/Medical Specialists I (Othorpaedic Surgeon), | Q   | 1               | 3/2021    |
| 2.   | Senior Assistant Director Of Medical Services/Medical Specialists I (Physician),           | Q   | 1               | 4/2021    |
| 3.   | Registered Clinical Officer I(Anesthetist)   | K   | 1               | 5/2021    |
| 4.   | Registered Clinical Officer (Dermatologist)  | K   | 1               | 6/2021    |
| 5.   | Registered Nurse I (Anaeshestist)  | K   | 1               | 7/2021    |
| 6.   | Nursing Officer  | K   | 4               | 8/2021    |
| 7.   | Assistant Occupational Therapist III   | H   | 2               | 9/2021    |
| 8.   | Community Health Officer II  | J   | 1               | 10/2021   |
| 9.   | Assistant Community Health Officer III   | H   | 1               | 11/2021   |
| 10.  | Community Health Assistant III   | G   | 1               | 12/2021   |
| 11.  | Clerical Officer II  | F   | 3               | 13/2021   |
| 12.  | Information Communication Technology Officer II  | J   | 1               | 14/2021   |
| 13.  | Medical Laboratory Officer   | K   | 1               | 15/2021   |
| 14.  | Medical Laboratory Technologist III  | H   | 4               | 16/2021   |
| 15.  | Assistant Public Health Officer III  | H   | 1               | 17/2021   |
| 16.  | Radiographer I   | K   | 1               | 18/2021   |
| 17.  | Pharmaceutical Technologists III   | H   | 5               | 19/2021   |
| 18.  | Supply Chain Management Officer  | J   | 1               | 20/2021   |
| 19.  | Health Administrative Officer III  | H   | 2               | 21/2021   |
| 20.  | Chief Human Resource Officer I   | M   | 1               | 22/2021   |
|      | <b>TOTALS</b>  |     | <b>34</b>       |           |

## **JOB DESCRIPTION AND APPOINTMENT SPECIFICATION**

### **1. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALISTS I (ORTHOPAEDIC SURGEON), JOB GROUP 'Q' –ONE (1) POST-V/NO.3/2021**

#### **(a) Duties and Responsibilities**

Duties and responsibilities will entail; undertaking general diagnosis, care, treatment and rehabilitation of patients, carrying out specialized clinical care, providing psychosocial interventions, providing clinical services to patients, training, consulting and performing surgeries in various health facilities, carrying out forensic and medico-legal services, coordinating disease surveillance, prevention and control; coordinating health education and promotion; implementing health projects and programs, maintaining up-to-date health information system; monitoring provision of health treatment and care; undertaking health research; and analyzing medical reports.

#### **(b) Requirements for Appointment**

For appointment into this grade an officer must have:

- (i) Be a Kenyan Citizen
- (ii) Served as an Assistant director of medical services/ Medical specialist II for a minimum period of Three (3) years.
- (iii) Bachelor of medicine and bachelor of surgery (M.B.Ch.B) degree from an institution recognized by medical practitioners and Dentists Board;
- (iv) Master's Degree in the field of Orthopaedic Surgery or its equivalent qualifications from an institution recognized by Medical Practitioners and Dentist Board
- (v) Certificate of registration by the Medical Practitioners and Dentist Board;
- (vi) Valid practicing license from Medical Practitioners and Dentist Board;
- (vii) Certificate in strategic leadership development program lasting not less than six (6) weeks from a recognized institution will be an added advantage;
- (viii) Certificate in computer application skills from a recognized institution; and
- (ix) Demonstrated professional competence and managerial capability as reflected in work performance and results.

**Terms: Permanent and pensionable**

### **2. SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALISTS I (PHYSICIAN), JOB GROUP 'Q' –ONE (1) POST-V/NO.4/2021**

#### **(b) Duties and Responsibilities**

Duties and responsibilities will entail; undertaking general diagnosis, care, treatment and rehabilitation of patients, carrying out specialized clinical care, providing psychosocial interventions, providing clinical services to patients, training, consulting and performing surgeries in various health facilities, carrying out forensic and medico-legal services, coordinating disease surveillance, prevention and control; coordinating health education and promotion; implementing health projects and programs, maintaining

up-to-date health information system; monitoring provision of health treatment and care; undertaking health research; and analyzing medical reports.

**(b) Requirements for Appointment**

For appointment into this grade an officer must have:

- I. Be a Kenyan Citizen
- II. Served as an Assistant director of medical services/ Medical specialist II for a minimum period of Three (3) years.
- III. Bachelor of medicine and bachelor of surgery(M.B.Ch.B) degree from an institution recognized by medical practitioners and Dentists Board;
- IV. Master's Degree in the field of internal medicine or its equivalent qualifications from an institution recognized by Medical Practitioners and Dentist Board
- V. Certificate of registration by the Medical Practitioners and Dentist Board;
- VI. Valid practicing license from Medical Practitioners and Dentist Board;
- VII. Certificate in strategic leadership development program lasting not less than six (6) weeks from a recognized institution will be an added advantage;
- VIII. Certificate in computer application skills from a recognized institution; and
- IX. Demonstrated professional competence and managerial capability as reflected in work performance and results.

**Terms: Permanent and pensionable**

**3. REGISTERED CLINICAL OFFICER JOB GROUP 'K' (ANAESTHETIST) ONE (1)  
POST-V/NO.5/2021**

**(a) Duties and Responsibilities**

Duties and responsibility at this level will include: taking history, examining diagnosis and treating patients 'common ailment at an outpatient or inpatient health facility; guiding and counseling patient, clients and staff on health issues; referring patients and clients to appropriate health facilities; assessing, preparing and presenting medico-legal reports; organizing health management team and convening health management committee meetings; implementing community healthcare activities in liaison with other health workers; sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services; carrying out minor surgical procedures as per training and skill; and collecting data and compiling clinical data.

**(a) Requirements for appointment**

For appointment to this grade, a candidate must have

- (i) Be a Kenyan Citizen
- (ii) Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized institution.

- (iii) Higher diploma in clinical medicine and surgery in any of the following disciplines: **Anesthesia**, Ear, Nose, Throat/Audiology, Child health and Pediatrics, Lung and Skin, orthopedics and trauma, Reproductive Health, Epidemiology, ophthalmology and cataract surgery, Dermatology and Venereology, Medical education or any other equivalent qualification from recognized institution.
- (iv) Certificate of registration from the Clinical Officers 'Council
- (v) Certificate in Computer application skills from a recognized institution

**Terms: Permanent and Pensionable**

**4. REGISTERED CLINICAL OFFICER JOB GROUP 'K' (DERMATOLOGIST) ONE (1) POST-V/NO.6/2021**

**(b) Duties and Responsibilities**

Duties and responsibility at this level will include: taking history, examining diagnosis and treating patients 'common ailment at an outpatient or inpatient health facility; guiding and counseling patient, clients and staff on health issues; referring patients and clients to appropriate health facilities; assessing, preparing and presenting medico-legal reports; organizing health management team and convening health management committee meetings; implementing community healthcare activities in liaison with other health workers; sensitizing patients and clients on preventive and promotive health; providing clinical outreach and school health services; carrying out minor surgical procedures as per training and skill; and collecting data and compiling clinical data.

**(b) Requirements for appointment**

For appointment to this grade, a candidate must have

- (i) Be a Kenyan Citizen
- (ii) Diploma in any of the following disciplines: Clinical Medicine and Surgery, Clinical Medicine and Community Health or its equivalent qualification from a recognized institution.
- (iii) Higher Diploma in clinical medicine and surgery in any of the following disciplines: **Anesthesia**, Ear, Nose, Throat/Audiology, Child health and Pediatrics, Lung and Skin, orthopedics and trauma, Reproductive health, Epidemiology, ophthalmology and cataract surgery, **Dermatology and Venereology**, Medical education or any other equivalent qualification from recognized institution.
- (iv) Certificate of registration from the Clinical Officers 'Council
- (v) Certificate in Computer application skills from a recognized institution

**Terms: Permanent and Pensionable**

**5. REGISTERED NURSE I (ANAESTHETIST) JOB GROUP 'K' ONE (1) POST-V/NO.7/2021**

**(a) 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: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based nursing care for client/patient; creating and maintaining a safe nursing care environment for client/patient; carrying out patient audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; carrying out therapeutic communication with the patient/client; conducting community health risk assessment and providing outcome based interventions and nursing outcomes; participating in quality improvement and quality assurance procedures; and diagnosing common health conditions and recommending necessary interventions

### **(b) Requirements for Appointment**

For appointment to the position one must:

- i. Be a Kenyan Citizen
- ii. 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;
- iii. Be a holder of Diploma in **Registered Anaesthetic Nursing** or any other equivalent qualification from a recognized institution.
- iv. Registration Certificate issued by the Nursing Council of Kenya;
- v. Valid Practising Licence from Nursing Council of Kenya as an; and
- vi. Certificate in Computer application skills from a recognized institution.

**Term: Permanent and pensionable**

## **6. NURSING OFFICER, JOB GROUP 'K' FOUR (4) POSTS-V/NO.8/2021**

### **(a) 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: providing holistic care by carrying out risk identification and assessment of an individual throughout the lifespan; performing a comprehensive physical examination within various settings; assessing, formulating, planning and implementing evidence-based nursing care for client/patient; creating and maintaining a safe nursing care environment for client/patient; carrying out patient audits to improve client/patient care; collaborating and maintaining effective working relationships among interdisciplinary teams to support client/patient and their families; carrying out therapeutic communication with the patient/client; conducting community health risk assessment and providing outcome based interventions; documenting interventions and nursing outcomes; participating in quality improvement and quality assurance procedures; and diagnosing common health conditions and recommending necessary interventions.

### **(b) Requirements for Appointment**

For appointment to this grade, a candidate must have:

- i. Bachelor's Degree in either Nursing or Midwifery from a recognized institution;
- ii. Registration Certificate issued by the Nursing Council of Kenya;
- iii. Valid practicing license from the Nursing Council of Kenya; and
- iv. Certificate in computer application skills from a recognized institution

**Term: Permanent and pensionable**

**7. ASSISTANT OCCUPATIONAL THERAPIST III JOB GROUP 'H' – TWO (2) POSTS-V/NO.09/2021**

**(a) Duties and Responsibilities**

This will be the entry grade into the occupation Therapist Cadre. An officer at this level will Work under the guidance of a senior officer.

Specifically, duties and responsibility will involve; assessing and formulating patients Treatment plan; maintaining records and data relating to patients; collecting data for operational Research; sensitizing the community on occupation therapy issues; and preparing periodic reports.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must have;

- i. Diploma in occupational therapy from a recognized institution; and
- ii. Membership certificate of the Kenya Occupational Therapists Association
- iii. Certificate in computer application skills from a recognized institution
- iv. Skills to communicate effectively with patients and colleagues

**Terms: Permanent and pensionable**

**8. COMMUNITY HEALTH OFFICER II J/G J– ONE (1) POST-V/NO.10/2021**

**a) Duties and responsibilities**

This will be the entry and training grade for this cadre. Duties and Responsibilities at this level will include: identifying common ailments and minor injuries at the community level for appropriate action; identifying and referring health cases to the appropriate health facilities; coordinating community health activities; collating health data from household level for analysis; sensitizing and disseminating health information to the community; identifying defaulters of health interventions and referring them to appropriate health facilities; convening meetings for dialogue and action days in collaboration with other stakeholders; and requisitioning refills of the community health workers kits.

**b) Requirements for Appointment**

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

- i. Bachelor degree in any of the following disciplines: Community Health and Development, Public Health, Environmental health, Epidemiology, Sociology, psychology, Anthropology, Counseling, Social Work, Community Development, Nutrition, Health Systems Management, Health Education/Promotion or population and Health from a recognized institution;
- ii. Certificate in Computer Application Skills from a recognized institution; and

**Terms: Permanent and pensionable**

**9. ASSISTANT COMMUNITY HEALTH OFFICER III J/G H- ONE (1) POST-V/NO:11/2021**

**a) Duties and responsibilities**

This will be the entry and training grade for this cadre. Duties and responsibility at this level will include: collecting health related data at household level for analysis; maintaining and updating community health unit registers and keeping records; identifying common ailments and minor injuries at community level ;identifying and referring health cases to appropriate health facilities; visiting homes to determine the health situation and dialogue with household members; identifying and sensitizing communities on health interventions; monitoring growth of children under the age of five years; identifying defaulters of health interventions and referring them to the appropriate health facilities; managing community health resource centres;and convening and coordinating monthly community meetings and action days.

**b) Requirements for Appointment**

For appointment to this grade, a candidate must have:

- (i) Diploma in any of the following disciplines: Community Health and Community Development ,Community Health Nursing, Community Health, Community Oral Health ,Psychology, Nutrition ,Environment Health ,Counseling, social Work, Community Development or Health Promotion a recognized institution; and
- (ii) Certificate in Computer Application Skills from a recognized institution.

**Terms: Permanent and Pensionable**

**10. COMMUNITY HEALTH ASSISTANT III, JOB GROUP 'G' ONE (1) POST-V/NO.12/2021**

**(a) Duties and Responsibilities**

This will be the entry and training grade for this cadre. Duties and responsibilities at this level will include: visiting homes to determine health situations and dialogue with household members; identifying and sensitizing communities on health interventions; identifying common ailments and minor injuries at community level; collecting health data at household level for analysis; distribution of Information Education Communication materials, mosquito nets and other commodities to households; identifying defaulters of health interventions and other health cases and referring them to health facilities; and maintaining and updating health data using health registers.

**(b) Requirements for Appointment**

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

- (i) Certificate in any of the following disciplines: Community Health, Psychology, Counseling, Social Work or Community Development from a recognized institution; and
- (ii) Certificate in Computer Application Skills from a recognized institution.

**Terms: Permanent and Pensionable**

## **11. CLERICAL OFFICER JOB GROUP 'F' – THREE (3) POSTS-V/NO.13/2021**

### **(a) Duties and responsibilities**

This is the entry and training grade for the clerical cadre. Work at this level will be carried out under close supervision and guidance of a more senior officer and will be subject to regular checks and verification. Officer at this level will be deployed in the HRM unit, generally registry supplies, account office or general office services, specific duties will include compiling statistical records, sorting, filing and dispatching letters, maintaining an efficient filing system, processing appointments, promotion, discipline, transfers and other related duties in human resource management, computation of financial or statistical records based on routine or special sources of information, preparing payment vouchers, compiling data and drafting simple letters.

### **(b) Requirements for Appointment**

For appointments to this cadre, a candidate must be in possession of;

- I. Kenya Certificate of Secondary Education (KCSE) mean grade C- or its approved equivalent; and
- II. Proficiency in computer applications

**Terms: Permanent and pensionable**

## **12. INFORMATION COMMUNICATION TECHNOLOGY OFFICER II J/G J-ONE (1) POST-V/NO.14/2021**

### **(a) Duties and Responsibilities**

Duties and responsibility at this level will include analyzing designation, coding, testing, implementing, computer programs providing user support; and maintaining support systems and training of users; repairing and maintaining of information communication technology equipment and associated peripherals; receiving, installing and certifying of information communication technology equipment; and configuring of new information communication technology equipment

### **(b) Requirements for Appointment**

#### **Direct Appointment**

For appointment to this grade, a candidate must have

- (i) a Bachelor degree in any of the following; Computer Science or any other ICT related disciplines with bias in information communication technology from recognized institution or
- (ii) Higher Diploma in Computer Science/information communication technology or its equivalent qualification from recognized institution.

#### **For Promotion to this grade, an officer must have;**

- (i) a Diploma in computer science/information technology; or its equivalent qualification from recognized institution; and
- (ii) Shown merit and ability as reflected in work performance and results.



**Terms: Permanent and Pensionable**

**13. MEDICAL LABORATORY OFFICER JOB GROUP ‘K’ – ONE (1) POST-V/NO.15/2021**

**(a) Duties and Responsibilities**

This is the entry and training grade for this cadre. 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; receiving and scrutinizing laboratory forms and specimens preparing clients for collection of specimen, receiving collecting labeling and registering patient specimen preparing laboratory reagents examining specimen writing and recording result preparing stains and reagents recruiting and preparing and bleeding of bleeding of blood donors for transfusion services. In addition duties and responsibilities will include performing blood grouping storing blood products according to their requirement, screening for blood transfusion transmissible infections, issuing blood products to peripherals health facility, repairing blood product collecting and analyzing data, processing the specimen according to the specified standard operating procedures(SOP) supervising the disinfection, washing and sterilizing of apparatus and monitoring and coaching trainees on practical attachments

**Requirements for Appointment**

For appointment to this grade, a candidate must have;

- (i) A Bachelor degree in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists 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 Technologists Board; and
- (iv) Certificate in computer application skills from a recognized institution.

**Terms of service: Permanent and pensionable**

**14. MEDICAL LABORATORY TECHNOLOGIST III, JOB GROUP ‘H’ – FOUR (4) POSTS-V/NO.16/2021**

**(a) Duties and Responsibilities**

This is the entry and training grade for this cadre. 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; decontaminating working benches; receiving and scrutinizing laboratory requisition forms and for accuracy, preparing clients for collection of specimens, receiving, collecting, labeling and registering specimens, disaggregating specimens for processing and analysis; and performing routine diagnostic tests.

**(b) Requirements for Appointment**

For appointment to this grade, a candidate must have;

- (v) Diploma in Medical Laboratory Sciences or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board;
- (vi) Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board(KMLTTB)
- (vii) Valid practicing license from Kenya Medical Laboratory Technicians and Technologists Board; and
- (viii) Certificate in computer application skills from a recognized institution.

**Terms of service: Permanent and pensionable**

### **15. ASSISTANT PUBLIC HEALTH OFFICER III, JOB GROUP 'H' ONE (1) POST-V/NO.17/2021**

#### **(a) Duties and Responsibilities**

An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include: mobilization, sensitizing and advising communities on matters related to environmental health; referring health cases to relevant health facilities; carrying out immunization; identifying environmental health issues at community level; organizing community health days to advise communities on common public health issues; collecting and maintaining up to date records of services rendered; and assessing health needs of the community, implementing various vermin and rodent control measures and implanting integrated mosquito control strategies

#### **(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Diploma in either environmental health sciences or Public Health inspection from recognized institution and;
- ii. Certificate in Computer Applications Skills from a recognized Institution;
- iii. Valid license by the Public Health Officers and Technician

**Terms of service: Permanent and pensionable**

### **16. RADIOGRAPHER I, JOB GROUP 'K' (1) ONE POST-V/NO.18/2021**

#### **(a) Duties and Responsibilities**

Work at this level will involve: providing medical Imaging Services at a District or Provincial Hospital; processing, verifying and maintaining information related to patients; providing care and counseling patients and their relatives before, during and after examination. In addition, the officer will be safeguarding and providing basic maintenance and safety of medical imaging equipments in the hospital; establishing and maintaining Quality Assurance Programs in the department; co-ordinating procurement and safe storage of departmental supplies of radiographic materials and preparing reports on radiography activities.

### **(a) Requirements for Appointments**

Direct Appointment For appointment to this grade, a candidate must be in possession of

- i. Must be a Kenyan citizen
- ii. A Bachelor of Science (Bsc) Degree in any of the following fields:- Radiography, Radiography Technology or any other equivalent qualification from a recognized institution.
- iii. Registered with professional body
- iv. Certificate in computer application skills from a recognized institution.

**Terms of service: Permanent and pensionable**

## **17. PHARMACEUTICAL TECHNOLOGISTS III – JOB GROUP ‘H’ – 5 POSTS- V/NO.19/2021**

### **(a) Duties and Responsibilities**

This is the entry and training grade for this cadre. An officer at this level will be responsible for dispensing drugs/medicines to patients under supervision of a senior officer.

Specific duties and responsibilities at this level will include:- receiving, interpreting, and processing prescriptions, recording prescriptions in a pharmacy unit; repackaging, repacking and writing instructions on labels

Counseling patients on usage of drugs in a pharmacy unit; maintaining drug registers/books; and stock-taking of drugs and medicinal devices on monthly basis.

### **(b) Requirements for Appointment**

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

- (i) Diploma in either Pharmacy or Pharmaceutical Technology or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- (ii) Certificate of Enrolment as a Pharmaceutical Technologist awarded by the Pharmacy and Poisons Board(PPB); and
- (iii) Certificate in computer application skills from a recognized institution.

**Terms of service: Permanent and pensionable**

## **18. SUPPLY CHAIN MANAGEMENT OFFICER -GROUP J ONE (POST)-V/NO.20/2021**

### **(a) Duties and Responsibilities**

This will be the entry and training grade for Supply Chain Management officers.an officer at this level will perform a variety of supply chain management duties under the guidance of amore senior and experienced officer. Specific duties and responsibilities will entail warehousing, distribution management, fleet management, disposal of stores and equipment, procurement, market survey and research, inventory and stock control, in accordance the laid regulations and procedures.

### **(b) Requirement for the Appointment**

For appointment to this grade, a candidate must be in possession of:-

- I. A Bachelor degree in any of the following, Commerce Business Administration(Supply management option),Economics, Procurement and Supplies Management, Marketing or their Equivalent from a recognized institution
- II. Be a registered member of Kenya institute of supplies management(KISM)

**Terms of service: Permanent and pensionable**

## **19. HEALTH ADMINISTRATIVE OFFICER III JOB GROUP H TWO (2) POSTS-V/NO.21/2021**

### **(a) Duties and Responsibilities**

This will be the entry and training grade for this cadre. An Officer at this level will be deployed at the Sub-District Hospital, Rural Health training center, Department, or a Unit within the large Hospital, or to a specific Health program where he/she will be exposed to various administrative duties which will include procurement provision and maintenance of Facility or general upkeep of the Hospitals. The Officer will work under a supervision of a more senior Officer.

### **(b) Requirement for the Appointment**

- i. A Kenya Certificate of Secondary Education (KCSE) mean. Grade C- (minus) with its equivalent qualification with at least C in English/Kiswahili and Mathematics from a recognized Institution: and
- ii. Diploma in any of the following: Health Management, Hospital Administration, Business Administration, or its equivalent qualification from a recognized institution.

**Terms of service: Permanent and pensionable**

## **20. CHIEF HUMAN RESOURCE MANAGEMENT OFFICER II J/G 'M' -1(POST)-V/NO.24/2021**

### **Requirements for Appointment**

- Served as a Human Resource Management Officer I or in a comparable and relevant position in the public service for a minimum period of three(3) years
- A Bachelor's degree in any of the social sciences fields Government,Sociology,Economics,Public/Business Administration, Human Resource Mngement,Personnel Management and Part II of CPS or Diploma in Human Resource Management or Industrial Relations from a recognized university/ institution;
- Proficiency in computer application
- Must be a member of institute of Human Resource management Institute.

### **Duties and Responsibilities:**

- Planning, controlling and coordinating human resource management activities of recruitment, appointment, employee relations, discipline, staff welfare
- Supervising, training and development of officers within two or three sections in a human resource section in the department
- Assisting in collecting, collating and analyzing human resource management data in the Department
- Analyzing human resource management issues emanating from department and initiating appropriate action
- Implementation, Monitoring and assessing the effectiveness of existing human resource management policies and regulations guidelines and procedures

### **Please Note**

- I. Only shortlisted and successful applicants will be contacted.
- II. Canvassing in any form will lead to automatic disqualification.
- III. The County Government of Busia is committed to implementing the provisions of the Constitution - Article 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- IV. **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.
- V. It is a criminal offence to present fake certificates/documents.

All applicants are expected to attach copies of the following additional documents

- (i) **Copy of Identity (ID) Card**
- (ii) **Copies of Academic and Professional Certificates**
- (iii) **Copies of Registration Certificate** from the relevant professional bodies (where applicable)
- (iv) **Copies of Practicing License** from the relevant Regulatory Body (where applicable)
- (v) **Computer Packages Certificate**
- (vi) **Mandatory Additional requirements (Chapter VI documents of the constitution of Kenya 2010)**
  - a) **VALID Clearance Certificate** from the Directorate of Criminal Investigations (**DCI**)
  - b) **VALID Kenya Revenue Authority (KRA) Clearance Certificate**
  - c) **VALID Higher Education Loans Board (HELB) Clearance Certificate**
  - d) **Ethics and Anti-Corruption Commission (EACC) Self-Declaration Form**
  - e) **Credit Reference Bureau (CRB)**

Interested and qualified persons are requested to make their applications attaching copies of their certificates and testimonials and send to the undersigned on or before **17<sup>th</sup> May, 2021** latest **5.00 pm** **(East African Time)**

**The Secretary/CEO**  
**County Public Service Board**  
**County Government of Busia**