



COUNTY GOVERNMENT OF TAITA TAVETA

COUNTY PUBLIC SERVICE BOARD

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VOI

ADVERTISEMENT

The Taita Taveta County Public Service Board invites applications from suitable and qualified Kenyan citizens to fill the following vacant positions in the County Government of Taita Taveta.

VACANCIES IN THE DEPARTMENT OF HEALTH SERVICES			
NO.	POSTS	NO. OF VACANCIES	TERMS OF SERVICE
1.	Physician	1	Permanent and Pensionable
2.	Registered Clinical Officer- Anesthetics	2	Permanent and Pensionable
3.	Critical Care Nurse	15	Permanent and Pensionable
4.	Radiographer	1	Permanent and Pensionable
5.	Counsellor Psychologist	2	Permanent and Pensionable
6.	Nutrition & Dietetics Technologist	2	Permanent and Pensionable
7.	Medical Laboratory Technologist III	6	Permanent and Pensionable
8.	Pharmaceutical Technologist III	2	Permanent and Pensionable
9.	Assistant Public Health Officer III	4	Permanent and Pensionable
10.	Medical Engineering Technologist III	2	Permanent and Pensionable
11.	Physiotherapist III	2	Permanent and Pensionable
VACANCIES IN THE DEPARTMENT OF FINANCE & ECONOMIC PLANNING			
1.	Senior Internal Auditor	4	Permanent and Pensionable
VACANCIES IN THE DEPARTMENT OF LANDS, PHYSICAL PLANNING, MINING & ENERGY			
1.	Chief Physical Planner	1	Permanent and Pensionable
2.	Chief Land Valuer	1	Permanent and Pensionable
3.	Land Valuer	1	Permanent and Pensionable
4.	Physical Planner	1	Permanent and Pensionable
5.	Land Survey Assistant	2	Permanent and Pensionable
	Total	49	

HOW TO APPLY

All applications should be submitted in a sealed envelope and addressed to:

**The Secretary/CEO
County Public Service Board
Private Bag
VOI**

OR

Hand delivered at the Voi Sub County Office (Former Municipal Council offices).

The applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before **Friday, 16th April 2021**.

Warning: Beware of fraudsters! The Taita Taveta County Public Service Board does not charge any fees for purposes of processing applications or facilitating interviews. In case of people soliciting for bribes, the same should be reported to the nearest police station.

The Board's official telephone number remains 0710988455.

Dated Friday, 26th March 2021

A. VACANCIES IN THE DEPARTMENT OF HEALTH SERVICES

1. Ref No. CPSB/TTC/060/2021

POSITION: PHYSICIAN JG CPSB 04

Number of Posts: One (1) Post

Terms of Service: Permanent and Pensionable

Basic Salary Scale: Kshs. 99,000 to Kshs. 133,870 per month

Other Allowances: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

For appointment in this position a candidate must:

1. Must be a Kenyan Citizen;
2. Bachelor's degree in Medicine and Surgery from an institution recognized by Medical Practitioners and Dentist Board;
3. Master's degree in Internal Medicine from an institution recognized by the Medical Practitioners and Dentist Board;
4. Served for a Minimum of three (3) years at Job Group 05 'P' or an equivalent similar position; and
5. Registered with Medical Practitioners and Dentist Board.

Duties and responsibilities at this level will entail:

1. Teaching and supervision of interns and other health workers;
2. Evaluate symptoms, run tests to diagnose a patient's condition and then prescribe;
3. Medication or treatment to remedy the illness or injury;
4. Outreach clinics and surgeries in Sub-County Hospitals;
5. Policy formulation at county level;
6. Provide treatment for wide variety of common problems;
7. Counseling of patients and/or members of the community on how to prevent illness; and,
8. Attend to emergency calls.

2. Ref No. CPSB/TTC/061/2021

POSITION: REGISTERED CLINICAL OFFICER - ANAESTHETICS JG CPSB 08

Number of Posts: Two (2) Posts

Terms of Service: Permanent and Pensionable

Basic Salary Scale: Kshs. 42,970 - Kshs. 59,120 per month

Other Allowances: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

For appointment in this position a candidate must:

1. Be a Kenyan citizen;
2. Have a Diploma/Bachelors in clinical medicine and surgery, clinical medicine community health from a recognized institution;
3. Higher National Diploma in anesthesia; and,
4. Certificate of registration from the clinical officer's council.

Duties and responsibilities at this level will entail:

1. Implementing community health care activities in liaison with other health workers;
2. History, examining, diagnosing, treating and managing diseases and conditions in an outpatient and inpatient health facility;
3. Sensitizing patients and clients on preventive and promotive health;
4. Providing clinical outreach and school health services;
5. Coaching and mentoring students on attachment;
6. Carrying out surgical procedures as per training and skill;
7. Conducting anaesthetic duties and attending to emergencies; and,
8. Guiding and counselling patients.

3. Ref No. CPSB/TTC/062/2021

POSITION: CRITICAL CARE NURSE JG CPSB 08

Number of Posts: Fifteen (15) Post

Terms of Service: Permanent & Pensionable

Basic Salary Scale: Kshs. 42,970 to Kshs. 59,120 per month

Other Allowances: As provided by the Salaries and Remunerations Commission

Requirements for Appointment

For appointment in this position a candidate must:

1. Be a Kenyan citizen;
2. Have a Diploma in Kenyan Registered Community Health Nursing, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry from a recognized institution;
3. Be in possession of a Higher Diploma in the Critical Care nursing;
4. Have a registration certificate issued by The Nursing Council of Kenya;
5. Have a valid practicing license from Nursing Council of Kenya;and,
6. Have certificate in computer application skills from a recognized institution.

Duties and responsibilities at this level will entail:

1. Managing patients requiring critical care;
2. Assessing, planning, implementing nursing interventions, evaluating and documenting patient's outcomes;
3. Evaluate patients' vital signs and laboratory data to determine emergency intervention needs;
4. Set up and monitor medical equipment and devices such as cardiac monitors, mechanical ventilators and alarms, oxygen delivery devices, transducers, and pressure lines;
5. Providing health education and counselling patients/clients and community on identified health needs;
6. Facilitating patients' admission and initiating discharge plans;
7. Maintaining records on patients /client's health condition and care; and,
8. Ensuring a tidy and safe clinical environment.

4. Ref No. CPSB/TTC/063/2021

POSITION: RADIOGRAPHER JG CPSB 09

Number of Posts: One (1) Post

Terms of Service: Permanent & Pensionable

Basic Salary Scale: Kshs. 38,270 to Kshs. 51,170 per month

Other Allowances: As provide by the Salaries and Remunerations Commission

Requirements for Appointment

For appointment in this position a candidate must:

1. Be a Kenyan citizen;
2. Have a Diploma in diagnostic radiology from a recognized institution;
3. Have additional trainings in medical imaging sciences, ultrasound computerized tomography will be an added advantage; and,
4. Be registered with the relevant professional body.

Duties and responsibilities at this level will entail:

1. Carrying out radiological examinations;
2. Ensure Radiation Protection Rules, policies, standards and procedures are adhered to;
3. Undertake Radiographic and Imaging examinations as required;
4. Participate in continuous medical education activities in the hospital on health facilitation;
5. Perform routine daily inspection of equipment and quality assurance procedures and report any deficiencies or malfunctions;
6. Keep up-to-date with current techniques and developments in Radiographic and Imaging procedures and endeavor to achieve high standard of image quality;
7. To supervise and train assistant staff and student radiographers; and,
8. Ensure effective and economic use of resources and report all occurrences of defects which may affect health and safety.

5. Ref No. CPSB/TTC/064/2021

POSITION: COUNSELLOR PSYCHOLOGIST JG CPSB 10

Number of Posts: Two (2) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: Kshs. 31,270 to Kshs. 41,260 per month

Other Allowances: As provided by the Salaries and Remunerations Commission

Requirements for Appointment

For appointment in this position a candidate must:

1. Be a Kenyan citizen;
2. Have a Bachelor's Degree in Counselling or a Bachelor's Degree in any of the Social Sciences with a Post-Graduate Diploma from a recognized institution with the Kenya Counselling Association (KCA);and,
3. Have a certificate of computer application skills from a recognized institution.

Duties and responsibilities at this level will entail:

1. Conduct counseling sessions to clients in the setting that is deemed most appropriate; and,
2. Keeping appropriate records.

6. Ref No. CPSB/TTC/065/2021

POSITION: NUTRITION & DIETETICS TECHNOLOGIST JG CPSB 11

Number of Posts: Two (2) Posts

Terms of Service: Permanent and Pensionable

Basic Salary Scale: Kshs. 25,470 to Kshs. 33,950 per month

Other Allowances: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

For appointment in this position a candidate must:

1. Be a Kenyan citizen;
2. Have a diploma in Nutrition and dietetics from a recognized institution; and,
3. Have a certificate of computer application skills from a recognized institution.

Duties and responsibilities at this level will entail:

1. Planning, formulating and managing therapeutic diets in consultation with senior nutrition officer;
2. Being resource person on nutrition in the health team;
3. Developing weaning foods with families using community resources;
4. Initiating projects in the community which promote nutrition; and,
5. Supervising and guiding other staff working under the officer.

7. Ref No. CPSB/TTC/066/2021

POSITION: MEDICAL LABORATORY TECHNOLOGIST III JG CPSB 11

Number of Posts: Six (6) Posts

Terms of Service: Permanent and Pensionable

Basic Salary Scale: Kshs. 25,470 to Kshs. 33,950 per month

Other Allowances: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

For appointment in this position a candidate must:

1. Be a Kenya Citizen;
2. Have a Diploma in medical laboratory sciences or any other equivalent qualification from institution recognized by the Kenyan Medical Laboratory Technician and Technologists Board;
3. Registration certificate issued by the Kenya Medical Laboratory Technician and Technologists Board (KMLTTB);
4. Valid practicing license from Kenya Medical Laboratory Technician and Technologists Board; and,
5. Certificate in computer application skills from a recognized institution.

Duties and responsibilities at this level will entail:

1. Discharge of laboratory investigative services to patients/clients;
2. Preparing cultures of tissue samples;
3. Establishing and monitoring programs that ensure data accuracy;
4. Microscopically examining slides of bodily fluids;
5. Cross-matching blood for transfusions;
6. Chemically analyzing blood or urine for toxic components;
7. Analyzing lab reports for accuracy;
8. Operating and calibrating equipment;
9. Planning and budgeting for laboratory commodities;
10. Compiling and submitting laboratory reports;
11. Delivering test results to physicians, researchers or patients; and,
12. Collecting and studying blood samples to determine morphology.

8. Ref No. CPSB/TTC/067/2021

POSITION: PHARMACEUTICAL TECHNOLOGIST III JG CPSB 11

Number of Posts: Two (2) Posts

Terms of Service: Permanent and Pensionable

Basic Salary Scale: Kshs. 25,470 to Kshs. 33,950 per month

Other Allowances: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

For appointment in this position a candidate must:

1. Be a Kenyan citizen;
2. Have a Diploma in either pharmacy or pharmaceutical technology or equivalent qualification approved by the pharmacy and poisons board from a recognized institution;
3. Certificate of enrollment as a pharmaceutical technologist awarded by the Pharmacy and Poisons Board;
4. Registration from the Kenya Pharmaceutical Association(KPA)
5. Certificate of computer application skills from a recognized institution; and,

Duties and responsibilities at this level will entail:

1. Assisting in managing pharmaceutical services under the guidance of a pharmacist;
2. Working in a Hospital, Health Centre or Dispensary;
3. Coordination of essential medicine supplies;
4. Receiving, interpreting and processing prescriptions;
5. Recording prescriptions in a unit pharmacy;
6. Counselling patients on drugs usage;
7. Recording prescriptions in a pharmacy unit;
8. Ensuring quality standards;
9. Ensuring effective management of inventory; and,
10. Maintaining drug registers/ books.

9. Ref No. CPSB/TTC/068/2021

POSITION: ASSISTANT PUBLIC HEALTH OFFICER III JG CPSB 11

Number of Posts: Four (4) Posts

Terms of Service: Permanent and Pensionable

Basic Salary Scale: Kshs. 25,470 to Kshs. 33,950 per month

Other Allowances: As provided for by the Salaries and Remunerations Commission

Requirements for Appointment

For appointment in this position a candidate must:

1. Be a Kenyan citizen;
2. Have a Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution;
3. Registration from the relevant professional Body
4. Certificate in Computer application skills from a recognized institution; and,
5. Satisfy the requirements of chapter six of the constitution of Kenya.

Duties and responsibilities at this level will entail:

1. Mobilizing, sensitizing and advising communities on matters related to environmental health;
2. Referring health cases to relevant health facilities;
3. Carrying out immunization;
4. Identifying environmental health issues at community level;
5. Organizing community health days to advise communities on common public health issues;
6. Collecting and maintaining up to date records of services rendered;
7. Assessing health needs of the community;
8. Implementing vector, vermin and rodent control measures; and,
9. Implementing integrated mosquito control strategies.

10. Ref No. CPSB/TTC/069/2021

POSITION: MEDICAL ENGINEERING TECHNOLOGIST III JG CPSB 11

Number of Posts: Two (2) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: Kshs. 25,470 to Kshs. 33,950 per month

Other Allowances: As provided by the Salaries and Remunerations Commission

Requirements for Appointment

For appointment in this position a candidate must:

1. Be a Kenyan citizen;
2. Have a Diploma in Medical Engineering from a recognized institution; and,
3. Be registered by the Association of Medical Engineering of Kenya.

Duties and responsibilities at this level will entail:

1. Installing, adjusting, maintaining, and/or repairing biomedical equipment to ensure best performance through organized maintenance program;
2. Carrying out facility wide inventory management;
3. To ensure all plants and equipment are maintained in optimal working condition;
4. To provide technical advice to the hospital on specification and technological viability of the equipment to be procured;
5. Evaluate the safety, efficiency, and effectiveness of biomedical equipment;
6. Advise hospital administrators on the planning, acquisition, and use of medical equipment; and,
7. Maintenance of personal professional competency and participation in the continued professional development by self-study, attendance at scientific meetings, and participation in internal training programs.

11. Ref No. CPSB/TTC/070/2021

POSITION: PHYSIOTHERAPIST III JG CPSB 11

Number of Posts: Two (2) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: Kshs. 25,470 to Kshs. 33,950 per month

Other Allowances: As provided by the Salaries and Remunerations Commission

Requirements for Appointment

For appointment in this position a candidate must:

1. Be a Kenyan citizen;
2. Have a Diploma in Physiotherapy from a recognized institution;
3. Have a certificate of computer application skills from a recognized institution;
4. Have a Certificate of Registration from the Physiotherapy Council of Kenya (PCK); and,
5. Have a Current Certificate of Practice from Physiotherapy Council of Kenya (PCK).

Duties and responsibilities at this level will entail:

1. Providing Physiotherapy services to inpatients and outpatients at an outpatient unit/ ward/ health institution;
2. Assessing patient needs including rehabilitation;
3. Verifying and maintaining information and records relating to patients;
4. Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan;
5. Collecting data for operational research;
6. Sensitizing the community on Physiotherapy issues; and,
7. Preparing periodic reports.

B. VACANCIES AT THE DEPARTMENT OF FINANCE & ECONOMIC PLANNING

1. Ref No. CPSB/TTC/071/2021 (Internal Advertisement)

POSITION: SENIOR INTERNAL AUDITOR JG CPSB 08

Number of Posts: Four (4) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: Kshs. 42,970 to Kshs. 59,120 per month

Other Allowances: As provided by the Salaries and Remunerations Commission

Requirements for Appointment

For appointment in this position a candidate must:

- 1 Be a Kenyan Citizen;
- 2 Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option) , Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;
- 3 Must have served for at least three (3) years in the grade of Auditor I, job group 'L' and shown merit and ability in internal audit work; or
- 4 Have served for five (5) years in the grade of Internal Auditor I and is in possession of CPA Part I or CIA Part II or Diploma in Internal Auditing; and,
- 5 Registration by the Institute of Internal Auditors (IIA), Institute of Certified Public Accountants of Kenya (ICPAK), Information systems Audit and Control; Association (ISACA) and Association of Certified Fraud Examiners (ACFE).

Duties and responsibilities at this level will entail:

1. Preparation of audit plans, programs and budgets;
2. Reviewing internal control systems on financial and other operation;
3. Ensuring economy, efficiency and effectiveness in financial and operating systems including computer systems.
4. Verifying the existence and safety of Government Assets;
5. Preparing Audit Report to management and follow up on action taken;
6. Supervising staff under the officer including those on the job training; and,
7. Maintenance of high audit standards and general discipline.

C. VACANCIES IN THE DEPARTMENT OF LANDS, PHYSICAL PLANNING, MINING & ENERGY

1. Ref No. CPSB/TTC/072/2021

POSITION: CHIEF PHYSICAL PLANNER JG CPSB 07

Number of Posts: One (1) Post

Terms of Service: Permanent & Pensionable

Basic Salary Scale: Ksh. 42,970 to Ksh. 59,120 per month

Other Allowances: As provided by the Salaries and Remunerations Commission

Requirements for Appointment

For appointment in this position a candidate must:

1. Be a Kenyan Citizen;
2. Bachelor's degree in Urban and Regional Planning , Physical Planning or equivalent qualification from a recognized institution;
3. Computer Proficiency;
4. Minimum 5 years relevant experience;
5. Able to undertake drawing and designs;
6. Good interpersonal skills;
7. Self-Motivated and able to work under pressure;
8. Registered by a relevant professional body; and,
9. Full member of Kenya Institute of Planners, Architectural Association of Kenya or Town and county planner association of Kenya.

Duties and responsibilities at this level will entail:

1. Initiating, preparing and monitoring the implementation of sub-county and local physical development plans;
2. Providing advice on development application and development control matters;
3. Implementing and providing feedback on physical planning guidelines and standards;
4. Collecting and analyzing urban and regional planning data;
5. Preparing action for specific projects such as residential housing schemes, shopping centres, industrial estates and recreational facilities;
6. Undertaking studies on matters relating to physical planning at regional and local levels
7. Setting agenda and convening physical planning liaison committee meeting;
8. Keeping records of deliberations and communications decisions of physical planning liaison committee;
9. Managing physical and land use planning data;
10. Overall supervision of planning issues; and
11. Perform any other assigned duty.

2. Ref No. CPSB/TTC/073/2021

POSITION: CHIEF LAND VALUER JG CPSB 07

Number of Posts: One (1) Post

Terms of Service: Permanent & Pensionable

Basic Salary Scale: Ksh. 42,970 to Ksh. 59,120 per month

Other Allowances: As provided by the Salaries and Remunerations Commission

Requirements for Appointment

For appointment in this position a candidate must:

1. Be a Kenyan Citizen;
2. Have completed at least 3 years of service in the grade of Senior Valuer Job group CPSB 08 'L';
3. Bachelor's degree of Arts Degree in Land Economics from a recognized university;
4. Be registered by the Institute of Surveyors of Kenya Valuation Chapter; and,
5. Have a broad knowledge of valuation laws and Statutes.

Duties and responsibilities at this level will entail:

1. Preparing of stamp duty valuation reports;
2. Updating of valuation database throughout the county;
3. Valuation for alienation of land for various users;
4. Preparing of valuation rolls for rating purposes;
5. Presiding over inquiries and awards for land acquisition with localized impact such as school sites, hospitals, roads, water, points etc; and,
6. Collection and analysis of proper market data for valuation purposes.

3. Ref No. CPSB/TTC/074/2021

POSITION: LAND VALUER JG CPSB 09

Number of Posts: One (1) Post

Terms of Service: Permanent & Pensionable

Basic Salary Scale: Ksh. 38,270 to Ksh. 51,170 per month

Other Allowances: As provided by the Salaries and Remunerations Commission

Requirements for Appointment

For appointment in this position a candidate must:

1. Be a Kenyan Citizen;
2. Bachelor's degree in Land Economics from a recognized university;
3. Be registered by the Institute of Surveyors of Kenya; and,
4. Have a certificate in computer applications.

Duties and responsibilities at this level will entail:

1. Valuation of all County Government assets;
2. Management of all County Government properties; and
3. Preparation and updating County valuation roll.

4. Ref No. CPSB/TTC/075/2021

POSITION: PHYSICAL PLANNER JG CPSB 09

Number of Posts: One (1) Post

Terms of Service: Permanent & Pensionable

Basic Salary Scale: Ksh. 38,270 to Ksh. 51,170 per month

Other Allowances: As provided by the Salaries and Remunerations Commission

Requirements for Appointment

For appointment in this position a candidate must:

1. Be a Kenyan Citizen;
2. Have a Bachelor's Degree in any of the following disciplines: Urban and Regional Planning or Town Planning or any other qualification from a recognized institution;
3. Be a member of Kenya Institute of Planners or Architectural Association of Kenya (Town Planning Chapter);and,
4. Demonstrate ability to interpret and apply the Physical Planning Act(cap.286) and other related statues in line with the National Vision and goals.

Duties and responsibilities at this level will entail:

1. Preparing physical development plan;
2. undertaking feasibility studies on physical , social economic and environmental characteristics;
3. implementing physical plans for county, Regional and Urban Areas;
4. Processing development application;
5. providing logistical support to physical planning liaison committee;
6. updating and maintaining physical planning records; and
7. Any other duties that may be assigned by the Chief Physical Planning Officer.

5. Ref No. CPSB/TTC/076/2021

POSITION: LAND SURVEY ASSISTANT III JG CPSB 10

Number of Posts: Two (2) Posts

Terms of Service: Permanent & Pensionable

Basic Salary Scale: Ksh. 31,270 to Ksh. 41,260 per month

Other Allowances: As provided by the Salaries and Remunerations Commission

Requirements for Appointment

For appointment in this position a candidate must:

1. Be a Kenyan Citizen;
2. Diploma in Land Surveying from a recognized institution;
3. Proficiency in computer application; and,
4. An affiliate member of the Institution of Surveyors of Kenya.

Duties and responsibilities at this level will entail:

1. Carrying out angular and distance measurements and computation for medium and high density cadastral, topographical, Engineering and sub-divisional schemes;
2. Plan and implement survey programs;
3. Review and update geospatial data for use by other agencies;
4. Ensure safety of survey records, tools and equipment ;
5. Prepare monthly, quarterly and annual progress reports; and
6. Undertaking any other duties that may be assigned by the County Assistant Director of Survey.

HOW TO APPLY

All applications should be submitted in a sealed envelope and addressed to:

**The Secretary/CEO
County Public Service Board
Private Bag
VOI**

OR

Hand delivered at the Voi Sub County Office (Former Municipal Council offices).

IMPORTANT INFORMATION

1. Candidates **MUST** clearly indicate the position being applied for by quoting the vacancy reference number.
2. Candidates **MUST** attach a clear copy of their national identity card or valid passport.
3. Candidates **MUST** satisfy the requirements of Chapter 6 by obtaining Clearance from Higher Education Loans Board (HELB), Directorate of Criminal Investigations (DCI), Kenya Revenue Authority (KRA), Accredited Credit Reference Bureau (CRB) and Ethics and Anti-Corruption Commission (EACC).
4. The applications with copies of academic and professional certificates and other testimonials should reach the County Public Service Board on or before **Friday, 16th April 2021**.
5. Only shortlisted candidates will be contacted.
6. Youth, women and persons with special needs are encouraged to apply.
7. Candidates found canvassing will automatically be disqualified.

Warning: Beware of fraudsters! The Taita Taveta County Public Service Board does not charge any fees for purposes of processing applications or facilitating interviews. In case of people soliciting for bribes, the same should be reported to the nearest police station.

The Board's official telephone number remains 0710988455.

**SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD**

Dated Friday, 26th March 2021