

COUNTY GOVERNMENT OF KIAMBU



COUNTY PUBLIC SERVICE BOARD

P.O BOX 2362-00900

KIAMBU

ADVERTISEMENT OF VACANCIES

Kiambu County Public Service Board is a body corporate established under Section 57 of the County Governments Act, 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Governments Act 2012 outlines the functions of the CPSB among them being “*appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the County and to confirm appointments.*”

Pursuant to the above constitutional and legal provision, the Board invites applications from suitably qualified persons who wish to be considered for the positions listed below in the **Department of Health Services**.

1. MEDICAL SPECIALIST I (OBSTETRICS & GYNAECOLOGY) - (JOB GROUP 04 ('Q') – (12 POSTS)

REQUIREMENT FOR APPOINTMENT

- Be a Kenyan citizen;
- Bachelor of Medicine and Bachelor of Surgery (M.B., &ChB.) from a recognized institution;
- Master's Degree in Obstetrics and Gynaecology From a recognized institution;
- Registered with the Kenya Medical practitioners and Dentists Boards;
- Registered as a Medical/Specialist Practitioner by Medical Practitioners and Dentist Board;
- Have a Valid Practicing License;
- At least One Year post specialization working experience;
- Demonstrate a thorough understanding and commitment to values and principles as outlined in Articles 10 and 232 of the Constitution;
- Ability to work in a multi-ethnic environment and sensitivity and respect for diversity;
- Must have good inter-personal and communication skills;

- Proficiency in computer applications; and
- Satisfy the requirement of Chapter Six of the Constitution.

DUTIES AND RESPONSIBILITIES

- Provide facility Leadership and Management for the County Hospitals;
- Develop and plan projects and activities geared towards provision of quality Obstetric and Gynecological care and ensure their implementation;
- Maintain confidentiality of patient information and management;
- Provide guidance on best practices for the facilities;
- Provide OBS-GYN consultation for women of all ages requiring specialized care from County Hospitals;
- Lead Sexual Reproductive Health projects within the organization including cervical cancer management, teenage Sexual Reproductive Health management and Maternal, Newborn and child health services;
- Ensure all Standard Operating Procedures and manuals are up to date and are adhered to;
- Provide timely monthly and quarterly reports to the County Health Management;
- Monitor program performance and inform areas of learning for continuous quality improvement;
- Develop and monitor facility budgets and revenues and provide quarterly financial reports;
- Organize Continuous Medical Education sessions for Medics in all the Centers;
- Available at any time in case of emergencies; and
- Any other lawful duties that may be assigned from time to time.

2. MEDICAL SPECIALIST I (PEDIATRICIAN) - (JOB GROUP 04 – ('Q') – (9 POSTS)

REQUIREMENTS FOR APPOINTMENT

- Be a Kenyan citizen;
- Bachelor of Medicine and Bachelor of Surgery (MB&ChB) from a recognized institution;
- Master's Degree in Pediatrics and Child Health care from a recognized institution;
- Registered with the Kenya Medical practitioners and Dentists Boards;
- Registered as a Medical/Specialist Practitioner by Medical Practitioners and Dentist Board;
- Have a Valid Practicing License;
- At least One Year post specialization working experience;
- Demonstrate a thorough understanding and commitment to values and principles as outlined in Articles 10 and 232 of the Constitution;
- Ability to work in a multi-ethnic environment and sensitivity and respect for diversity;
- Must have good inter-personal and communication skills;
- Proficiency in computer applications; and
- Satisfy the requirement of Chapter Six of the Constitution.

DUTIES AND RESPONSIBILITIES

- Conduct regular thorough examinations on newborns and young children to check and record their health and normal physical development.
- Examine sick children to determine their condition and ask intuitive questions to gather information about symptoms.
- Prescribe and interpret appropriate lab tests to gain more information for possible infections or abnormalities.
- Prepare and administer vaccines according to the governmental vaccination plan.
- Examine and treat injuries and refer the little patients to physicians of other disciplines when necessary (e.g. surgeons, ophthalmologists, orthopedists etc.)
- Advise parents on children's diet, exercise and disease preventive measures.
- Keep updated records of patients' illnesses, surgeries or other medical episodes (allergic shocks, injuries etc.)
- Keep abreast of advancements in pediatrics and best practices by attending seminars and conferences.
- Ensure use of all Hospital's automated systems, as appropriate, including the Hospital Management Information System (HMIS);
- Any other responsibility assigned by the supervisor in the delivery of care

IMPORTANT INFORMATION TO ALL APPLICANTS

A. Terms of Service on Appointment:

Engagement Terms: Local Contract

Salary Scale: As set by the Salaries and Remuneration Commission (SRC)

Commuter Allowance: As set by the Salaries and Remuneration Commission (SRC)

House Allowance: As per sub-county of deployment

Leave allowance: As per the applicable rates

- B. Successful candidates will further be eligible for the following benefits upon confirmation of terms, and in line with the existing policies;
- i. Comprehensive Medical Cover
 - ii. Mortgage and Car Loan Scheme
- C. The Board is committed to implementing the provisions of the Constitution – Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities to men and women, members of all ethnic groups and persons with disabilities. We therefore, encourage persons with disabilities, the marginalized and the minorities to apply.
- D. Canvassing in any form will lead to automatic disqualification.

- E. The Board and the County Government of Kiambu is a corruption free zone. We caution candidates not to fall victim of fraudsters and impersonators who solicit for money with a promise to secure them jobs in the County. The Board shall bear no responsibility for any personal loss arising from such unlawful dealings. Report any of such cases to the Police.

How to Apply

All applicants should submit their applications cover letter together with copies of their detailed curriculum vitae with names, address and telephone contacts of three referees. academic and professional certificates, testimonials, national identity card or passport and any other supporting documents.

Applications should be addressed to:

**Secretary/CEO
County Public Service Board
County Government of Kiambu
P O Box 2362 - 00900
KIAMBU**

NOTE:

1. ALL applications should be hand delivered in a sealed envelope, **clearly marking on top of the envelope the position applied for**, and dropped in the specific box provided at County Public Service Board offices, Room 103, first floor at Thika Sub-County offices between 8.00 a.m. and 5.00 p.m. on weekdays.
2. Applications should reach the Board on or before **Friday, 13th June, 2025**.
3. Shortlisted candidates will be required to produce their **original** identity card, academic and professional certificates and submit clearance from the following institutions:
 - **Kenya Revenue Authority (KRA)**
 - **Ethics and Anti-Corruption Commission (EACC)**
 - **Directorate of Criminal Investigations (DCI)**
 - **Higher Education Loans Board (HELB)**
 - **Credit Reference Bureau (CRB)**