



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: INTERNAL ADVERTISEMENT: DEPARTMENT OF HEALTH

Applications are invited from suitably qualified serving officers in the County Government of Nyeri for the positions shown herein in the Department of Health.

Eligible employees are requested to fill the Employment Form which can be downloaded from the County Website, www.nyeri.go.ke

The completed application form together with the Head of Department Recommendation, Staff Performance Appraisal Report for 2017/2018, letter of appointment/promotion to the current substantive grade and certified copies of academic and professional certificates should be sent or delivered to:

**THE SECRETARY,
NYERI COUNTY PUBLIC SERVICE BOARD,
KARSON'S PHOTO HOUSE KIMATHI STREET
P.O BOX 90-10100,
NYERI**

All applications should reach the Secretary on or before 11th January 2019

Full details of the positions are as indicated below:

1. ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALIST II, JOB GROUP 'P' FIVE (5) POSTS

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - reviewing patients and instructing in writing all the recommendations; undertaking "First-on-Call" duties including clerking, investigating and managing patients; conducting weekly clinic and theatre days; managing health facilities at various tiers in communities; responding to intern calls; training, supervising and mentoring Medical Officers (Intern) and other students; performing emergency surgeries; undertaking medico-legal duties including filling of P.3 forms, court attendance and performing post mortems; undertaking medical examinations and preparing

Medical Board Proceedings; carrying out community diagnosis, care and treatment; ensuring data and information is collected, transmitted and utilized to benefit the customer and service provider; and conducting disease surveillance, prevention, and control; carrying out health education and promotion; and preparing medical reports.

(b) Requirements for Appointment

For appointment to this grade an officer must have:

- (i) Served as Senior Medical Officer 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 the Medical Practitioners and Dentists Board;
- (iii) Registration Certificate by the 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; and
- (vi) Shown merit and ability as reflected in work performance and results.
- (vii) A Master's degree will be an added advantage.

**2. ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES/
PHARMACEUTICAL SPECIALIST II, JOB GROUP 'P' ONE (1) POSTS**

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail: - selecting, quantifying, procuring and warehousing of medical supplies; monitoring effective storage of specialized medical supplies requiring cold storage; making entries into the relevant inventory management records and registers; participating in ward rounds to monitor medicine use, interactions and adverse drug reactions; carrying out continuing medical education for health workers in general; conducting health education on appropriate use of medicines to patients; participating in multidisciplinary clinical team activities of patient care; reporting adverse drug reactions and poor quality medicines; timely preparation of relevant monthly reports and submission to relevant offices; training and mentoring of interns and students attached to the facility; keeping safe custody and maintenance of up to date narcotic and psychotropic substances

records; running of poison information centers; disseminating and providing new drug information to health worker and the general public; and supervising pharmaceutical services at lower health facilities.

(b) Requirements for Appointment

For appointment to this grade an officer must have:

- (i) Served in the grade of as Senior Pharmacist for a minimum period of two (2) years;
- (ii) Bachelor of Pharmacy (B Pharm) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- (iii) Certificate of Registration by Pharmacy and Poisons Board;
- (iv) Valid practicing license from Pharmacy and Poisons Board;
- (v) Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Certificate in computer application skills from a recognized institution; and
- (vii) Shown merit and ability as reflected in work performance and results.
- (viii) A Master's degree will be an added advantage.

3. SENIOR ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES/ PHARMACEUTICAL SPECIALIST I, JOB GROUP 'Q' ONE (1) POST

(a) Duties and Responsibilities

Duties and responsibilities at this level will entail:- Coordinating pharmaceutical services in a health facility; coordinating Medicine and Therapeutics Committee activities in a health facility; developing and reviewing standard operating procedures for all pharmaceutical services in the facility; conducting research on medicine utilization; providing continuous professional development education to pharmacists; evaluating appropriateness of donated medical supplies; maintain pharmaceutical inventories; participating in facility management committees; providing medicinal information in preparation of patient drug management therapies; coordinating preparation of annual work plans and ensuring they are adhered to; and coordinating capacity building and deployment of pharmaceutical personnel.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Served in the grade of Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist II for a minimum period of three (3) years;
- (ii) Bachelor of Pharmacy (B Pharm) from an institution recognized by the Medical Practitioners and Dentists Board.
- (iii) Master's degree in any of the following: Pharmaceutical Policy Analysis and Formulation; Pharmacognosy and Complementary Medicine; Toxicology; Clinical Pharmacy; Pharmacovigilance and Pharmaco-epidemiology; Medicines Supplies Management; Medicines Regulation; narcotic and Psychotropic Substances Control; Pharmaceutics, Pharmacology and Therapeutics; Pharmaceutical Analysis; Tropical and Infectious Diseases; Medicinal and Pharmaceutical Chemistry; Industrial Pharmacy; Health Systems Management;; Pharmaceutical Care; Health Informatics; health Economics; Epidemiology, Biostatistics,; Medical statistics; Drug Design and Development; Clinical trials; Quality Assurance; Radio Pharmacy; Public Health; Microbiology or Molecular Pharmacology from an institution recognized by the Pharmacy and Poisons Board.
- (iv) Certificate of registration by the Pharmacy and Poisons Board Practitioners and Dentists Board;
- (v) Valid practicing license from Pharmacy and Poisons Board.
- (vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (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.
