



# COUNTY GOVERNMENT OF NYERI

P.O. BOX 90- 10100  
Telephone 061 2030700

## COUNTY PUBLIC SERVICE BOARD

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NCG/NCPSB/1(a) 880

Date: 19<sup>th</sup> May 2017

Ag. County Secretary,  
Chief Officer, Department of Health.

### **RE: INTERNAL ADVERTISEMENT: MEDICAL OFFICERS, DENTAL OFFICERS AND PHARMACISTS**

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 applicants are requested to fill the Employment Form which can be downloaded from the County Website, [www.nyeri.go.ke](http://www.nyeri.go.ke)

The completed application form together with the Head of Department Recommendation, Staff Performance Appraisal Report for 2015/2016, 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 **29<sup>th</sup> May 2017**

The positions are as follows:

**ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALIST II,  
JOB GROUP 'P' - (7 posts)**

Salary Scale

**Ksh.77,527x3,877-81,404x4,070-85,474x4,274-89,748x4,487-  
94,235x4,712-98,947x4,947-103,894 p.m.**

**(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.

**SENIOR ASSISTANT DIRECTOR OF MEDICAL SERVICES/MEDICAL SPECIALIST I, JOB GROUP 'Q'- (16 posts)**

Salary Scale

**Ksh. 89,748 x 4,487 - 94,235 x 4,712 - 98,947 x 4,947 - 103,894 x 5,195 - 109,089 x 5,454 - 114,543 x 5,727 - 120,270 p.m.**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: undertaking general diagnosis, care, treatment and rehabilitation of patients; carrying out specialized clinical care; providing psycho-social interventions; providing clinical services to patient; 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 programmes; maintaining up-to-date health information systems; monitoring provision of health treatment and care; undertaking health research; and analyzing medical reports.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served as an Assistant Director of Medical Services/Medical Specialist Ii 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) Masters degree in any of the following fields: Medicine, Anaesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynaecology, Occupational Medicine, Ophthalmology, orthopaedic Surgery, paediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, radiology, Health Systems Management, Health Economics, Health Informatics,

Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.

- (iv) Certificate of registration by the Medical Practitioners and Dentists Board;
- (v) Valid practicing license from Medical Practitioners and Dentists 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.

**DEPUTY DIRECTOR OF MEDICAL SERVICES/SENIOR MEDICAL SPECIALIST II, JOB GROUP 'R'- (11 posts)**

Salary Scale

**Ksh. 109,089 x, 454 – 114,543 x 5,727 – 120,270 x 5,902 – 126,172 x 6,077 – 132,249 x 6,252 – 138,501 x 6,427 – 144,928 p.m.**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: performing complex and advanced clinical patient management in sea of specialization including:- Internal Medicine, Obstetrics and Gynaecology, General Surgery, ENT Surgery, Ophthalmology, Psychiatry, Anesthesia, Pediatrics, Pathology, Radiology, Public Health, or other specialities recognized by the Board; coordinating training, coaching and mentoring of health personnel; managing health stores including essential medicines and/or plant and equipment; managing larger facilities/hospitals; developing intervention activities or programs for the management of diseases and conditions; developing medical Standard Operating procedures (SOPs) and protocols; developing training curricular and syllabi in collaboration with training institutions; coordinating emergency response and clinical care; coordinating health projects and programmes; managing health information systems; carrying out health surveys and research; and monitoring the provision of forensic and medico-legal services.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served as a Senior Assistant Director of Medical Services/Medical Specialist I 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) Masters degree in any of the following fields: Medicine, Anaesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynaecology, Occupational Medicine, Ophthalmology, Orthopaedic Surgery, Paediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- (iv) Certificate of registration by the Medical Practitioners and Dentists Board;
- (v) Valid practicing license from Medical Practitioners and Dentists 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.

**SENIOR DEPUTY DIRECTOR OF MEDICAL SERVICES/ SENIOR MEDICAL SPECIALIST I, JOB GROUP ‘S’- (5 posts)**

Salary Scale

**Ksh. 120,270 x 5,902 – 126,172 x 6,077 – 132,249 x 6,252 – 138,501 x 6,427 – 144,928 x 7,132 – 152,060 x 13,640 – 165,700 x 14,960 – 180,660 p.m.**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: developing and cording implantation of health standards, guidelines and protocols; undertaking specialised diagnosis, care, treatment and rehabilitation of patients; assessing employees' fitness for continuation of work, age assessment and medical practice among others; planning and managing national healthcare programmes at the implementation level directed towards the improvement of health services in the country; developing intervention activities or programs for training of health staff in field of community health and health management; promoting International Health Relations; monitoring and evaluating health projects and programmes; providing guidance, training and development of professional staff in clinical practice specialty; coordinating outreach activities and services; designing and undertaking research; coordinating health research; analysing, utilizing and dissemination research findings in planning activities to improve service delivery; initiating development of an appropriate health information management system; coordinating provision of quality health care and adherence to health standards; providing specifications for procurement of health supplies and commodities; and coordinating training and development and performance management.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served as a Deputy Director of Medical Services/Senior Medical Specialist II 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) Masters degree in any of the following fields: Medicine, Anaesthesia, Cardiothoracic Surgery; Dermatology, Ear, Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Microbiology, Neurosurgery, Obstetrics and Gynaecology, Occupational Medicine, Ophthalmology, Orthopaedic Surgery, Paediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health Systems Management, Health Economics, Health Informatics,

Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.

- (iv) Registration Certificate by the Medical Practitioners and Dentists Board;
- (v) Valid practicing license from Medical Practitioners and Dentists 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) Shown outstanding professional competence and administrative capability and initiative in the general organization and management of the Pharmacy Function.

**ASSISTANT DIRECTOR OF DENTAL SERVICES/DENTAL SPECIALIST II,  
JOB GROUP 'P' - (1 post)**

Salary Scale

**Ksh.77,527x3,877-81,404x4,070-85,474x4,274-89,748x4,487-94,235x4,712-98,947x4,947-103,894 p.m.**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- managing dental conditions in a dental unit or health facility including: diagnosing, investigating, treating and patient documentation; performing specific dental care procedures; restorative, prosthodontics, paedodontics, orthodontics, minor oral-facial surgeries; periodontology and health education; providing formal and informal training and supervising other health workers; maintaining an up-to-date dental health information system; organizing community sensitization and outreach programs on dental health care; and disseminating information for health planning.

**(b) Requirements for Appointment**

For appointment to this grade an officer must have;

- (i) Served in the grade of Senior Dental Officer for a minimum period of three (3) years;
- (ii) Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- (iii) Certificate of registration 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 ability and demonstrated merit as reflected in work performance and results.

**SENIOR ASSISTANT DIRECTOR OF DENTAL SERVICES/DENTAL SPECIALIST I, JOB GROUP 'Q'- (4 posts)**

Salary Scale

**Ksh. 89,748 x 4,487 - 94,235 x 4,712 - 98,947 x 4,947 - 103,894 x 5,195 - 109,089 x 5,454 - 114,543 x 5,727 - 120,270 p.m.**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: performing specific dental procedures including restorative, prosthodontics, paedodontics, orthodontics, minor oral-facial surgeries and periodontology; being on call to review and manage dental health patients; undertaking medico-legal duties which include filling P.3 forms; undertaking dental examinations, age assessment and writing dental reports; conducting outreach community oral health services; referring complex cases; educating and creating awareness on prevention of dental diseases and dental health; maintaining up-to-date dental health patients' records and bio data; supervising, training and coaching dental interns and students, ensuring that dental health reports are prepared and submitted promptly; coordinating preparation of annual work plans and ensuring they are adhered to; and coordinating capacity building and deployment of dental personnel.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:



- (i) Served as an Assistant Director of Dental Services/Dental Specialist II for a minimum period of three (3) years;
- (ii) Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- (iii) Masters of Dental Surgery degree in any of the following disciplines:- Paediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial/Dental Radiology and Community Dentistry or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- (iv) Certificate of registration by the Medical Practitioners and Dentists Board;
- (v) Valid practicing license from Medical Practitioners and Dentists 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 the ability and competence in organizing, performing and discharging dental function.

**DEPUTY DIRECTOR OF DENTAL SERVICES/SENIOR DENTAL SPECIALIST II, JOB GROUP 'R'- (1 post)**

Salary Scale

**Ksh. 109,089 x, 454 – 114,543 x 5,727 – 120,270 x 5,902 – 126,172 x 6,077 – 132,249 x 6,252 – 138,501 x 6,427 – 144,928 p.m.**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail:- providing clinical services in any of the following areas of specialty; Paediatric Dentistry, Periodontology, Maxillofacial Surgery, Prosthodontics, Oral Medicine/Oral pathology, orthodontics, Oral and Maxillofacial Radiology, Community & Preventive Dentistry, Biomaterials; interpreting dental health guidelines, strategies; implementing programs; providing consultancy services in dental health in health facilities;; identifying areas of research and carrying out research in dental health; providing guidance, training and coaching of dental staff and other health workers, initiating development of a dental health information system; coordinating submission of dental reports, ensuring hospital units are functioning; and managing staff performance reports in dental health services.

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have:

- (i) Served as a Senior Assistant Director of Dental Services/Dental Specialist I for a minimum period of three (3) years;
- (ii) Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- (iii) Masters of Dental Surgery degree in any of the following disciplines:- Paediatric Dentistry, Periodontology, Oral and Maxillofacial Surgery, prosthodontics, Dental Biomaterials, Oral Medicine and Oral Pathology, Dental Anesthesia, Forensic Odontology, Restorative Dentistry, Endodontics, Oral Implantology, Orthodontics, Aesthetic Dentistry, Oral and Maxillofacial/Dental Radiology and Community Dentistry or any other equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- (iv) Certificate of registration by the Medical Practitioners and Dentists Board;
- (v) Valid practicing license from Medical Practitioners and Dentists 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.

**ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES/  
PHARMACEUTICAL SPECIALIST II, JOB GROUP 'P'- (7 posts)**

Salary Scale

**Ksh.77,527x3,877-81,404x4,070-85,474x4,274-89,748x4,487-94,235x4,712-98,947x4,947-103,894 p.m.**

**(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 medicines 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 mostly 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 centres; disseminating and providing new drug information to health workers and the general public; and supervising pharmaceutical services at lower level health facilities.

**(b) Requirements for Appointment**

For appointment to this grade an officer must have;

- (i) Served in the grade of Senior Pharmacist for a minimum period of two (2) years;

- (ii) Bachelor of Pharmacy (B Pharm) from an institution recognized by the Medical Practitioners and Dentists Board.
- (iii) Certificate of registration by the Pharmacy and Poisons Board Practitioners and Dentists 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
- (vi) Shown merit and ability as reflected in work performance and results.

**SENIOR ASSISTANT DIRECTOR OF PHARMACEUTICAL SERVICES/  
PHARMACEUTICAL SPECIALIST I, JOB GROUP 'Q'- (10 posts)**

Salary Scale

**Ksh. 89,748 x 4,487 - 94,235 x 4,712 - 98,947 x 4,947 - 103,894 x 5,195 - 109,089 x 5,454 - 114,543 x 5,727 - 120,270 p.m.**

**(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.

**NB:** All the Dental, Medical and Pharmaceutical Specialists are advised to apply in the respective job groups as per the revised Scheme of Service (May 2016)

Anthony Ndonga

**Secretary, CPSB**

**Copy to:** CEC, Department of Health.