



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90– 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

INTERNAL ADVERTISEMENT OF VACANCIES: SENIOR ASSISTANT DIRECTOR, NURSING SERVICES, JOB GROUP 'Q' AND ASSISTANT DIRECTOR, NURSING SERVICES, JOB GROUP 'P'

Applications are invited from suitably qualified serving employees in the County Government of Nyeri for the above stated positions.

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 2018/2019, 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 **26th April 2019**

The positions are as follows:

1. SENIOR ASSISTANT DIRECTOR, NURSING SERVICES, JOB GROUP 'Q' TWO (2) POSTS (NURSING MANAGERS)

Reporting to the County Director, Medical Services, the holder will have the following duties and responsibilities;

(a) Duties and Responsibilities

- i. Coordinate development of policies, standards and guidelines in the provision of nursing services;

- ii. Coordinating and ensuring application of the nursing process at the service delivery unit;
- iii. Carrying out comprehensive health needs assessment in a health facility and community;
- iv. Designing training needs assessment tools, curriculum and programmes;
- v. Formulating interventions to address identified health needs; monitoring and evaluating health care services in a health facility and community;
- vi. Coordinating implementation of nursing related projects and programmes; managing nursing services at a health facility and community;
- vii. Implementing continuing professional development programmes/training for nurses ;
- viii. Providing quantification and specification for procurement of medical supplies and equipment;
- ix. Conducting research;
- x. Advising Health or Hospital Management Team (HMT) on matters relating to Nursing Services;
- xi. Coordinating development of strategic/ work planning and performance contracts for nurses.
- xii. Any other duties as may be assigned by the Director, Medical Services.

(b) Requirements for Appointment

- i. Diploma or Higher Diploma in any of the following disciplines; Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a college recognized in Kenya.
- ii. Bachelor's Degree in either Nursing or Midwifery from a university recognized in Kenya;

- iii. Master's Degree in any of the following disciplines; Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management/ Geriatric Nursing, Management, Business Administration, Strategic Management, Project and Human Resource Management from a university recognized in Kenya;
- iv. Certificate in Strategic Leadership Development Programme or its equivalent
- v. Served in senior position for a minimum period of ten (10) years in the public sector
- vi. Registration Certificate issued by the Nursing Council of Kenya;
- vii. Valid Practicing License from Nursing Council of Kenya;
- viii. Certificate in computer application skills from an institution recognized in Kenya;
- ix. Demonstrate a high degree of professional competence and administration capability.

2. ASSISTANT DIRECTOR, NURSING SERVICES, JOB GROUP 'P' FOUR (4) POSTS (NURSING MANAGERS)

Reporting to the County Director, Medical Services, the holder will have the following duties and responsibilities:

(a) Duties and Responsibilities

- i) Developing of policies, standards and guidelines in the provision of nursing services;
- ii) Ensuring application of the nursing process at the service delivery unit;
- iii) Carrying out comprehensive health needs assessment in a health facility and community;
- iv) Designing training needs assessment tools, curriculum and programmes;
- v) Formulating interventions to address identified health needs; monitoring and evaluating health care services in a health facility and community;
- vi) Coordinating implementation of nursing related projects and programmes; managing nursing services at a health facility and community;

- vii) Coordinating preparation of training plans/programmes for nurses;
- viii) Providing quantification and specification for procurement of medical supplies and equipment;
- ix) Conducting research;
- x) Advising Health or Hospital Management Team (HMT) on matters relating to Nursing Services;
- xi) Coordinating development of strategic/ work planning and performance contracts for Nurses.
- xii) Any other duty as may be assigned by the Director, Medical Services

(b) Requirements for Appointment

- i) Diploma or Higher Diploma in any of the following disciplines; Kenya Registered Community Health Nursing, Registered Anaesthetic Nursing, Kenya Registered Psychiatric Nursing, Kenya Registered Peri-operative Nursing, Kenya Registered Ophthalmology Nursing, Kenya Registered Paediatric Nursing, Kenya Registered Critical Care Nursing, Kenya Registered Accident & Emergency Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Neonatal Nursing, Kenya Registered Nephrology Nursing or Kenya Registered Palliative Nursing from a college recognized in Kenya.
- ii) Bachelor's Degree in either Nursing or Midwifery from a university recognized in Kenya;
- iii) Certificate in Strategic Leadership Development Programme or its equivalent
- iv) Master's Degree in any of the following disciplines; Midwifery, Medical Surgical Nursing, Paediatric Nursing, Critical Care Nursing, Oncology and Palliative Care Nursing, Forensic Nursing, Community Health Nursing, Nursing Education, Nursing Management/Geriatric Nursing, Management, Business Administration, Strategic Management, Project and Human Resource Management from a university recognized in Kenya will be an added advantage;
- v) Served in a senior position for a minimum period of seven (7) years in the public sector;
- vi) Registration Certificate issued by the Nursing Council of Kenya;
- vii) Valid Practicing License from Nursing Council of Kenya;
- viii) Certificate in computer application skills from a recognized institution;

ix) Demonstrate a high degree of professional competence and administration capability.

NOTE

All applicants **MUST** download and fill the Employment Form which can be accessed from the County website www.nyeri.go.ke. Applicants shall then attach certified copies of the following documents:

- a) Academic and Professional Certificates and other testimonials
- b) National Identity Card
- c) Good conduct from the Criminal Investigation Department (C.I.D).
- d) A Credit Reference Bureau (C.R.B).
- e) Clearance from the Higher Education Loans Board (H.E.L.B).
- f) Ethics & Anti-Corruption Commission (E.A.CC).
- g) Tax compliance from Kenya Revenue Authority (K.R.A).

The County Government of Nyeri is an equal opportunity employer.

How to Apply

Duly filled Employment Forms together with the required documents should be delivered/sent to:

**The Secretary
Nyeri County Public Service Board,
Karson Photo House, 2nd Floor, Right Wing
P. O Box 90 – 10100
NYERI**

All applications should reach the Secretary, Nyeri County Public Service Board on or before **24th April 2019**