

MEDICAL SERVICES AND PUBLIC HEALTH DEPARTMENT

Ref. ICPSB/01/02/2018: Registered Nurses (Specialization) JG 'J' – 9 Posts

TERMS OF SERVICE-Permanent and pensionable

DUTY STATION: Isiolo County Referral Hospital

- i. Ophthalmic -2 posts
- ii. Renal Nurses - 4 posts
- iii. Psychiatric - 3 posts

Duties and responsibilities

1. Assessing, planning, implementing nursing interventions and evaluating patients' outcomes.
2. Providing appropriate healthcare services including Integrated Management of Childhood illness (IMCI), immunization, PMTCT, ante-natal care and delivery
3. Providing health education and counselling to patients/clients and community on identified health needs.
4. Referring patients and clients appropriately.
5. Facilitating patients' admission and initiating discharge plans.
6. Maintaining records on patients/clients health condition and care.
7. Ensuring a tidy and safe clinical environment and collecting and compiling date.

Requirements for Appointment

1. Diploma in any of the following disciplines: Kenya Registered Community, Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing Mental Health and Psychiatry from a recognized institution
2. Be in possession of a Diploma/Higher Diploma in the area of specialization.(ophthalmic, Psychiatric and Renal)
3. Be in possession of a Registration Certificate issued by the Nursing Council of Kenya.
4. Be in possession of a valid Practice License from Nursing Council of Kenya.
5. Certificate in computer application skills from a recognized institution
6. Must be a Kenyan Citizen.
7. Must be 40 years old and below.
8. Should be of good Physical and Mental Health.

ICPSB/02/02/2018: Registered Nurses JG 'H' – 28 Posts

TERMS OF SERVICE-Permanent and pensionable

DUTY STATION: Kinna, Duse, Sericho, Bulesa, Kulamawe, Iresaboru, Oldonyiro, Kipsing and Other Rural Dispensaries

Duties and responsibilities

1. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes.
2. Providing appropriate healthcare services including Integrated Management of Childhood illness (IMCI), immunization, PMTCT, ante-natal care and delivery
3. Providing health education and counselling to patients/clients and community on identified health needs.
4. Referring patients and clients appropriately.
5. Facilitating patients' admission and initiating discharge plans.
6. Maintaining records on patients/clients health condition and care.
7. Ensuring a tidy and safe clinical environment and collecting and compiling data.

Requirements for Appointment

1. Diploma in any of the following disciplines: Kenya Registered Community,
2. Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/Midwifery or Kenya Registered Nursing Mental Health and Psychiatry from a recognized institution
3. Be in possession of a Registration Certificate issued by the Nursing Council of Kenya.
4. Be in possession of a valid Practice License from Nursing Council of Kenya.
5. Certificate in computer application skills from a recognized institution
6. Must be a Kenyan Citizen.
7. Must be 40 years old and below.
8. Should be of good Physical and Mental Health.

ICPSB/03/02/2018: BSC NURSES JG 'K' – 9 POSTS

TERMS OF SERVICE-Permanent and pensionable

DUTY STATION: Kinna, Duse, Sericho, Bulesa, Kulamawe, Iresaboru, Oldonyiro, Kipsing and Other Rural Dispensaries

Requirements for Appointment

1. Bachelor's Degree in either Nursing or Midwifery from a recognized institution.
2. Be in possession of a Registration Certificate issued by the Nursing Council of Kenya.
3. Be in possession of a valid Practice License from Nursing Council of Kenya.
4. Certificate in computer application skills from a recognized institution

5. Must be a Kenyan Citizen.
6. Must be 40 years old and below.
7. Should be of good Physical and Mental Health.

FINANCE AND ECONOMIC PLANNING DEPARTMENT

ICPSB/04/02/2018: Head of Planning and Budgeting JG ‘Q’ – 1 Post

TERMS OF SERVICE-Contract

Duties and Responsibilities

- Day to day administration of the planning division
- Provide the general direction of the economic planning function and production of statistical data.
- Preparation of County development plans, strategies, policies and programmes
- Monitoring and evaluation of policies and programmes
- Collation and presentations of statistical data in the form of survey reports and bulletins
- Direction, control and coordination of all the various planning or statistical activities of professional and support staff within the planning division
- Financial evaluation and processing of policy changes
- Monitoring and review of programmes implementation and taking corrective measures;
- Coordinating overall Budget preparation at Sector and departmental levels;
- Developing improved budgetary practices and systems within the County
- Monitoring and reviewing of financial and physical implementation of projects and programmes and initiating corrective action;
- Initiating policy changes with regard to the overall budget expenditure patterns

Requirements for Appointment

- A Bachelor’s degree in Accounting, Finance, Business administration, Economics and related fields from a University recognized in Kenya.
- Must have Master’s degree in relevant field
- Served as a senior Officer in Job group “M” or above in a comparable and relevant position in the Public Service/Private sector for a period not less than three (3) years
- Attended a Strategic Leadership Course lasting not less than four (4) weeks;
- Be able to demonstrate familiarity with public financial management and accounting systems.
- Be able to show merit and ability as reflected in work performance and results.

ICPSB/05/02/2018: Head of Internal Audit Job Group ‘Q’- 1Post

TERMS OF SERVICE-Contract

Duties and Responsibilities

- Planning, organizing, coordinating and administration of all internal Audit activities across departments & units;
- Carry out periodic Audits of the Department and give directions on the best practices as per Public Financial Management policies & Procedures

- Provision of advisory services to the Accounting Officers (Chief Officers) and other stakeholders on all financial and accounting matters in an accounting unit;
- Ensuring total compliance with financial regulations and procedures, treasury circulars, letters and instructions and adherence to supplementary financial regulations and procedures to enhance internal controls established through normal treasury regulations and procedures;
- Provision of quality and timely accounting services in the accounting unit including maintenance of accurate accounting records and preparation of management and statutory financial reports
- Ensuring conformity to the law; participate fully in departmental/ Unit committees' especially tender, planning and budgeting;

Requirements for Appointment

- Be a Kenyan citizen.
- At least a bachelor's degree (Accounting or Finance option).
- Possess CPA (K) or its equivalent from a recognized institution.
- Be a registered member of ICPAK or Institute of Internal Auditors.
- Master's degree in relevant field is an added advantage
- Have at least five (5) years practical working experience in Audit in a public organization or a well-established commercial organization in a senior position.
- Satisfy the requirements of chapter six of the Kenyan constitution.

ICPSB/06/02/2018: Internal Auditor Job Group 'N' – 1 Post

TERMS OF SERVICE-Permanent and pensionable

Duties and Responsibilities

- Carry out periodic Audits of the Department and give directions on the best practices as per Public Financial Management policies & Procedures
- Provision of advisory services to the Accounting Officers (Chief Officers) and other stakeholders on all financial and accounting matters in an accounting unit;
- Ensuring total compliance with financial regulations and procedures, treasury circulars, letters and instructions and adherence to supplementary financial regulations and procedures to enhance internal controls established through normal treasury regulations and procedures;
- Ensuring conformity to the law; participate fully in departmental/ Unit committees' especially tender, planning and budgeting;
- Objectively review an County audit processes
- Evaluate the efficacy of risk management procedures that are currently in place
- Protect against fraud and theft of the County's assets
- Make recommendations on how to improve internal controls and governance processes

Requirements for Appointment

- Served in the grade of chief auditor or in a comparable and relevant position in the public service for a minimum of 3 years
- Bachelor degree in any of the following disciplines:-Commerce(Accounting/Finance option),Economics, Mathematics, Statistics, Business Administration from a recognized institution and a Senior Management Course lasting not less than 4 weeks from a recognized institution

Or

- Certified Public Accountants (CPA) Kenya Part 111 or Certified Internal Auditors (CIA) Part 1V from a recognized institution and management course not lasting less than four (4) weeks from a recognized institution
- Certificate in computer application from recognized institution
- Demonstrated a high degree of professional competence and administrative capability

ICPSB/07/02/2018: Internal Auditor Job Group ‘K’ – 1 Post

TERMS OF SERVICE-Permanent and pensionable

Duties and Responsibilities

Duties and responsibilities at this level will entail: - examining all books of accounts in accordance with the law, rules and regulations; preparing detailed audit observations; and verifying statements of accounts and reporting the findings to immediate supervisors.

Requirements for Appointment

- Bachelor’s degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics (Upper 2nd), Mathematics, Statistics from a recognized institution;

Or

- Certified Public Accountants (CPA) Kenya Part 111 or Certified Internal Auditors (CIA) Part 1V from a recognized institution; and
- Certificate in computer applications from a recognized institution

ICPSB/08/02/2018: Senior Economist II Job Group ‘M’- 1 Post

TERMS OF SERVICE-Permanent and pensionable

Duties and Responsibilities

The work at this level is responsible for economic planning and carrying out specialized and complex economic planning/statistical analyses, supervising and coordinating the activities of staff under them, and heading a planning and project monitoring unit.

Requirements for appointment

- A minimum of degree in Economics, Economics and mathematics, Economics and statistics from a recognized university
- A Degree in any of the following subjects enumerated in 1 above with a bias towards computer science, operations research, Survey techniques and Demographic techniques from a university recognized in Kenya and a Senior Management Course lasting not less than 4 weeks from a recognized institution
- A post graduate Bachelor of philosophy degree in Economics or a post graduate diploma or a Master's degree in subjects enumerated at 1 and 2 above
- Served in the grade of Economist I/Statistician I, or in a comparable and relevant position in the public service for a minimum of 3 years
- for not less than three years
- Demonstrated professional ability, initiative and competence in organizing, directing and executing work at this level
- Show merit and ability as reflected in work performance and results

ICPSB/09/02/2018: Economist II and Statistician II Job Group 'K' - 3 Posts

TERMS OF SERVICE-Permanent and pensionable

Duties and Responsibilities

Providing economic planning data; economic analysis; formulation of development strategies; identification, preparation and evaluation of development projects and programmes and monitoring of their implementation, conducting feasibility studies, determining project viability and setting project priorities, collection, collation and analysis of data relating to production and marketing of agricultural/industrial products, computerization and analysis of data, writing and submitting reports on specific assignments and control and supervision of technical and other supporting staff.

In the statistical field duties will involve management of a specific economic sector, drawing up survey questionnaires and setting up control procedures for receiving returns and taking the necessary action, collection, collation, computerization and analysis of data; writing and submitting reports on specific assignments, and direction and supervision of technical and other supporting staff.

Requirements for appointment

- A minimum of an Upper Second Class Honors degree in Economics, Economics and mathematics, Economics and statistics from a recognized university
- A minimum of an Upper Second Class Honors Degree in any of the following subjects enumerated in 1 above with a bias towards computer science, operations research, Survey techniques and Demographic techniques from a university recognized in Kenya
- A minimum of an Upper Second Class Honors degree in Statistics with appropriate specialization from a recognized university/institution

ICPSB/10/02/2018: Supply Chain Management Officer I Job Group 'K'- 3 Posts

TERMS OF SERVICE-Permanent and pensionable

Duties and Responsibilities

The officer at this level will work under minimal supervision and may be deployed to help oversee the supply chain management function in a supply chain management unit. **Other specific roles are:**

- Monitor and evaluate supply chain and management processes
- Ensure compliance with procurement laws and regulations
- Processing of agenda for the tender committees and assist in the implementation of decisions thereof
- Advice management in all the procurement proceedings to ensure compliance with Public Procurement and Disposal Act 2013 and Regulation.
- Preparation of the annual procurement plans
- Drafting of professional opinion and assist in the implementation of decision making thereof.
- Contract preparation and management.
- Monitoring of vote book balances and making of purchase decision thereof.

Requirements for appointment

- Bachelor's degree in Procurement and Supply Chain Management qualification from a recognized University
- Have at least 3 years relevant work experience.
- Demonstrate knowledge and experience of working with ICT equipment in processing procurement transactions.

ICPSB/11/02/2018: Accountants Job Group 'K'- 3 Posts

TERMS OF SERVICE-Permanent and pensionable

Duties and Responsibilities

- Verification of vouchers and committal documents
- Data capture, maintenance of primary records
- Preparation of simple management records
- Ensure safe custody of government records
- Receiving of duly processed payment and receipt vouchers
- Extracting and providing cash liquidity analysis
- Preparation of expenditure and Authority to Incur Expenditure (AIE) funding returns

Requirements for Appointment

A Bachelor's degree in Commerce (Accounting or Finance Option) and a pass in Part II of the certified public accountants (CPA) examination or Passed Part III of the certified public accountants (CPA) examination