

# MURANG'A PUBLIC SERVICE BOARD

## ADVERTISEMENT OF VACANCIES

The Murang'a County Public Service Board wishes to recruit competent and qualified persons to fill the following positions:-

1. Chief Officer, J.G 'S' REF: NO MCG/PSB/2018/001 - 2 Posts
2. Orthopedic Surgeon, J.G 'Q' -REF: NO MCG/PSB/2018/002 - 1 Post
3. Medical Officer, J.G 'M' - REF: NO MCG/PSB/2018/003 - 3 Posts
4. Pharmacist, J.G 'M' -REF: NO MCG/PSB/2018/004 - 2 Posts
5. Anesthetist, J.G 'K' REF: NO MCG/PSB/2018/005 - 2 Posts
6. Nutrition and Dietetics Officer, J.G 'K' - REF: NO MCG/PSB/2018/006 -2 Posts
7. Registered Clinical Officer II, J.G 'H' - REF: NO MCG/PSB/2018/007 -10 Posts
8. Radiographer, J.G 'H' - REF: NO MCG/PSB/2018/008 - 7 Posts
9. Registered Nurse III, J.G 'H' -REF: NO MCG/PSB/2018/009 - 40 Posts
10. Orthopedic Trauma Technician III, J.G 'G' - REF: NO MCG/PSB/2018/010 -1 Post
11. Senior Superintending Quantity Surveyor, J,G 'N' - REF: NO MCG/PSB/2018/011 -1 Post
12. Structural Assistant III, J.G 'H' REF: NO MCG/PSB/2018/012 - 1 Post
13. Senior Valuer, J.G 'N' - REF: NO MCG/PSB/2018/013 - 1 Post
14. Valuer III, J.G 'K' - REF: NO MCG/PSB/2018/014 - 1 Post
15. Land Surveyor II, J.G 'K' -REF: NO MCG/PSB/2018/015 - 1 Post
16. Environment and Natural Resource Officer, J.G 'K' -REF: NO MCG/PSB/2018/016 -1 Post
17. Sub County Administrator,- J.G 'Q' REF: NO MCG/PSB/2018/017- 2 Posts
18. Chief Administration Officer,- J.G 'M' REF: NO MCG/PSB/2018/018- 1 Post
19. Administration Officer II, -J.G 'J' REF: NO MCG/PSB/2018/019- 4 Posts
20. Administration Officer III,- J.G 'H' -REF: NO MCG/PSB/2018/020- 6 Posts
21. Human Resource Management Officer II.- J.G 'J' REF: NO MCG/PSB/2018/021 -1 Post
22. Information Communication Technology Officer II, J.G 'J' - REF: NO MCG/PSB/2018/022-2 Posts
23. Clerical Officer II, J.G 'F' REF: NO MCG/PSB/2018/023- -10 Posts
24. Driver III, J.G 'D' - REF: NO MCG/PSB/2018/024- 5 Posts

## **How to apply**

Application forms and details of the vacancies can be accessed at [www.murang'a.go.ke](http://www.murang'a.go.ke). Applications should be submitted to the Public Service Board clearly indicating the position applied for ad reference number on the envelope addressed to:

**Secretary**  
**Murang'a County Public Service Board**  
**P.O. Box 52 - 10200**  
**MURANG'A**

Applications can be hand delivered at the County Public Service Board Office located within the County Governor's office, Murang'a on or before close of business on **10<sup>th</sup> August 2018**.

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- Any form of canvassing shall lead to automatic disqualification.
- Women, minorities and persons living with disabilities are encouraged to apply.
- Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their applications.
- **Applicants from other Counties are encouraged to apply**

## **1. CHIEF OFFICER, JOB GROUP ‘S’ – 2 Posts - REF: NO MCG/PSB/2018/001**

### **Requirements for appointment**

- Be in possession of a Bachelor degree from a recognized University in Kenya;
- Possession of a Master’s Degree in a related field will be an added advantage;
- Have a vast knowledge and experience in the related field,
- Be conversant with the Constitution of Kenya and all the devolution laws;
- Demonstrate thorough understanding of County development objectives and vision 2030
- Be a strategic thinker and result oriented;
- Have excellent communication, organizational and interpersonal skills;
- Have capacity to work under pressure to meet strict deadlines;
- Demonstrate understanding and commitment to the values and principles espoused in Article 10 and 232 of the Constitution of Kenya;
- Have a working experience and knowledge of using computers;
- Satisfy the requirements of chapter six of the constitution of Kenya 2010.

### **Duties and Responsibilities**

The Chief Officer shall be the accounting and authorized officer in respect of exercise of delegated power and shall be responsible to the respective County Executive Committee Member.

- The administration of a County department;
- Implementation of policies and programmes;
- Development and implementation of strategic plans and sector development plans;
- Providing strategic policy direction for effective service delivery;
- Planning and implementation effective programmes to attain vision 2030, sector goals and SDGs;
- Ensuring compliance with national values and principles of good governance as outlined in Article 10 and 232 of the Constitution of Kenya;
- Performing any other duties as may be assigned by the appointing authority.

## **2. ORTHOPEDIC SURGEON, JOB GROUP ‘Q’, 1- Post - REF: NO MCG/PSB/2018/002**

### **Requirements for appointment**

- Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from a recognized Institution by Medical Practitioners and Dentists Board;
- Master’s degree in Orthopedic Surgery;
- Certificate of Registration by the Medical Practitioners and Dentists Board;
- Valid practicing license from Medical Practitioners and Dentists Board;
- Have working experience of not less than ten (10) years in medical field;
- Certificate in computer application skills.

### **Duties and Responsibilities**

- Undertaking Orthopedic diagnosis, care, treatment and rehabilitation of patients;
- Carrying out specialized clinical care;
- Providing psycho-social interventions;
- Providing clinical services to patients;
- Training, consulting and performing surgeries in 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;
- Analyzing medical reports.

## **3. MEDICAL OFFICER, J.G ‘M’ - 3 Posts - REF: NO MCG/PSB/2018/003**

### **Requirement for appointment**

- Bachelor of Medicine and Bachelor of Surgery from a recognized by Medical practitioner and Dentist Board;
- Successfully completed one (1) year internship from a recognized institution;
- Registration license from the Medical Practitioner and Dentists Board;
- Certificate in Computer Application skills from a recognized institution.

### **Duties and Responsibilities**

- Diagnosing, caring and treating diseases;
- Performing medical and surgical procedures;
- Preparing and responding to emergencies and disasters;
- Participating in management of medicine, medical instruments and equipment;
- Providing health education;
- Maintaining health records, health information and data;
- Counselling patients and their relatives on diagnoses and bereavements;
- Teaching and coaching medical students, nursing students and clinical officer intern;
- Preparing requisite documents for registration.

#### **4. PHARMACIST, J.G ‘M’ - 2 Posts - REF: NO MCG/PSB/2018/004**

##### **Requirements for appointment**

- Bachelor of Pharmacy Degree from an institution recognized by the Pharmacy and Poisons board;
- Successfully completed one (1) year internship from a recognized institution;
- Registration certificate by the Pharmacy and Poisons Board;
- Certificate in compute Application skills from a recognized institution.

##### **Duties and Responsibilities**

- Screening prescriptions for legal validity, drug contraindications, drug interaction, appropriateness of dose, frequency and duration of dosing and patient convenience;
- Preparing and dispensing medicines according to good dispensing practices and counselling patients on use of medicine;
- Making extemporaneous preparations;
- Participating in ward rounds;
- Identify medicinal gaps and challenges;
- Maintaining a daily activity log book for recording all activities undertaken;
- Recommending Over The Counter (OTC) medicines to patients/clients with simple medical conditions and making necessary referrals;
- Making entries into the relevant inventory management records and registers.

#### **5. ANAESTHETIST, JOB GROUP ‘K’ – 2 Posts - REF: NO MCG/PSB/2018/005**

##### **Requirements for Appointment**

- Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- Higher diploma in Anesthesia from a recognized medical training Institution;
- At least three years’ experience in clinical medicine in the public or private sector.
- Certificate of Registration from the Clinical Officers’ Council;
- Valid practising license from the Council;
- Certificate in Computer Application Skills.

##### **Duties and responsibilities**

- Administration of anesthesia to patients undergoing minor surgery;
- Monitoring patients vital signs and organ functions during surgery;
- Ensuring successful recovery of patients who have undergone surgery;
- Maintenance of anesthesia machines.

#### **6. NUTRITION AND DIETETICS OFFICER, JOB GROUP ‘K’ – 2 Posts - REF: NO MCG/PSB/2018/006**

##### **Requirements for Appointment**

- Bachelor's degree in any of the following disciplines: Foods, Nutrition and Dietetics/ Clinical Nutrition or Home Economics from a recognized institution;
- Registration by the Council of the Institute of Nutritionists and Dieticians (CIND);
- Certificate in Computer Application skills from a recognized institution.

### **Duties and Responsibilities**

- Preparing and implementing therapeutic diets for outpatients and inpatients;
- Providing guidelines on therapeutic diets for existing and emerging diseases for hospital use and home based care and other institutions;
- Treating and counselling patients using specialized dietetic nutritionally modified products;
- Implementing the nutrition and dietetic process including screening;
- Assessing, formulating and implementing nutrition interventions and evaluating outcomes;
- Providing nutrition support in patient management in health care facilities;
- Developing and disseminating nutrition behavior change communication, information, education and communication materials;
- Implementing nutrition health programmes;
- Collecting and compiling nutrition and dietetic data.

## **7. REGISTERED CLINICAL OFFICER II, JOB GROUP 'H' – 10 Posts - REF: NO MCG/PSB/2018/007**

### **Requirements for Appointment**

- Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- Certificate of Registration from the Clinical Officers' Council;
- Certificate in Computer application skills from a recognized institution.
- Certificate in Computer application skills from a recognized institution.

### **Duties and Responsibilities**

- Taking history, examining, diagnosing and treating patients' common ailments at an outpatient or inpatient health facility;
- Implementing community health care activities in liaison with other health workers;
- Guiding and counselling patients, clients and staff on health issues;
- Sensitizing patients and clients on preventive and promotive health;
- Referring patients and clients to appropriate health facilities;
- Providing clinical outreach and school health services;
- Carrying out minor surgical procedures as per training and skill;
- Collecting and compiling clinical data;
- Assessing, preparing and presenting medico-legal reports.

## **8. RADIOGRAPHER, J.G 'H' - 7 Posts - REF: NO MCG/PSB/2018/008**

### **Requirements for appointment**

- Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology or Physics and C- in Mathematics;

- Diploma in any of the following : Diagnostic radiography/medical Imaging Sciences, ultrasound, computerized tomography, Magnetic Resonance imaging, Mammography, Nuclear medicine, Radiation Therapy and Digital medical Imaging equipment or its equivalent from a recognized institution.

### **Duties and Responsibilities**

- Providing radiographic services to patients;
- Processing, verifying and maintaining information to patients;
- Ordering and maintaining records of radiographic and photographic supplies.

## **9. REGISTERED NURSE III, JOB GROUP `H` - 40 Posts - REF: NO MCG/PSB/2018/009**

### **Requirements for appointment**

- 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;
- Registration certificate issued by the Nursing Council of Kenya;
- Valid Practicing License from Nursing Council of Kenya;
- Certificate in Computer Application skills from a recognized institution.

### **Duties and Responsibilities**

- Assessing, planning, implementing nursing interventions and evaluating patients outcomes;
- Providing appropriate healthcare services including Integrated Management of Childhood Illnesses (IMCI), immunization, PMTCT, ante-natal care and delivery;
- Providing health education and counselling to patients/clients and community on identified health needs;
- Referring patients and clients appropriately;
- Facilitating patients` admission and initiating discharge plans;
- Maintaining records on patients/clients health condition and care;
- Ensuring a tidy and safe clinical environment;
- Collecting and compiling data.

## **10. ORTHOPAEDIC TRAUMA TECHNICIAN III, JOB GROUP `G` - 1 Post - REF: NO MCG/PSB/2018/010**

### **Requirements for appointment**

- Certificate in either Orthopedic Plaster and tractions technology or Orthopedic plaster technology from a recognized institution;
- Certificate in compute Application skills from a recognized institution.

### **Duties and Responsibilities**

- Manipulating and reducing fractures and dislocations;
- Fixing and removing casts, bandages to and from patients;
- Correcting congenital Talipes Equino-varus (CTEV);
- Participating in management of minor Orthopaedic and trauma cases in emergencies and accidents;
- Sensitizing and creating awareness on orthopaedic trauma conditions to the communities;
- Counselling patients on issues regarding orthopaedic trauma.

**11. SENIOR SUPERINTENDING QUANTITY SURVEYOR, JOB GROUP ‘N’ – 1 Post - REF: NO MCG/PSB/2018/011**

**Requirements for Appointment**

- Bachelor’s degree in Building Economics/Quantity Surveying or its equivalent and relevant qualifications from a recognized institution;
- Be registered with the Board of Registration of Architects and Quantity Surveyors of Kenya as a Quantity Surveyor;
- Corporate membership of the institute of Quantity Surveyors of Kenya (IQSK) or Architectural Association of Kenya (AAK);
- Have attended a management course lasting not less than four (4) weeks from a recognized institution;
- Have served for a period of not less than eight (8) years, three (3) of which must be in a management position in either public or private sector;
- Certificate in computer application skills from a recognized institution.

**Duties and Responsibilities**

- Checking cost estimates, Bills of Quantities, reports of tender analysis, site valuations, site measurements, variation orders and final accounts prepared by a group of Quantity Surveyors working under him/her;
- Implementation of County development projects;
- Supervision of staff working under him/her.

**12. STRUCTURAL ASSISTANT III, JOB GROUP ‘H’ – 1 Post - REF: NO MCG/PSB/2018/012**

**Requirements for Appointment**

- Diploma in Civil Engineering/Building;
- Construction Technician Certificate Part III or its equivalent and relevant qualification from a recognized institution.

**Duties and Responsibilities**

- Preparation of structural and civil drawings including detailing of steel and concrete structures, layouts and details of drainage schemes, roads and paved areas;
- Carry out simple survey works under the guidance of a senior officer.

**13. SENIOR VALUER, JOB GROUP ‘N’ - 1 Post - REF: NO MCG/PSB/2018/013**

**Requirements for Appointment**



- Bachelor`s degree in any of the following disciplines: Valuation, Property Management, Land Administration, Land Economics from a recognized institution;
- Be registered by Valuers Registration Board;
- Have attended senior management course lasting not less than four (4) weeks from a recognized institution;
- Have served for a period of not less than eight (8) years, three (3) of which must be in a management position in either public or private sector;
- Certificate in computer application skills from a recognized institution.

#### **Duties and Responsibilities**

- Provide leadership in the County property management;
- Undertake valuation of County properties and provide for taxation of land;
- Responsible for acquisition of land for the County;

#### **14. VALUER III, JOB GROUP ‘K’ - 1 Post - REF: NO MCG/PSB/2018/014**

#### **Requirements for Appointment**

- Bachelor`s degree in any of the following disciplines: Valuation, Property Management, Land Administration, Land Economics from a recognized institution;
- Be registered by Valuers Registration Board;
- Certificate in computer application skills from a recognized institution.

#### **Duties and Responsibilities**

- Valuation and assessment of property for Government leasing or purchase;
- Inspection of land for compensation;
- Assessment and inspection of land for rating purposes;
- Compilation of valuation returns;
- Maintenance of valuation registers.

#### **15. LAND SURVEYOR II, JOB GROUP `K` - 1 Post - REF: NO MCG/PSB/2018/015**

#### **Duties and Responsibilities**

- Carry out angular and distance measurements and Computation for medium and high density topographical;
- General Engineering;
- Sub divisional schemes;
- Medium area cadastral and photo control surveys.

#### **Requirement for appointment**

- Bachelor`s degree in any of the following disciplines: Land surveying and photogrammetry, Geomatics, Geomatic engineering, Technology in Geomatics, Technology in Geo-Informatics, Geo-spatial Engineering, Philosophy in Technology (survey) from a recognized institution;
- Certificate in computer application skills.

**16. ENVIRONMENT AND NATURAL RESOURCE OFFICER – J.G. ‘K’ - 1 POST - REF: NO MCG/PSB/2018/016**

**Duties and Responsibilities**

- Providing support in the preparation of policy briefs and reports on the relevant sectors;
- Implementation of strategic plans for execution of environmental projects in the County;
- Assist in designing environmental projects including climate change response programs;
- Providing timely and accurate reports on monitoring, evaluation and analysis of outputs.
- Presenting regular projects updates to the immediate supervisor;
- Assisting the staff in the ministry of environment, on best practice project management processes;
- Coordinating, preparation and implementation of work plans and setting of performance contract targets.

**Requirements for Appointment**

- 1) Bachelor’s degree in Environmental science, Natural Resource Management (NRM), Ecology or any other related field from a recognized University.
- 2) Demonstrate professional competence in work performance;
- 3) Demonstrate thorough understanding of national goals, policies, objectives and ability to relate them to management of environment function;
- 4) Have a Certificate in computer applications from a recognized institution;

**17. SUB-COUNTY ADMINISTRATOR, JOB GROUP ‘Q’ – 2 Posts - REF: NO MCG/PSB/2018/017**

**Requirements for appointment**

- Be a holder of at least a first degree from a university recognized in Kenya;
- Working experience of not less than ten (10) years in administration or management;
- Have qualifications and knowledge in administration or management;
- Satisfy the requirements of chapter six of the constitution of Kenya on leadership and integrity.

**Duties and Responsibilities**

- Coordinating the management and supervision of the general administrative functions in the Sub-County unit;
- Developing policies and plans;
- Ensuring effective service delivery;
- Facilitating and coordinating citizen participation in the development of policies, plans and delivery of services;
- Providing and maintaining infrastructure and facilities of public service;
- Coordinating developmental activities to empower the community;
- Maintaining the Sub County public service;
- Exercising any functions and powers delegated by the County Public Service Board under section 86.

**18. CHIEF ADMINISTRATION OFFICER, JOB GROUP `M` - 1 Post - REF: NO  
MCG/PSB/2018/018**

**Requirements for appointment**

- Bachelor degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other social science from a recognized institution;

Or

- Diploma in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other social science plus a supervisory management course or equivalent from a recognized institution;
- Working experience of not less seven (7) years in administration or management;
- Certificate in computer applications from a recognized institution.

**Duties and Responsibilities**

- Facilitating maintenance of infrastructure and facilities;
- Overseeing transport management;
- Planning and coordinating office accommodation;
- Overseeing development and updating of office equipment and furniture inventory;
- Overseeing facilitation of meetings, conferences and other special events;
- Supervising provision of security and office services;
- Supervising records management and messengerial services within various departments;
- Managing premises, assets and insurance policies.

**19. ADMINISTRATION OFFICER II, JOB GROUP `J` - 4 Posts - REF: NO  
MCG/PSB/2018/019**

**Requirements for appointment**

- Bachelor degree in any of the following disciplines:- Public Administration; Business Administration/Management, Community Development or any other social science from a recognized institution;
- Certificate in computer applications from a recognized institution.

**Duties and Responsibilities**

- Planning of office accommodation and layout;
- Facilitating transport and travelling services;
- Maintaining and updating furniture and office equipment inventory;
- Ensuring payment of bills;
- Facilitating movement of assets;
- Carrying out general maintenance of buildings and furniture;
- Collecting and collating data on developmental activities;
- Providing input in the monitoring and evaluating community projects;
- Providing input in organizing public participation awareness at the local level;
- Disseminating information to the public.

**20. ADMINISTRATION OFFICER III, JOB GROUP ‘H’ - 6 Posts - REF: NO MCG/PSB/2018/020**

**Requirements for Appointment**

- Diploma in any of the following disciplines:- Public Administration, Business Administration/Management, Community Development or any other Social Science from a recognized Institution;
- Certificate in computer applications from a recognized Institution.

**Duties and Responsibilities**

- Planning of office accommodation and layout;
- Facilitating transport and travelling services;
- Maintaining and updating furniture and office equipment inventory;
- Ensuring payment of utility bills;
- Facilitating movement of assets;
- Facilitating general maintenance of building and furniture;
- Facilitating logistics for meetings, conferences and other specific events;
- Collecting and collating data on developmental activities;
- Providing input in organizing public participation awareness at the local level.

**21. HUMAN RESOURCE MANAGEMENT OFFICER II, JOB GROUP ‘J’ - 1 Post - REF: NO MCG/PSB/2018/021**

**Requirements for Appointment**

- A degree in Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification from a recognized Institution;
- Certificate in computer applications from a recognized Institution.
- Be registered with IHRM.

**Duties and Responsibilities**

- Verification of information relating to recruitment, appointment, transfers, Human Resource Management records and complement control;
- Processing cases for the County Human Resource Management Advisory Committee;
- Assisting in the implementation of the decisions thereof;
- Supervising and guiding clerical staff in the department.

**22. INFORMATION COMMUNICATION TECHNOLOGY OFFICER II, JOB GROUP ‘J’ – 2 Posts - REF: NO MCG/PSB/2018/022**

**Requirements for appointment**

- A Bachelor’s degree in any of the following: Mathematics, Economics, Statistics, Commerce, Physics or any other ICT related discipline with a bias in information communication technology from a recognized institution;

OR

- A Higher Diploma in Computer Science/Information Communication Technology or its equivalent qualification from a recognized Institution;

### **Duties and Responsibilities**

- Analyzing, designing, coding, testing, implementing computer programs providing user support;
- Maintaining support systems and training of users;
- Repairing and maintaining of Information Communication Technology equipment and associated peripherals;
- Receiving, installing and certifying of Information Communication Technology equipment;
- Configuring of new Information Communication Technology equipment.

## **CLERICAL OFFICER II, JOB GROUP ‘F’ – 10 Posts - REF: NO MCG/PSB/2018/023**

### **Requirements for Appointment**

- Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) or its approved equivalent;
- Proficiency in computer applications.

### **Duties and Responsibilities**

- Compiling statistical records;
- Sorting, filing and dispatching letters;
- Maintaining an efficient filing system;
- Processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- Computation of financial or statistical records based on routine or special sources of information;
- Preparing payment vouchers;
- Compiling data and drafting simple letters.

## **23. DRIVER III, JOB GROUP ‘D’ – 5 Posts - REF: NO MCG/PSB/2018/024**

### **Requirements for Appointment**

- Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized Institution;
- A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- Attended a First-Aid certificate course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- Passed suitability Test for Driver Grade III;
- Passed practical Test for Drivers;
- A valid certificate of Good conduct from the Kenya Police;
- At least two (2) years driving experience.

## **Duties and Responsibilities**

- Driving a motor vehicle as authorized;
- Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure e.t.c.;
- Detecting and reporting malfunctioning of vehicle systems;
- Maintenance of work tickets for vehicles assigned;
- Ensuring security and safety for the vehicle on and off the road;
- Safety of the passengers and/or goods therein;
- Maintaining cleanliness of the vehicle.

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