

**REPUBLIC OF KENYA
MIGORI COUNTY GOVERNMENT**



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

VACANCIES

Migori County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the Constitution of Kenya 2010 under Article 176 and the County Government Act No. 17 of 2012 Section 59(1)(b).

**1. COUNTY DIRECTOR OF MEDICAL SERVICES JG CPSB 03 ONE (1) POST.
REF/MCPSB/252/2020**

Terms: Permanent/Contract

A person appointed as County Director of Medical Services shall-

- i. Be a County Director of Medical Practitioner registered by the Medical Practitioners and Dentists Council or Pharmacy and Poison's Board;
- ii. Be at least a holder of a Master's degree in Public health, medicine or any other health related discipline; and
- iii. Have at least five years' experience in management of health services at a senior management position.

Roles and Responsibilities

The County Director of Medical Services shall-

- i. Be the technical advisor on all matters relating to health within the County.
- ii. Be the technical advisor to the County Health Executive Committee Member and the Governor;
- iii. Supervise all health services within the County;
- iv. Promote the public health and the prevention, limitation or suppression of infectious, communicable or preventable diseases within the County;
- v. Promote and facilitate research and investigations in connection with the prevention or treatment of human diseases;
- vi. Prepare and publish reports and statistical or other information relative to the public health within the County;
- vii. Report periodically to the director –General for health on all public occurrences including diseases outbreaks, disasters and any other health matters; and
- viii. Perform any other duties as may be assigned by the appointing authority and any other written law.

2. MEDICAL SPECIALIST I (ANAESTHESIOLOGIST) JG CPSB 03 (1 POST) REF/MCPSB/253/2020

Terms: Permanent/Contract

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care;
- iii. Providing psycho-social interventions;
- iv. Providing clinical services to patients;
- v. Training, supervising and mentoring Medical Officers, Medical Interns and other students;
- vi. Consulting and performing surgeries in various health facilities;
- vii. Carrying out forensic and medico-legal services;
- viii. Coordinating disease surveillance, prevention and control;
- ix. Coordinating health education and promotion;
- x. Implementing health projects and programmes;
- xi. Maintaining up-to-date health information systems;
- xii. Monitoring provision of health treatment and care;
- xiii. Undertaking health research and analyzing medical reports.

QUALIFICATIONS

- i. Be a Kenyan citizen;
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Council;
- iii. Master's degree in Anaesthesiology or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council;
- iv. At least One Year post specialization working experience;
- v. Certificate of Registration by the Medical Practitioners and Dentists Council;
- vi. Valid practicing license from Medical Practitioners and Dentist Council;
- vii. Certificate in Computer proficiency skills from a recognized institution

3. MEDICAL SPECIALIST I (PHYSICIAN) JG CPSB 03 (1 POST) REF/MCPSB/254/2020

Terms: Permanent/Contract

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care;
- iii. Providing psycho-social interventions;
- iv. Providing clinical services to patients;
- v. Training, supervising and mentoring Medical Officers, Medical Interns and other students;

- vi. Consulting in various public health facilities;
- vii. Carrying out forensic and medico-legal services;
- viii. Coordinating disease surveillance, prevention and control;
- ix. Coordinating health education and promotion;
- x. Implementing health projects and programmes;
- xi. Maintaining up-to-date health information systems;
- xii. Monitoring provision of health treatment and care;
- xiii. Undertaking health research and analyzing medical reports.

QUALIFICATIONS

- i. Be a Kenyan citizen;
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Council;
- iii. Master's degree in Internal Medicine or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Council;
- iv. At least One Year post specialization working experience;
- v. Certificate of Registration by the Medical Practitioners and Dentists Council;
- vi. Valid practicing license from Medical Practitioners and Dentist Council;
- vii. Certificate in Computer proficiency skills from a recognized institution

4. MEDICAL OFFICERS JG CPSB 07 (5 POSTS) REF/MCPSB/255/2020

Terms: Permanent/Contract

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:

- i. Undertaking general diagnosis, care, treatment and rehabilitation of patients;
- ii. Performing medical and surgical procedures
- iii. Preparing and responding to emergencies and disasters
- iv. Providing psycho-social interventions;
- v. Providing clinical services to patients;
- vi. Training and mentoring Medical Interns and other students;
- vii. Consulting and performing surgeries in various public health facilities;
- viii. Carrying out forensic and medico-legal services;
- ix. Coordinating disease surveillance, prevention and control;
- x. Coordinating health education and promotion;
- xi. Implementing health projects and programmes;
- xii. Maintaining up-to-date health information systems;
- xiii. Monitoring provision of health treatment and care;
- xiv. Undertaking health research.

QUALIFICATIONS

- i. Be a Kenyan citizen;
- ii. Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentists Council;
- iii. Successfully completed one (1) year internship from a recognized institution;

- iv. Certificate of Registration by the Medical Practitioners and Dentists Council;
- v. Valid practicing license from Medical Practitioners and Dentist Council;
- vi. Certificate in Computer proficiency skills from a recognized institution

5. PHARMACISTS JG CPSB 07 (3 POSTS) REF/MCPSB/256/2020

Terms: Permanent/Contract

DUTIES AND RESPONSIBILITIES

- i. Oversee the day to day operations of the hospital pharmacy
- ii. Oversee proper medicines storage, distribution and management
- iii. Conduct comprehensive medication use counselling to patients including patients with chronic illnesses such as HIV
- iv. Identifies and provides solution for medication use problems in patients
- v. Conduct regular ward rounds in the hospital and identify pharmaceutical care needs
- vi. Provides medicines information to other health workers
- vii. Pharmaco-vigilance: detection and monitoring of safety of medications
- viii. Therapeutic drug monitoring to patients, ICU and HDU department to ensure optimal body drug levels
- ix. Develop and disseminate standard operation procedures on safe and effective drug administration in the hospital
- x. Rationale drug use evaluation in the hospital
- xi. Preparation of specialist medicines for administration (e.g. reconstitution of cancer medicines)
- xii. Dispensing of specialist drugs in the hospital (Narcotics and psychoactive medicines)
- xiii. Other duties as assigned by the hospital pharmacist

QUALIFICATIONS

- i. Be a Kenyan citizen;
- ii. Bachelor of Pharmacy degree from an institution recognized by Pharmacy and Poison's Board;
- iii. At least One Year post qualification working experience;
- iv. Certificate of Registration by the Pharmacy and Poison's Board;
- v. Valid practicing license from Pharmacy and Poison's Board;
- vi. Certificate in Computer proficiency skills from a recognized institution

6. DENTAL OFFICER JG CPSB 07 (1 POST) REF/MCPSB/257/2020

Terms: Permanent/Contract

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:

- i. Providing dental care including diagnosing common oral conditions, treating, prescribing and referring;
- ii. Carrying out minor oral and maxillofacial surgery; prosthetics and conservative dentistry

- iii. Facilitating admission, disease investigation of patients, report writing and assisting in theatre activities
- iv. Providing psycho-social interventions;
- v. Collecting information on dental health information system;
- vi. Training and mentoring Dental Interns and other students;
- vii. Implementing health projects and programmes;
- viii. Monitoring provision of health treatment and care;
- ix. Undertaking health research

QUALIFICATIONS

- i. Be a Kenyan citizen;
- ii. Bachelor of Dental Surgery (DS) degree from an institution recognized by Medical Practitioners and Dentists Council;
- iii. Successfully completed one (1) year internship from a recognized institution;
- iv. Certificate of Registration by the Medical Practitioners and Dentists Council;
- v. Valid practicing license from Medical Practitioners and Dentist Council;
- vi. Certificate in Computer proficiency skills from a recognized institution

7. ANAESTHETISTS (CLINICAL OFFICERS) JG CPSB 09 (2 POSTS) /MCPSB/258/2020

Terms: Permanent/Contract

DUTIES AND RESPONSIBILITIES

- i. Administration of anaesthesia to patients undergoing minor surgery;
- ii. Monitoring patients' vital signs and organ functions during surgery;
- iii. Ensuring successful recovery of patients who have undergone surgery;
- iv. Maintenance of anaesthesia machines;
- v. Implementing health projects and programmes;
- vi. Maintaining up-to-date health information.

QUALIFICATIONS

- i. Be a Kenyan citizen;
- ii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iii. Higher diploma in Anaesthesia from a recognized medical training Institution;
- iv. Certificate of Registration from the Clinical Officers' Council;
- v. Valid practising license from the Council;
- vi. Certificate in Computer Application Skills.

8. OPTICAL TECHNOLOGIST JG CPSB 11 (1 POST) REF/MCPSB/259/2020

Terms: Permanent/Contract

DUTIES AND RESPONSIBILITIES

Duties and Responsibilities

- i. Carry out examination, diagnosis, treatment, management and prevention of disease and disorders of the visual system, the eye and associated structures

- ii. Co-ordinate the screening and refraction /low vision unit
- iii. Prescribe and fit eye glasses and contact lenses as well as safety eyewear and subnormal vision devises.
- iv. Provide vision therapy and low vision rehabilitation.
- v. Work in conjunction with ophthalmologist and other health care providers to provide integrated, quality care for patients
- vi. Educate patients about vision and lifestyle choices for protecting and enhancing good vision and health
- vii. Conduct research and promote advancement in the visual health.
- viii. Maintaining up-to-date health information.

QUALIFICATIONS

- i. Be a Kenyan citizen;
- ii. Diploma in Optometry and vision Science from a recognized Institution
- iii. One year post training experience in a busy institution
- iv. Certificate in Computer Application Skills.

9. COUNTY DIRECTOR, WATER SERVICES JG CPSB 03 (1 POST)REF/MCPSB/260/2020

Terms: Permanent/Contract

Duties and responsibilities:-

- i. Organization, direction, control and coordination of the functions of the Department;
- ii. Interpretation and application of water resource management laws and other related statutes in line with the county goals and objectives;
- iii. Assist in the development of appropriate County water policies legal and institutional framework for the implementation of mandate of the Ministry;
- iv. Assist in providing technical and management guidance in all aspects of water resources management;
- v. Provide technical guidance in performing design work and scientific calculation on water projects and programmes;
- vi. Interpretation of design drawing and specification and calculation in regard to water projects and programmes; ;
- vii. Plans and direct construction, maintenance and operation of water resources and supplies system;
- viii. Assess, design and oversee construction irrigation project and distribution of water systems;
- ix. Preparation annual work plans and financial budget for the Department;
- x. Promote and maintain working relation with relevant government Department, research institutions, private sector donors and civil society;
- xi. Ensuring strict compliance with all financial budget and procurement procedure;
- xii. Perform other relevant duties that may be assign form time to time;

Requirement for appointment:-

- i. A Bachelor of Science degree from recognized university in any the following discipline: water and irrigation, water engineering, civil engineering, agricultural engineering, water and soil engineering or related field;
- ii. A Higher National Diploma from a recognized institution.
- iii. Have relevant knowledge, experience and a distinguished career in water resource management of not less than seven (7), three (3) years of which should be at a senior managerial position in the public service or equivalent in the private sector;
- iv. Have relevant knowledge, experiences and a distinguished career of not less than ten (10) years;
- v. Should be registered with relevant body;
- vi. Shown merit and ability as reflected in work performance and results;
- vii. Attended a management course lasting not less than four (4) weeks from a recognized institution;
- viii. Attended a strategic leadership development course lasting not less than six (6) weeks from a recognized institution;
- ix. Demonstrated general administrative ability required for direction, control and implementation of environmental management services.

10. INSPECTOR WATER ENGINEERING JG CPSB 11 (1 POST) REF/MCPSB/261/2020

Terms: Permanent/Contract

The officer at this level will work under the supervision of the Sub County Water Officer (SCWO)

RESPONSIBILITIES:

- i. Carrying out surveys and site investigations to gather field data and design information
- ii. Prepare projects estimates and project bid documents
- iii. Carry out site supervision, contract administration and management of projects
- iv. Prepare and manage project reports and documents
- v. Prepare annual work plans and budgets and other planning documents
- vi. Any other duty as may be assigned from time to time by the SCWO

QUALIFICATIONS:

- i. Must be a Kenyan citizen
- ii. Must be a holder of a Diploma in Water Engineering or equivalent from a recognized institution
- iii. Must have good interpersonal and communication skills
- iv. Must have proficiency in computer applications
- v. Must satisfy the requirements of chapter six of the constitution

11. INSPECTOR WATER SUPPLY JG CPSB 11 (1 POST) REF/MCPSB/262/2020

Terms: Permanent/Contract

The officer at this level will work under the supervision of the Sub County Water Officer (SCWO)

RESPONSIBILITIES:

- i. Planning, supervising and evaluating water supply works
- ii. Collecting and analyzing data on operation and maintenance of existing water schemes
- iii. Supervising water supply operators and artisans

iv. Any other duty as may be assigned from time to time by the SCWO

QUALIFICATIONS:

- i. Must be a Kenyan citizen
- ii. Must be a holder of a Diploma in Water Supply Technology or equivalent from a recognized institution
- iii. Must have good interpersonal and communication skills
- iv. Must have proficiency in computer applications
- v. Must satisfy the requirements of chapter six of the constitution

12. SUPPLY CHAIN MANAGEMENT ASSISTANT III JG CPSB 11 (1 POST)

REF/MCPSB/263/2020

Terms: Permanent/Contract

Duties and Responsibilities

An officer at this level will be deployed in a Supply Chain Management unit in a Ministry or Department and will handle a variety of tasks such as issuing and receiving stores; assisting in stock taking, reconciliation, preparation and maintenance of records.

Requirements for Appointment:-

- i. a Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) with a minimum of C- in Mathematics and English or Kiswahili or its equivalent qualification from a recognized Institution; and
- ii. A Diploma (CIPS) in Supplies Management or its equivalent qualification from a recognized Institution
- iii. Registration with KISM.

13. LEGAL CLERK ASSISTANT I JG CPSB 09 (1 POST) REF/MCPSB/264/2020

Terms: Permanent/Contract

Duties and Responsibilities:

- i. Undertaking Research on assigned legal issues
- ii. Collecting and collating Research data
- iii. Interviewing customers for proper referrals

Requirements for Appointment:

- i. Bachelor of Laws(LL.B) from a recognized University
- ii. Post Graduate Diploma in Legal Studies from the Council of Legal Education and
- iii. Proficiency in Computer Applications

14. CLERICAL OFFICER II – ACCOUNTS JG CPSB 12 (1 POST) REF/MCPSB/265/2020

Terms: Permanent /Contract

Duties and Responsibilities

- i. Compiling statistical records;

- ii. Sorting out letters and filing them;
- iii. Dispatching letters and maintaining an efficient filing system;
- iv. Compiling data and drafting simple letters.
- v. Managing and updating ledger books and other books of accounts
- vi. Any other accounts related duty as assigned from time to time

Requirements for Appointment

- i. have passed the Proficiency Examination for Clerical Officers;
- ii. be proficient in computer applications
- iii. Kenya Certificate of Secondary Education C- with at least C- in English, C- in Maths, C- in Business
- iv. Must have proficiency Examinations for Accounts Clerks OR Kenya Accounting Technical Certificate.

15. INTERNAL AUDITOR II JG CPSB 09 (1 POST) REF/MCPSB/266/2020

Terms: Permanent/Contract

Duties and Responsibilities

- i. Verification of vouchers and committal documents in accordance with laid down rules and regulations;
- ii. Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers and
- iii. Preparation of simple management reports e.g. imprest and expenditure returns etc. He/she will be responsible for the safe custody of Government records and assets under him/her,
- iv. Analysis of the below the line accounts and may be deployed as a cashier where duties will entail receiving duly processed payments and receipt vouchers;
- v. Writing cheques and posting payments and receipt vouchers in the cash books;
- vi. Balancing and ruling of the cash books on daily basis;
- vii. Arranging for withdrawal of cash for office use and ensuring safety of the same at all times;
- viii. Extracting and providing cash liquidity analysis; ensuring security of cheques and cheque books;
- ix. Preparation of expenditure and Authority to Incur Expenditure (AIE) funding returns on quarterly basis at district treasury level;
- x. Preparation of Appropriation In Aid (AIA) returns on quarterly basis at district treasury level;
- xi. paying personal and merchant claims guided by cash balances in the cash books and treasury regulations; and
- xii. Receipting of all money due and payable to government.

Requirements for Appointment

- i. A Bachelor's degree in Commerce (Accounting or Finance option) and passed Part II of the Certified Public Accountants (CPA) Examination
- ii. Must be a member of the Institute of Auditors in Kenya
- iii. Must be a member of Institute of Certified Public Accountants of Kenya ICPAK

OR

- i. Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification.

- ii. Must be a member of the Institute of Auditors in Kenya
- iii. Must be a member of Institute of Certified Public Accountants of Kenya ICPAK

16. ASSISTANT OFFICE ADMINISTRATOR III JG CPSB 11 (1 POST) REF/MCPSB/267/2020

Terms: Permanent/Contract

Duties and Responsibilities:

- i. Taking oral dictation; word and data processing;
- ii. Managing e- Office;
- iii. Ensuring security of Office Records, documents and Equipment
- iv. Maintaining an up to date filing system in the office;
- v. Operating office equipment,
- vi. Management office protocol;
- vii. Managing office petty cash;
- viii. Handling telephone calls and appointments
- ix. Supervising office cleanliness
- x. Undertaking any other office administrative service duties that may be assigned.

Requirement for Appointment

- i. Kenya Certificate of Secondary Education, mean grade C- (minus) with at least C (Plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;
- ii. Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC)
- iii. Higher National Diploma in Secretarial studies from Kenya National Examination Council (KNEC)

OR

Business Education Single and Group Certificates (BES&GC) from the Kenya National Examinations Council in the following subjects.

- i. Typewriting III (W.P.M)/Computerized Document Processing III;
- ii. Shorthand II (80 W.P.M);
- iii. Business English II/ Communications I;
- iv. Office Practice II;
- v. Secretarial Duties III;
- vi. Commerce II;
- vii. Office Management III/ Office Administration and Management III;
- viii. Certificate in Computer applications from a recognized institution; and
- ix. Shown merit and ability as reflected in work performance and results

17. DEPUTY DIRECTOR OF TRADE JG CPSB 05 ONE (1) POST REF/MCPSB/268/2020

Terms: Permanent/ Contract

Duties and Responsibilities

- i. Coordinating and monitoring activities performed by all divisions of the department;
- ii. Initiating and preparing papers on Government strategies on domestic trade policies and programmes;

- iii. Interpreting and implementing domestic trade policies;
- iv. Coordinating preparation of the Departments Budget estimates.
- v. In charge of staff establishment, training and other staff development matters in the department.

Requirement's for Appointment

- i. Bachelor's Degree in commerce, Marketing, Business Administration, International Trade, Law or Economics from a recognized university
- ii. A master's degree from a recognized university/Institution or post graduate Diploma from a recognized university shall be an added advantage.
- iii. Demonstrate administrative ability and competence in work performance.

18. DEPUTY COMMISSIONER FOR COOPERATIVE DEVELOPMENT JG CPSB 05 ONE (1) POST REF/MCPSB/269/2020

Terms: Permanent/Contract

Reporting to the Director Trade, Tourism & Cooperatives, the officer will be responsible for:

- i. Providing technical advice to the department on cooperative matters.
- ii. Enforcing compliance with cooperative legislations by county members of the Cooperative movement.
- iii. Carrying out market research and disseminating research findings to the relevant county stakeholders.
- iv. Promoting value addition and processing among county producer cooperatives.
- v. Preparing and evaluating county cooperative activities and trends for promoting cooperative movement in the county.
- vi. Undertaking cooperative risk assessment within the county.
- vii. Promoting the growth and development of cooperative movement in the county.
- viii. Any other duties relevant to this office.

REQUIREMENTS FOR THE JOB:

- i. Bachelor's degree in any of the following: Business Administration, Agriculture, Economics, Statistics, Agriculture, Economics, Cooperative Management, Entrepreneurship, Agribusiness or Marketing from a recognized university in Kenya.
- ii. A CPS (K) Part III or CPS (K) Part III with a diploma in any of the following disciplines: Cooperative Management, Cooperative Auditing, Marketing, of Finance from a recognized university.
- iii. Administrative ability and competence in work performance.
- iv. A master's degree in any of the above mentioned fields will be an added advantage.

19. SENIOR ASSISTANT COMMISSIONER FOR COOPERATIVE DEVELOPMENT JG CPSB 06 ONE (1) POST REF/MCPSB/270/2020

Terms: Permanent/Contract

Duties and Responsibilities

Reporting to County Assistant Director for Cooperative s, the officer will be responsible for:

- i. Promoting the growth and development of the cooperative movement in the respective sub-county
- ii. Enforcing compliance with cooperative legislations.
- iii. Provision of cooperative extension services in respective sub-county
- iv. Provision of technical advice to the department on cooperative matters.
- v. Evaluating sub-county cooperative activities and trends for promoting cooperative movement.
- vi. Analyzing cooperative activities and trends data for county cooperative policy formulation.
- vii. Advising relevant sub county stakeholders of cooperative movement on productive cooperative investments.
- viii. Any other duty or responsibility consistent with the office and as may be assigned by the County Assistant Director for Cooperatives

Requirements for Appointment

- i. Bachelor's degree in any of the following disciplines: Business Administration, Agriculture, Statistics, Agricultural Economics, Cooperative Management, Agribusiness, Entrepreneurship or Marketing from a recognized university in Kenya.
- ii. A diploma in any of the following disciplines: Cooperative Management, Cooperative Auditing, Finance or Marketing from a recognized institution.
- iii. CPS (K) Part III OR CPA (K) Part III from a recognized institution.
- iv. Administrative ability and professional competence in work performance.

20. COOPERATIVE OFFICER I JG CPSB 09 TWO (2) POST REF/MCPSB/271/2020

Terms: Permanent/Contract

DUTIES & RESPONSIBILITIES

- i. Promoting the growth and development of the cooperative movement in the respective sub-county
- ii. Enforcing compliance with cooperative legislations.
- iii. Provision of cooperative extension services in respective sub-county
- iv. Provision of technical advice to the department on cooperative matters.
- v. Evaluating sub-county cooperative activities and trends for promoting cooperative movement.

- vi. Analyzing cooperative activities and trends data for county cooperative policy formulation.
- vii. Advising relevant sub county stakeholders of cooperative movement on productive cooperative investments.
- viii. Any other duty or responsibility consistent with the office and as may be assigned by the County Assistant Director for Cooperatives

Requirements for Appointment

- i. Bachelor’s degree in any of the following disciplines: Business Administration, Agriculture, Statistics, Agricultural Economics, Cooperative Management, Agribusiness, Entrepreneurship or Marketing from a recognized university in Kenya.
- ii. A diploma in any of the following disciplines: Cooperative Management, Cooperative Auditing, Finance or Marketing from a recognized institution.
- iii. CPS (K) Part III OR CPA (K) Part III from a recognized institution.
- iv. Administrative ability and professional competence in work performance.

21. TOURISM OFFICER I (RESEARCH & DEVELOPMENT) JG CPSB 09 ONE (1) POST REF/MCPSB/272/2020

Terms: Permanent/Contract

DUTIES & RESPONSIBILITIES

- i. Advising the department on all matters related to local tourism development.
- ii. County local tourism development including inventorying of all tangible and intangible tourism products.
- iii. Promoting the development of local sustainable tourist destinations.
- iv. Identifying and preparing reports on local tourism products.
- v. Development of county essential festivals to showcase county tourism products.
- vi. Creating and developing county signature experiences and other memorable products
- vii. Policy formulation and implementation on all matters related to local tourism research and development.
- viii. Collecting and maintaining data on county tourism statistics.
- ix. Any other duty related to local tourism research and development as may be assigned from time to time.

Requirements for Appointment

- i. Diploma in any of the following disciplines: Tourism Management, Tours and Travel Operations, Marketing or any equivalent qualifications from a recognized institution.
- ii. Bachelor’s degree in Tourism Management, Tourism and Hospitality Management, Leisure Tourism and Environmental Management, Business Administration (Marketing), or its equivalent from a recognized university.
- iii. A Diploma certificate in ICT from a recognized institution.

22. TOURISM OFFICER I (MARKETING AND PROMOTION)-) JG CPSB 09 ONE (1) POST REF/MCPSB/273/2020

Terms: Permanent/Contract

Duties and Responsibilities

- i. Overall promotion and marketing of county tangible and intangible tourism products.
- ii. County tourism destination marketing.
- iii. Development of county brand
- iv. Development and operation of County Tourism Website for local digital tourism marketing and promotion.
- v. County Visitor information storage and interpretation.
- vi. Supporting the formulation, development and implementation of local tourism marketing and promotion policies, strategies and programmes.
- vii. Collecting and maintaining data on tourism statistics;
- viii. Identifying suitable location for mounting tourist signages.
- ix. Maintaining a register of tourism facilities and services.
- x. Any other duties related to the effective marketing and promotion of the county as an attractive tourist destination

Requirements for Appointment

- iv. Diploma in any of the following disciplines: Tourism Management, Tours and Travel Operations, Marketing or any equivalent qualifications from a recognized institution.
- v. Bachelor's degree in Tourism Management, Tourism and Hospitality Management, Leisure Tourism and Environmental Management, Business Administration (Marketing), or its equivalent from a recognized university.
- vi. A Diploma certificate in ICT from a recognized institution

23. SUPPORT STAFF JG CPSB 13 TWO (2) POSTS REF/MCPSB/274/2020

Terms: Permanent/Contract

Duties and Responsibilities

- i. Cleaning the environment
- ii. Maintenance, Mowing and slashing of lawns in the compound
- iii. Trimming flowers and keeping flowerbeds tidy
- iv. Any other duty as assigned from time to time

Requirements for Appointment

- i. Be a Kenyan Citizen
- ii. Must be a holder of Kenya Certificate of Secondary Education (KCSE) at least D plain and above.

24. SENIOR ECONOMIST II- JG CPSB 07 (1) POST REF/MCPSB/275/2020

Terms: Permanent/Contract

Duties and Responsibilities

- i. Heading a Planning Division;
- ii. Carrying out more specialized and complex economic planning/statistical analyses;

- iii. Supervising and Co-ordinating the activities of staff under him/her
- iv. Heading a planning and monitoring unit.
- v. Supervision of office operations;
- vi. Perform and any other duty(s) assigned from time to time

Requirements for Appointment

- i. Be a Kenyan citizen
- ii. A minimum of an upper Second-Class Honors degree in Economics, or Economics and Mathematics, or Economics and Statistics from a recognized University/Institution
- iii. A minimum of an Upper Second-Class Honors degree in any of the subjects enumerated at ii above with a bias towards Computer Science, Operations Research, Survey Technics and Demographic Techniques from a recognized University/Institution or
- iv. A minimum of an Upper Second-Class Honors degree in statistics with appropriate specialization from a recognized University/Institution.

25. SECURITY WARDEN II JG CPSB 14 - ONE HUNDRED AND FIFTY FIVE (155) POSTS REF/MCPSB/276/2020

Terms: Permanent/Contract

Duties and Responsibilities

- i. Enforcement of County government laws;
- ii. Guarding County Government Property;
- iii. Reporting security incidences/breaches;
- iv. Carrying out investigations and making reports;
- v. Carrying out and reporting security risks;
- vi. Managing the operations of the contracted security service providers;
- vii. Managing access control systems, employee and visitor's identification;
- viii. Detecting unauthorized persons and vehicles from entering premises and/or protected areas;
- ix. Control crowds, collect information and report matters related to security matters;

Requirements for appointment

- i. Be a Kenyan citizen
- ii. Be less than 36 years of age
- iii. Be in possession of KCSE mean grade D+ (Plus) or its equivalent;
- iv. Medical fitness;
- v. Good vision, hearing and physique;
- vi. Pass in the aptitude test;
- vii. No previous criminal conviction or record;
- viii. Applicants must attach copy of National Identity card or valid Passport, and a certificate of good conduct;
- ix. All successful candidates for the interview will be required to carry their original documents
- x. Successful candidates will have to undergo paramilitary training;

26. ADMINISTRATION OFFICER II JG CPSB 11 -THREE (3) POSTS REF/MCPSB/277/2020

Terms: Permanent/ Contract

Duties and Responsibilities

- i. Coordinating Government activities and dealing with various issues emanating from the public;
- ii. Coordination of staff under him/her and disseminating Government policies, programmes and initiatives;
- iii. Assisting in policy formulation, management of Government resources, assets and general office support services;
- iv. Facilitating day to day operations of a department and communication
- v. between sections and units within departments;
- vi. Assisting in handling general public complaints and customer care issues and supervising staff.
- vii. Perform and any other duty(s) assigned from time to time

Requirements for Appointment

- i. Be a Kenyan citizen
- ii. Diploma in Business Administration, Social Sciences or Management from a recognized institution
- iii. Minimum 3 years working experience in Administration or Management level
- iv. Excellent report writing skills, leadership and Management skills, and a team player
- v. Shown merit and ability as reflected in work performance and results
- vi. Must satisfy the requirements of Chapter Six of the Constitution of Kenya 2010

27. HUMAN RESOURCE MANAGEMENT OFFICER II JG CPSB 10 -TWO (2) POSTS REF/MCPSB/278/2020

Terms: Permanent/Contract

Duties and Responsibilities

- i. Verification of information relating to recruitment, appointment, transfers, Human Resource Management records and complement control;
- ii. Processing cases for the Human Resource Management Advisory Committee and assisting in the implementation of the decision thereof; and
- iii. Supervising and guiding junior staff in the Division/Section

Requirements for appointment

- i. Be a Kenyan Citizen;
- ii. Have a Degree in Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification
- iii. Meet the requirements of Chapter six of the Constitution of Kenya 2010 on leadership and integrity;
- iv. **Must** be a registered member of the Institute of Human Resource Management (**IHRM**)
- v. Certificate in Computer Application from a recognized institution.

28. ARCHITECT II JG CPSB 09 -ONE (1) POST REF/MCPSB/279/2020

Terms: Permanent/Contract

The officer is to work under the supervision and guidance of the County Director of public works.

Duties and Responsibilities

- i. Interpretation of clients' requirements;
- ii. Preparing sketch/scheme designs and producing working drawings/construction details;

- iii. Preparation of specification notes and schedules for all types of Architectural buildings;
- iv. Ensuring that Engineering and other specialists' Drawings conform to the Architects' Drawings;
- v. Measurements and preparation of drawings of existing buildings and sites;
- vi. Carrying out post contract administration.
- vii. Supervising construction works.

Requirements For appointment

- i. Be a Kenyan citizen;
- ii. Be in possession of a Bachelor's Degree in Architecture from a university recognized in Kenya;
- iii. Have proficiency in CAD programs or Certificate of relevant Computer Application Skills from a recognized institution;
- iv. Be registered as a graduate member of the Architectural Association of Kenya (AAK) ;
- v. Have demonstrated professional competence and administrative ability in the line of duty;
- vi. Must have worked in the field for a minimum of 3 years;
- vii. Have strong numeracy, financial management and negotiation skills;
- viii. Possess business etiquette with a strong work ethic, high level of integrity, results oriented, and ability to deliver under pressure;
- ix. Be conversant with Microsoft Office and other relevant computer based costing and design
- x. Packages;
- xi. Have demonstrated professional competence and administrative ability in the line of duty;
- xii. Have met the requirements of Chapter Six of the Constitution of Kenya; and Public Officer Ethics Act 2003

29. QUANTITY SURVEYOR II JG CPSB 09 –ONE (1) POST REF/MCPSB/280/2020

Terms: Permanent/Contract

The Officer is to work under the supervision and guidance of County Director of public works.

Duties and Responsibilities

- i. Develop BOQ for new projects at contract documentation;
- ii. Carry our assessment of property, buildings for the purpose of maintenance, repair, upgrading or demolition;
- iii. Value works for purposes of payments;
- iv. Preparing measurement of on-going works;.
- v. Prepare estimates and budgets for new projects;
- vi. Valuation of projects for purpose of payment, claims, acquisition, litigation or any other government purpose;
- vii. Preparing contract documents, procurement plans, budgets, work plans;.
- viii. Performing risk analysis evaluation and appraisals; and
- ix. Supervision of staff.

Requirements for Appointment

- i. Be a Kenyan citizen
- ii. Be in possession of Bachelor's degree in Building Economics / Quantity Surveying or its equivalent and relevant qualifications from a university recognized in Kenya; and
- iii. Be registered as a graduate member by the relevant professional body e.g. BORAQs
- iv. Have worked as a quantity surveyor in a busy office for a minimum of 3 years;

- v. Have strong numeracy, financial management and negotiation skills;
- vi. Possess business etiquette with a strong work ethic, high level of integrity, results oriented, and ability to deliver under pressure;
- vii. Be conversant with Microsoft Office and other relevant computer based costing and design packages;
- viii. Have demonstrated professional competence and administrative ability in the line of duty;
- ix. Have met the requirements of Chapter Six of the Constitution of Kenya; and Public Officer Ethics

30. ENGINEER II (STRUCTURAL) JG CPSB 09 –ONE (1) POST REF/MCPSB/281/2020

The Officer is to work under the supervision and guidance of County Director of Public Works.

Job Purpose

The Structural Engineer is involved in engineering design, project costing, tender documentation, tendering processes, project management, and construction supervision as well as overseeing the maintenance of county infrastructure

Duties and Responsibilities

- i. Preparation and/or modification of Structural engineering calculations, Structural engineering plans, design, and layout, Structural project specifications, Structural engineering portion of project proposals and Structural engineering portion of project cost estimates
- ii. Design Structural Capacity of new projects.
- iii. Assess the adequacy of buildings in use.
- iv. Supervise contracts during project implementation
 - v. Coordinating work with other disciplines such as architectural, mechanical, electrical, etc
- vi. Management of County building projects and Supervision of all ongoing projects within the county;
- vii. Monitoring and inspection of upcoming constructions to ensure compliance with approval conditions
- viii. Investigation and survey of building sites to determine the suitability of the site for the requirements of the upcoming project;
- ix. Co-ordinate and consult with other members of their projects teams, including Environmental Scientists, Architects and Landscape Architects;
- x. Design of structures and Carryout structural integrity tests on existing structures;
- xi. Preparation and filing of accurate reports of ongoing projects.
- xii. Prepare structural drawings;
- xiii. Performing structural design and analysis calculations using governing codes and standards,
- xiv. Engineering formulas, skills, and experience

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Be in possession of a Bachelor's Degree in Civil/Structural Engineering from a University recognized in Kenya;
- iii. Have a Certificate of relevant Computer Application Skills from a recognized institution;
- iv. Be registered as a graduate member of the Engineers Board of Kenya;
- v. Have demonstrated professional competence and administrative ability in the line of duty;
- vi. Must have practiced in Structural Design and supervision for a minimum 3 years;

- vii. Have met the requirements of Chapter Six of the Constitution of Kenya; and Public Officer Ethics Act 2003.

31. MECHANICAL AND ELECTRONICS ENGINEER II JG CPSB 09 –ONE (1) POST REF/MCPSB/282/2020

Terms: Permanent/Contract

The Officer is to work under the supervision and guidance of County Director of public works.

Duties and responsibilities

- i. preparation of drawings and designs for manufacture and fabrication of tools, equipment and machine/plant/vehicle components;
- ii. Repair and preparation of maintenance schedules for vehicles and plant machinery
- iii. Any other duty as will be assigned.

Requirements for Appointment

For appointment to this grade, a candidate must:

- i. Be in possession of a Bachelor’s Degree in Mechatronics ,Mechanical Engineering or equivalent and relevant qualification from a recognized institution; and
- ii. Have a Certificate of relevant Computer Application Skills from a recognized institution;
- iii. Have demonstrated professional competence and administrative ability in the line of duty;
- iv. Must have practiced in the area of specialization for at least 3 years;

32. SENIOR INSPECTOR-BUILDING II JG CPSB 11–ONE (1) POST REF/MCPSB/283/2020

The senior Inspector (Building) will be in charge of building works sites.

Duties and responsibilities:

- i. Inspect Building maintenance and construction works
- ii. Interpretation of architectural and Engineering drawings, comparing their details with the work on site;
- iii. Checking minor repairs and alteration of existing buildings;
- iv. Identifies defects, and makes reports for improvement.
- v. Schedule regular inspections and updates results of inspections performed with recommendations.
- vi. Writing of inspection reports
- vii. Monitor construction sites daily and compiling of Site weekly reports and monitoring work progress.
- viii. Supervision of artisans carrying out maintenance. Control usage of materials on site.

Requirements for Appointment.

For appointment to this grade, a candidate must have

- i. Diploma in building, building construction, or construction technician certificate part II or equivalent from an institution recognized in Kenya

- ii. Have at least 2 years' experience in public or private sectors
- iii. Proficiency in relevant computer application

33. SENIOR INSPECTOR-ROADS JG CPSB 11–THREE (3) POST REF/MCPSB/284/2020

The job holder shall be responsible for supervision and inspection of road works.

Duties and responsibilities:

- i. Supervising all roads construction and maintenance works;
- ii. Preparing and maintaining site records and other road works records.
- iii. Preparing road work programmes in liaison with the supervisor;
- iv. Selecting and locating suitable materials for road works;
- v. Assisting in collecting data on road inventory;
- vi. Ensuring that all site records are prepared on time and submitted as required;
- vii. Advising on priorities for maintenance programmes

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i. Diploma in Civil engineering or its equivalent qualification from a recognized institution;
- ii. Proficiency in computer applications; and
- iii. Have at least 2 years' experience in public or private sectors

34. FINANCE OFFICER II JG CPSB 09–SIX (6) POST REF/MCPSB/285/2020

Terms: Permanent/Contract

Duties and responsibilities

- i. Prepare monthly, quarterly and annual financial reports
- ii. Manage all accounting transactions
- iii. Link budget to planning and financial estimates
- iv. Publish financial statements in time
- v. Reconcile accounts payable and receivable
- vi. Compute taxes and prepare tax return
- vii. Interpret and prepare budgets and link them to financial reports
- viii. Manage the preparation of balance sheets, income statements and expense reports
- ix. Ensure data integrity in all financial reporting

Requirements for Appointment

Degree in Bcom, Finance, Economics or CPA (K). Working experience of 1 year and above in a busy organization or institution shall be an added advantage.

35. ICT OFFICER I (FINANCIAL MANAGEMENT SYSTEMS) JG CPSB 09 ONE (1) POST REF/MCPSB/286/2020

Terms: Permanent

- i. Installing and configuring computer hardware, software, systems, networks, printers and scanners
- ii. Monitoring and maintaining IFMIS and Internet Banking Systems
- iii. Monitoring and maintaining computer systems and networks
- iv. Responding in a timely manner to service issues and requests
- v. Providing technical support across the county (this may be in person or over the phone)
- vi. Repairing and replacing equipment as necessary
- vii. Testing new technology
- viii. Training junior staff members on IT.

Requirements for Appointment:

Degree in computer science, IT or ICT. Those with 3years or more work experience on IT matters especially on IFMIS and internet banking systems shall have an added advantage.

MIGORI COUNTY GOVERNMENT



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

VACANCY ANNOUNCEMENTS

Migori County Public Service Board and University of Maryland PACT TIMIZA program have a plan to recruit competent and qualified persons to fill the following vacant positions:-

36. CLINICAL OFFICERS TWO (2) POSITIONS - MCPSB 287/2020-CONTRACT

Position summary

The clinical officer will work under the overall supervision of the health facility in-charge or CCC in charge (where applicable) at the Sub- County level with a dotted line to MGIC/CIHEB-Kenya Clinical Improvement Specialist. He/ She will provide comprehensive HIV and TB prevention and treatment services by ensuring program priority indicator targets are met on timely basis.

Duties and Responsibilities:

- a) Provide quality clinical services to HIV patients at the HIV clinic and any other department (TB, MCH, and inpatient) including Patient counselling, ART treatment preparation, initiation and follow up.
- b) Undertake comprehensive clinical evaluation of PLHIV for ART eligibility and ongoing care as per national guidelines including requisition for baseline and follow up laboratory tests.
- c) Support clinical management of opportunistic infections.
- d) Offer integrated prevention of mother to child transmission of HIV (PMTCT) – screening for HIV exposure in children, ART initiation and follow up during ANC and PNC and appropriate follow up of HIV infected children as per national guidelines
- e) Support integrated TB/HIV services including a) TB active case finding and ICF, TB preventive treatment for PLHIV b) Appropriate and timely initiation of TB and ART treatment and c) TB patient follow up and accurately documentation of treatment outcomes.
- f) Support integration of the following services in routine HIV care – family planning, cervical cancer screening, GBV screening and referral, PEP and PrEP services.
- g) Monitor facility ART cohort growth by ensuring program retention strategies are implemented with fidelity.
- h) Support facility rational use of ART and TB commodities through good dispensing practices, stock monitoring, reporting, placing orders and pharmacovigilance.

- i) As a technical member of facility service delivery team, participate in implementation of QI projects, preparation, review and submission of reports, multi-disciplinary team meetings, ECHO/Zoom meetings and trainings.
- j) Actively participate in other service delivery areas and joint facility activities.

Minimum Qualifications:

- i. Diploma in Clinical Medicine and Surgery from a recognized medical training institution.
- ii. Registered with the Clinical Officer’s Council and possess a valid practicing license.
- iii. Over 2 years’ relevant experience in implementing ART and TB programs.
- iv. Competencies in PMTCT, Adult and Pediatric ART, Counselling and Testing programs and integrated TB and HIV services are essential.
- v. A team player, motivator with excellent interpersonal and communication skills

37.LABORATORY TECHNOLOGIST (4 POSITIONS) - MCPSB 288/2020 -CONTRACT

Position summary

The Laboratory Technologist will work under the overall supervision of the health facility in-charge/laboratory manager at the Sub-County level with a dotted line to MGIC/CIHEB Kenya laboratory specialist. He/She will provide consistent, accurate, reliable and timely laboratory services to the clients and in consistence to program priority indicator targets.

Duties and Responsibilities

- a) Support sample collection for CD4, VL, EID, HIV-DRT, Sputum Culture, Microscopy & Gene Xpert, blood counts, stool, urine, etc.
- b) Ensure samples for referral are appropriately packaged, logged into tracking logs and complete documentation of lab requisition form.
- c) Perform routine and special laboratory investigations including TB Microscopy (FM/ZN), Gene Xpert, CD4, sCrAg, Biochemistry, Hematology etc.
- d) Maintain proper documentation of samples received, test done, referred, results received and communicate critical results to the clinicians.
- e) Keep the laboratory equipment and working area clean and ensure PPE are available and in use.
- f) Participate in monitoring program quality indicators: TAT, Rejections, expiry, stock out, unsatisfactory test results performance, complains by clients/patients etc.
- g) Ensure routine lab IQC is up to date, active participation in the inter-lab comparisons & EQA.
- h) Perform Root Cause Analysis for unsatisfactory results and appropriate Corrective Action Plan.

- i) Ensure safety procedures, access control to the laboratory are maintained.
- j) Support the lab to prepare/review the SOPs, job Aids and manuals.
- k) Work with lab in charge to ensure Phlebotomy & Lab commodities/reagents are available with no test interruption.
- l) Ensure weekly, monthly commodity consumption reports are submitted on time on respective platforms (HCMP and DHIS).
- m) Ensure timely submission of the monthly Lab CQI summary Report to the Lab specialist.
- n) Submit monthly progress reports using specified template.

Minimum Qualifications:

- i. Diploma in Medical Laboratory Science.
- ii. Registered with the KMLTTB with valid current practice license.
- iii. Over 2 years' experience in Clinical laboratory field, implementing ART and TB/HIV programs in the lab context.
- iv. Proficiency in Microsoft Office Suite. Those with experience in using data analysis software packages such as SPSS, Epi Info will have an added advantage.
- v. Excellent inter-personal, people management and team building skills.

38. HEALTH RECORDS AND INFORMATION OFFICERS {HRIO} - 9 POSITIONS- MCPSB 289/2020- CONTRACT

Position summary

The HRIO will work under the overall supervision of the health facility in-charge/CCC inCharge at the Sub-County level with a dotted line to MGIC/CIHEB Kenya Strategic Information Officer. He/ She will provide day-to-day data management functions of the HIV program for the assigned facility as informed by program priority indicator areas/targets.

Duties and responsibilities

- a) Ensure complete documentation of patient files and registers including filling page summaries in all facility registers and auditing for completeness of the registers.
- b) Ensure optimal use of facility EMR capturing information from registers and forms to the existing modules.
- c) Manage the safety of patient information in both paper and electronic formats.
- d) Facilitate management of patient filing system at the facility. This includes day-to-day retrieval of patient charts, archival and safe storage of files and registers.
- e) Conduct routine data quality audit of facility records, patient beneficiary records, EMR and registers.
- f) Compile and ensure timely submission of facility monthly MOH reports as well as program reports.

- g) Support management of facility's clinic appointment system by providing list of expected attendance and identifying clients who default.
- h) Monitor and ensure update of facility reports in **KHIS, 3PM and National Data Ware House** as well as other databases as may be required by the program and MOH
- i) Conduct timely facility level data analysis and implement DDIU strategies for purpose of facility data use.
- j) Disseminate reports on a monthly, quarterly and on need basis to the facility multidisciplinary team.
- k) Facilitate monthly update of facility walls charts as part of facility indicator progress review.
- l) Support timely tracking of facility progress against allocated targets.
- m) Enforce adherence to data management and data security SOP by all data handlers in the facility.

Minimum Qualifications:

- i. Diploma in Health Records and Information management.
- ii. At least two (2) years' experience in health records and information management in programs implementing ART and TB services.
- iii. Proficiency in Microsoft Office Suite and data analysis software packages such as SPSS & Epi-Info.
- iv. AMRO Certification
- v. Excellent inter-personal, people management and team building and facilitation skills.

39.HTS COUNSELORS- FOURTEEN (14) POSITIONS – MCPSB 290/2020-CONTRACT

Position summary

The HTS Counselor will work under the overall supervision of the health facility incharge/CCC in-Charge at the Sub-County level with a dotted line to MGIC/CIHEB Kenya Longitudinal Improvement Specialist. He/She will provide HIV Counselling and testing services in line with the National HTS guidelines to achieve maximum identification and linkage outcomes as informed by program priority indicator areas/targets.

Duties and Responsibilities

- i. Ensure HTS screening for all OPD/IPD clients in the facility.
- ii. Provide HTS to eligible clients in all service delivery points in the facilities.
- iii. Provide confidential HIV counseling and testing to persons at risk of HIV infection as per Kenya HTS National Guidelines.
- iv. Prepare HIV patients for treatment and initiation into ART.
- v. Link all newly identified HIV positive patients to care and treatment services.
- vi. Provide group counseling to priority populations e.g. Couples, Discordant couples, Youth and Adolescents.

- vii. Provide HTS to family members of all index clients and provide PNS to all eligible clients.
- viii. Write and submit timely, accurate and precise daily, weekly, monthly and quarterly reports to the supervisors.

Minimum Qualifications

- i. Diploma in any health related course.
- ii. At least two (2) years’ experience as an HTS Counselor.
- iii. NASCOP trained and approved HTS Counselor.
- iv. Must have done PT either round 20,21 or 22 with results
- v. Training and competency in sign language, couple counselling and PNS is added advantage.

40.ADHERENCE COUNSELORS FOUR (4) POSITIONS- MCPSB 291/2020-CONTRACT

Position summary

The Adherence Counselor will work under the overall supervision of the health facility incharge/CCC in-Charge at the Sub-County level with a dotted line to MGIC/CIHEB Kenya Longitudinal Improvement Specialist. He/She will provide psychosocial counselling in line with the National ART guidelines to achieve maximum adherence outcomes as informed by program priority indicator areas/targets

Duties and Responsibilities

- i. Provide ART treatment preparation and support to clients in HIV care.
- ii. Provide confidential adherence counseling and support to persons living positively as per Kenya ART National Guidelines.
- iii. Support linkage and follow up of clients who turn HIV Positive until initiation of ART.
- iv. Implement appointment management systems and case management supporting PLHIV.
 - v. Implement a case management system that supports priority clients.
- vi. Provide Group counseling e.g. Couples, Discordant couples, Youth and Adolescents.
- vii. Support the facilities undertake PNS on all priority groups clients in the CCC above 15 years.
- viii. Support clients identify ART barriers and facilitate them develop adherence plans.
- ix. Support linkage of all patients to psychosocial support groups
- x. Write and submit timely, accurate and precise daily, weekly, monthly and quarterly reports to the supervisors.

Minimum Qualifications:

- i. Diploma in counselling /Psychology /Health related field
- ii. At least two (2) Yrs. experience as an Adherence Counsellor
- iii. Training in HTS, Adult/Pediatric ART and NASCOP M&E tools will be an added advantage
- iv. Good report writing skills
- v. Proficiency in Microsoft Office Suite

HOW TO APPLY

1. All applications should be submitted in a sealed A4 envelope clearly marked on the top left side indicating the reference number for position applied for and addressed to:

**The Secretary/CEO
Migori County Public Service Board
P.O Box 365- 40400, Suna**
2. Hand delivered applications should be dropped at the offices of the Migori County Public Service Board located at Nyamome along Namba – Masara road adjacent to Nyamome SDA church.
3. All applications should reach the Secretary/CEO Migori County Public Service Board on or before **Thursday 21st January, 2021 at 5:00pm.**
4. Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates and testimonials.
5. For candidates to meet the requirements of chapter six of the Constitution of Kenya 2010, applicants must obtain the following clearance:
 - Tax compliance certificate from KRA
 - Clearance certificate from HELB
 - Clearance certificate from Ethics and Anticorruption Commission (EACC)
 - Certificate of good conduct from Criminal Investigation Department

NB

- Women, People Living With Disabilities and Marginalized Groups are encouraged to apply,
- Only shortlisted and successful candidate will be contacted;
- Canvassing in any form will lead to automatic disqualification.

Migori County Public Service Board is ***AN EQUAL OPPORTUNITY EMPLOYER.***