

**REPUBLIC OF KENYA
MIGORI COUNTY GOVERNMENT**



OFFICE OF THE COUNTY PUBLIC SERVICE BOARD

VACANCY

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).

DEPARTMENT OF HEALTH SERVICES

1. PUBLIC HEALTH OFFICER, GROUP CPSB 09, ONE (1) POST. REF/MCPSB/292/2021

Terms: Permanent/Contract.

Duties and Responsibilities.

Provision of Environmental Health Extension services in the area of deployment where specific duties will include;

- i. Identifying Environmental Health issues at Community level.
- ii. Compiling and maintaining up to date records of services rendered.
- iii. Assessing Health needs of the community.
- iv. Implementing sanitation and Hygiene standards in the community.
- v. Sensitizing communities on food and water safety measures and compiling data on disease trends.

Requirements for Appointment

- i. Bachelor's Degree in Environmental Health or Public Health from a recognized institution.
- ii. Certificate of competence from the Association of Public Health Officers.
- iii. Certificate in Computer Application Skills from a recognized institution.

2. REGISTERED NURSE III JG CPSB 11 (9) POSTS REF/MCPSB/293/2021

Terms: Permanent/Contract

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:

- i. Assessing, planning, implementing nursing interventions and evaluating patient's outcomes.

- ii. Providing appropriate health care services including integrated management of childhood illness (IMCI).
- iii. Immunization, PMTCT, ante-natal care delivery.
- iv. Providing health education and counselling to patients/clients and community on identified health needs.
- v. Referring patients and clients appropriately.
- vi. Facilitating patients' admission and initiating discharge plans.
- vii. Maintaining records on patients/client's health condition and care.
- viii. Ensuring a tidy and safe clinical environment and collecting and compiling data.

Requirements for Appointment.

- i. 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;
- ii. Registration Certificate issued by the Nursing Council of Kenya.
- iii. Valid practicing License from the Nursing Council of Kenya, and
- iv. Certificate in Computer applications skills from a recognized Institution.

3. ENROLLED NURSE III JG CPSB 12 (3 POSTS) REF/MCPSB/294/2021

Terms: Permanent/Contract

DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail:

- i. Assessing patients and clients and establishing health care needs.
- ii. Planning and implementing nursing care interventions based on patient's /client's health needs.
- iii. Providing health education and counselling on identified health and socio-economic needs to patients/clients;
- iv. Referring patients and clients appropriately;
- v. Facilitating patients' admission and discharge in health facility;
- vi. Making appropriate discharge plan for patients;
- vii. Ensuring a tidy and safe clinical environment;
- viii. Ensuring safe custody of in patients belongings;
- ix. Maintaining records on patients/clients personal and health condition/care;
- x. Conducting assessment of school health needs;
- xi. Planning, implementing interventions and preparing periodic reports.
- xii. Conducting occupational health needs assessment.
- xiii. Providing appropriate healthcare services including immunization and reproductive health.
- xiv. Guiding and orienting staff and students and carrying out health outreach activities.

Requirements for Appointment.

- i. Served in the grade of Enrolled Nurse I for a minimum period of three years.
- ii. Certificate in any of the following disciplines
 - a. Kenya Enrolled Nurse
 - b. Kenya Enrolled Community Health Nurse
 - c. Kenya Enrolled Midwife
 - d. Kenya Enrolled Psychiatric Nurse or
 - e. Enrolled Nurse/Midwife from a recognized training institution;
- iii. Enrolled Certificate issued by the Nursing Council of Kenya.
- iv. Valid Practicing License from the Nursing Council of Kenya.
- v. Certificate in Computer application skills from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results

**4. MEDICAL LABORATORY TECHNOLOGIST III JG CPSB 11 (1) POST
REF/MCPSB/295/2021**

Terms: Permanent/Contract

DUTIES AND RESPONSIBILITIES

This is the entry to this grade for Diploma holders. An officer at this level will work under the supervision and guidance of a senior and experienced officer. Duties and responsibilities at this level will entail.

- i. Decontaminating work benches.
- ii. Receiving and scrutinizing laboratory requisition forms and specimens.
- iii. Preparing clients for collection of specimens.
- iv. Receiving, collecting, labelling and registering of specimens.
- v. Disaggregating specimens from processing and analysis.
- vi. Preparing reagents, preparing specimens, writing and recording of results, dispatching of results for use in clinical management.
- vii. Preparing stains, performing blood grouping, issuing blood products to peripheral health facilities and storing blood products according to their requirements.

Requirements for Appointment.

- i. Diploma in Medical Laboratory Science or any other equivalent qualification from an institution recognized by the Kenya Medical Laboratory Technicians and Technologists Board.
- ii. Registration Certificate issued by the Kenya Medical Laboratory Technicians and Technologists Board (KMLTTB).
- iii. Valid practicing License from Kenya Medical Laboratory Technicians and
- iv. Certificate in computer application skills from a recognized institution.

DEPARTMENT OF EDUCATION

1. EARLY CHILDHOOD DEVELOPMENT TEACHER III JG CPSB 12 (14 POSTS) /MCPSB/296/2021

SUB COUNTY	WARD	ECDE CENTER	NUMBER REQUIRED
Awendo	West Sakwa	Kachangwe	1
Uriri	South Kanyamkago	Edema	1
	North Kanyamkago	Ondome	2
Rongo	East Kamagambo	Nyangao	1
	South Kamagambo	Nyaoke	1
	North Kamagambo	Miyare	1
Nyatike	Got Kachola	Ogongo	1
	Got Kachola	Nyakiringoto	1
Kuria East	Nyabasi East	Girigiri	1
Kuria West	Masaba	Bohorera	1
	Bukira East	Taranganya	1
	Komosoko	Nyamwinini	1
Suna East	Kakrao	Remo	1
	TOTAL		14

Terms: Contract

DUTIES AND RESPONSIBILITIES

- i. Teaching basic literacy and numerical skills;
- ii. preparing schemes of work;
- iii. maintaining pupil progress report;
- iv. providing spiritual guidance;
- v. providing children with life skills;
- vi. maintaining discipline and instilling appropriate moral values to the pupils; and
- vii. participation in curricular and co-curricular activities.

Requirements for Appointment.

- i. Certificate in any of the following fields: -Child psychology, Guidance and Counselling, Social Work, Community Development, Early Childhood Education, or

- ii. Any other relevant qualifications lasting not less than one (1) year from a recognized institution; and
- iii. Certificate in computer applications skills from a recognized institution

**2. EARLY CHILDHOOD DEVELOPMENT TEACHER II JG CPSB 11 (3 POSTS)
REF/MCPSB/297/2021**

SUB COUNTY	WARD	ECDE CENTER	NUMBER REQUIRED
Uriri	South Kanyamkago	Mukuyu	1
Suna East	Suna Central	Remo	1
Rongo	Central Kamagambo	ST. Dalmas	1
	TOTAL		3

Terms: Contract

DUTIES AND RESPONSIBILITIES

- i. Teaching basic literacy and numeral skills,
- ii. preparing schemes of work,
- iii. maintaining pupil progress reports,
- iv. providing spiritual guidance,
- v. maintaining discipline and instilling appropriate moral values to the pupils,
- vi. participation in curricular and co-curricular activities; and
- vii. Providing children with life skills.

Requirements for Appointment

- i. Served in the grade of early childhood development teacher III minimum period of three (3) years.
- ii. Diploma in any of the following fields: -child psychology, guidance and counselling, social work, community development and social studies, youth development, early childhood education or any other relevant qualifications lasting not less than one (1) year from a recognized institution.
- iii. Certificate in computer applications skills from a recognized institution; and
- iv. Shown merit and ability as reflected in work performance and results

**3. YOUTH POLYTECHNIC INSTRUCTOR III JG CPSB 11 (12 POSTS)
REF/MCPSB/298/2021**

S/NO	TRADE AREA	NO REQUIRED
01	Electricals and Electronics Engineering	2
02	Automotive Engineering	2
03	Hair Dressing and Beauty Therapy	2

04	Food and Beverage	2
05	Textile Technology	2
06	Carpentry and Joinery	2
	TOTAL	12

Terms: Permanent/Contract

Duties and responsibilities: -

An Instructor at this level will work under the guidance of a senior Youth Polytechnic Instructor. Duties and responsibilities will involve

- a. Theoretical and practical instruction in the area of specialization;
- b. Preparing and maintaining schemes of work, lesson plans, lesson notes, training records, teaching and learning materials;
- c. Carrying out trainee assessment;
- d. Ensuring proper care and maintenance of tools and equipment;
- e. Conducting co-curricular activities;
- f. Maintaining trainees' discipline; and
- g. Guidance and counselling.

Requirements for Appointment

- a. Diploma in any of the following fields; Electronics Engineering, Electrical Engineering, Automotive Engineering, Hair Dressing and Beauty Therapy, Textile Technology, Food and Beverage Technology, Carpentry and Joinery or its equivalent qualification from a recognized institution.
- b. Certificate in Computer application skills from a recognized institution.

**4. OFFICE ADMINISTRATIVE ASSISTANT III JG CPSB 12 (1 POST)
REF/MCPSB/299/2021**

Terms: Permanent/Contract

RESPONSIBILITIES:

- i. Taking oral dictation
- ii. Processing word and data from manuscripts;
- iii. Operating office equipment;
- iv. Ensuring security of the office equipment, documents and records;
- v. Attending to visitors/clients;
- vi. Handling telephone calls and appointments; and
- vii. Undertaking any other office administrative services duties that may be assigned.

Requirements for Appointment:

For appointment to this grade a candidate must have:

- a. 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.
- b. Business Education Single and Group Certificates (BES &GC) from the Kenya National Examination Council in the following subjects
 - i. Typewriting II (Minimum 40 w.p.m.)/ Computerized Document processing II
 - ii. Business English I/Communications I;
 - iii. Office Practice
 - iv. Commerce I;

OR

- c. Certificate in computer applications skills from a recognized institution and
- d. Craft Certificate in Secretarial Studies from Kenya National Examinations Council.

DEPARTMENT OF AGRICULTURE

1. ASSISTANT AGRICULTURAL OFFICER III JG CPSB 11 (18 POSTS) REF/MCPSB/300/2021

Terms: Permanent/Contract

Duties and Responsibilities

(a) Job Summary

This will be the entry and training grade for Assistant Agricultural Officers' cadre. An officer at this level will be deployed in a Division or in an Agricultural Training Center. Duties and responsibilities will involve training and advising farmers on matters related to Crop Production, Land Development, planning and management of demonstration plots.

Duties and responsibilities

- i. Provide extension to farmers on the development of general agriculture in the sub counties
- ii. Supervise and coordinate the implementation of all agricultural projects in the wards\
- iii. Compile and forward reports to specific offices.

Requirements for Appointment: -

For appointment to this grade, a candidate must have: -

ACADEMIC QUALIFICATION: Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent; and

PROFESSIONAL QUALIFICATION:

A Diploma in any of the following fields: Agriculture, Food Technology, Agriculture & Home Economics, Agricultural Education, Horticulture, or any other relevant and equivalent qualification from a recognized institution

2. AGRICULTURAL OFFICER I JG CPSB 09 (3 POSTS) REF/MCPSB/301/2021

Terms: Permanent/Contract

Duties and Responsibilities:

(a) Job Summary

An officer at this level will be deployed in the division to coordinate activities in one of the following areas; Crop Production, Land Development, agricultural extension and Project Management. Further, duties and responsibilities will entail management of information desks within the division.

Requirements for Appointment:

PROFESSIONAL QUALIFICATION:

For appointment to this grade, a candidate must have

- a. Bachelor of Science degree in any of the following fields: - Food Science, Home Economics, Agriculture, Horticulture, Agriculture Economics, Natural Resource Management, Agribusiness, Agriculture Extension.

- b. Agricultural Education or any other relevant and equivalent qualification from a recognized institution.

DEPARTMENT OF TRADE, TOURISM AND COOPERATIVE DEVELOPMENT

1. COOPERATIVE OFFICER II JG CPSB 10 (2 POSTS) REF/MCPSB/302/2021

Term: Permanent/Contract

Duties and Responsibilities

- a. Supervision of Cooperative programmes or performing specialized or administrative
- b. functions at the headquarters.
- c. Project appraisal
- c. Credit administration
- d. Development and implementation of accounting systems
- e. Enforcement of Co-operative Societies Act, the rules therein and the societies By-laws
- f. Advising societies on proper conduct of meetings;
- g. Implementation of policies and co-ordination of all co-operative development activities

Requirements for Appointment:

- a. Bachelor's degree in any of the following subjects; commerce, Economics (Lower Second Class), Business Administration, Co-operative Economics, Statistics, Sociology or (LLB) from a recognized University

DEPARTMENT OF LANDS AND PHYSICAL PLANNING

1. PHYSICAL PLANNER JG CPSB 09 (2 POSTS) REF/MCPSB/303/2021

Terms: Permanent/Contract

Duties and responsibilities

- Preparing and monitoring the implementation of county physical development plans.
- Preparing action plans for specific projects such as residential housing schemes, shopping centers, industrial estates and recreational facilities.
- Providing advice to County government and private agencies on development proposals and plans.
- Implementing and providing feedback on physical planning guidelines and standards.
- Undertaking thematic regional studies on matters relating to physical planning.
- Managing physical planning data.
- Setting agenda and physical planning liaison committee meetings.
- Keeping record of deliberations and communicating decisions of the physical planning liaison committees.
- Providing advice on development control, carrying out public education on physical planning matters.
- Preparing annual state of physical planning reports on county and local physical development plans.

Requirements for appointment

For appointment to this grade a candidate must possess a Bachelor`s Degree in either Urban & Regional Planning or Urban Planning or Town Planning or equivalent qualification from a recognized institution in Kenya.

A Diploma in GIS will be an added advantage.

2. GEOSPATIAL DATA MANAGEMENT OFFICER III JG CPSB 09 (1 POST)

REF/MCPSB/304/2021

Terms: Permanent/Contract

Duties and Responsibilities

- Designing and developing in house application programs and user interfaces
- Formulating data analysis procedures
- Defining data verification and quality control procedures
- Managing and maintaining geo database
- Updating and maintaining hardware and software

Requirements for appointment to this:

Bachelor's degree in geospatial information science and remote sensing or any other relevant qualifications from a recognized institution in Kenya.

Skills in cartography, photogrammetric, geospatial data analysis, remote sensing image analysis

3. CARTOGRAPHY ASSISTANT III JG CPSB 11 (2 POSTS) REF/MCPSB/305/2021

Terms: Permanent/Contract

Duties and responsibilities

- Designing and preparing maps, plans, charts, models and globes that represent the Earth's surface.
- Collecting data from a range of sources such as satellite imagery.
- Manipulating and using graphics in the production of new maps.
- Using modern mapping and GIS software and applications in the management of Geospatial datasets.
- Being able to carry out mapping projects with minimum supervision.

Requirements for appointment

For this appointment the candidate must possess a Diploma or Higher Diploma in any of the following disciplines; Cartography and Remote Sensing, Geoinformatics, Technology in Geo-information or equivalent qualification from a recognized Institution.

4. LAND VALUER JG CPSB 09 (1 POST) REF/MCPSB/306/2021

Terms: Permanent/Contract

Responsibilities

- Valuation of all County Government assets;
- Advising the county government in the market values of property to be purchased.
- Management of all County Government properties; and
- Preparation and updating county valuation roll.

Qualifications

For appointment to this position, a candidate must:

- Have a Bachelor's degree in Land Economics from a recognized university;
- Have experience of at least two (2) years as a Land Valuer;
- Be a member of Institution of Surveyors of Kenya;
- Have a certificate in Computer Applications; and
- Have shown merit and ability as reflected in work performance and results.

HOW TO APPLY:

1. Applicants are advised to use PSC 2 application form and attach the necessary documents. 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 **Monday 29th March, 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.