



**LAMU COUNTY GOVERNMENT**  
**County Public Service Board**



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P.O. Box 536-80500  
Lamu, Kenya

**JOB VACANCIES**

The Lamu County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per section 59 of the County Governments Act.

S/No	Position Title	Job Group	Term Of Services	Posts
1.	Medical Specialist II- Obstetrician/ Gynecologist	P	Three (3) years contract	2
2.	Medical Officer	M	Three (3) years contract	9
3.	Dental Officer	M	Three (3) years contract	1
4.	Senior Registered Clinical Officer (Anesthetist)	L	Three (3) years contract	1
5..	Radiographer III	H	Three (3) years contract	2
6.	Senior Nursing Officer- Critical Care	L	Three (3) years contract	2
7..	Assistant Director- Human Resource Management	P	Three (3) years contract	1

**How to Apply**

Qualified and interested candidates should download and dully fill job application form provided on our website [www.lamu.go.ke](http://www.lamu.go.ke) / [www.lamu-cpsb.org](http://www.lamu-cpsb.org). together with required documents and send to:

**The Secretary**  
**Lamu County Public Service Board**  
**P.O.Box 536-80500**  
**Lamu.**

Applicants must attach photocopies of the following documents:

- National Identity Card;
- Academic: Professional Certificates and Testimonials;
- Copies of clearance certificates from:
  - Higher Education Loans Board (HELB);

- Kenya Revenue Authority (KRA);
  - Criminal Investigation Department (CID);
  - Ethics and Anti – Corruption Commission (E ACC); and
  - Credit Reference Bureau (CRB) and respective professional bodies.
- Any other relevant supporting documents.

### **Important information**

- The applications should reach the County Public Service Board on or before **19<sup>th</sup> July, 2021**.
- Only shortlisted candidates will be contacted
- Canvassing in any form will lead to automatic disqualification.
- Youth, Women and persons with special needs are encouraged to apply.

### **MEDICAL SPECIALIST II - OBSTETRICIAN/ GYNAECOLOGIST, J/G 'P'**

**LCPSB/ADV/2021/05/01 (2 POSTS)**

**Terms of Service: Three (3) Years Contract**

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, an officer must:

- i. Be a Kenyan Citizen;
- ii. Served as an Assistant Senior Medical Officer for a minimum period of three (3) years;
- iii. Have a Bachelor of Medicine and Bachelor of Surgery (M.B; Ch.B.) degree from an institution recognized by Medical Practitioners and Dentist Board;
- iv. Master degree in Gynaecology & Obstetrics from an institution recognized by Medical Practitioners and Dentist Board;
- v. Have Certificate of Registration by the Medical Practitioners and Dentist Board;
- vi. Have Valid practicing license from Medical Practitioners and Dentist Board;
- vii. Have Certificate in Computer Application Skills from a recognized institution; and
- viii. Shown merit and ability as reflected in work performance and results.

### **DUTIES AND RESPONSIBILITIES**

Duties and responsibilities at this level will include:

- i. Reviewing patients and instructing in writing all the recommendations;
- ii. Undertaking “First- on- call “duties including clerking investigating, and managing patients;
- iii. Conducting weekly clinic and theatre days;
- iv. Managing health facilities at various tiers in communities;

- v. Responding to intern calls; training, supervising and mentoring Medical Officers (interns) and other students; performing emergency surgeries; under taking medico-legal duties including filling of P.3 Forms, court attendance and performing post mortems;
- vi. Undertaking medical examinations and preparing Medical Board Proceedings;
- vii. Carrying out community diagnosis, care and treatment;
- viii. Ensuring data and information is collected, transmitted and utilized to benefit the customer and services provider;
- ix. Carrying out health education and promotion; and
- x. Preparing medical reports.

**MEDICAL OFFICER - J/G 'M'**

**LCPSB/ADV/2021/05/02 (9 POSTS)**

**Terms of Service: Three (3) Years Contract**

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, an officer must:

- i. Be a Kenyan Citizen;
- ii. Have a Bachelor of Medicine and Bachelor of Surgery (M.B.Ch.B) degree from an institution recognized by Medical Practitioners and Dentist Board;
- iii. Successfully completed one (1) year Internship from a recognized institution;
- iv. Have Certificate of Registration by the Medical Practitioners and Dentist Board;
- v. Have Valid practicing license from Medical Practitioners and Dentist Board; and
- vi. Have Certificate in Computer Application Skills from a recognized institution;

**DUTIES AND RESPONSIBILITIES**

Duties and responsibilities at this level will include:

- i. Diagnosing, Caring and treating diseases;
- ii. Performing medical and surgical procedures;
- iii. Preparing and responding to emergencies and disasters;
- iv. Participating in management of medicines, medical instruments and equipment;
- v. Providing health education, maintaining medical records, health information and data;
- vi. Counselling patients and their relatives on diagnosis and bereavement;
- vii. Teaching and coaching medical students, nursing students and clinical officers' interns; and
- viii. Preparing requisite documents for registration.

**DENTAL OFFICER - J/G 'M'**  
**LCPSB/ADV/2021/05/03 (1 POST)**  
**Terms of Service: Three (3) Years Contract**

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, an officer must:

- i. Be a Kenyan Citizen;
- ii. Have a Bachelor of Dental Surgery (DS) degree or any other equivalent qualification from an institution recognized by Medical Practitioners and Dentist Board;
- iii. Successfully completed one year Internship from recognized institution;
- iv. Have Certificate of Registration by the Medical Practitioners and Dentist Board;
- v. Have Valid practicing license from Medical Practitioners and Dentist Board; and
- vi. Have Certificate in Computer Application Skills from a recognized institution;

**DUTIES AND RESPONSIBILITIES**

Duties and responsibilities at this level will include:

- i. Providing dental care including; diagnosis common oral conditions, treating, prescribing and referring;
- ii. Carrying out minor oral and maxillofacial surgery;
- iii. Prosthetics and conservative dentistry;
- iv. Facilitating admission, diseases investigations of patients, report writing and assisting in theatre activities;
- v. Collecting information on dental health information system;
- vi. Organizing discharge summaries and follow up of patients; and
- vii. Acting as the first call on duty.

**SENIOR REGISTERED CLINICAL OFFICER-ANESTHETIST, J/G 'L'**  
**LCPSB/ADV/2021/05/04 (1 POST)**  
**Terms of Service: Three (3) Years Contract.**

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, an officer must:

- i. Be a Kenyan Citizen;
- ii. Have served in the grade of Registered Clinical Officer I for a minimum period of the three (3) years;

- iii. Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution;
- iv. Have Higher Diploma in Anaesthesia and Community Health from a recognized institution.
- v. Have Certificate of Registration from the Clinical Officer's Council;
- vi. Certificate in Computer Application Skills from a recognized institution; and

## **DUTIES AND RESPONSIBILITIES**

Duties and responsibilities at this level will include:

- i. Implementing Community Health Care activities in liaison with other health workers;
- ii. History taking, examining, diagnosing, treating and managing diseases and conditions in an outpatient or inpatient health facility;
- iii. Providing clinical outreach and school health services;
- iv. Coaching and mentoring students on attachments;
- v. Carrying out surgical procedures as per training and skill;
- vi. Guiding and counseling patients; clients and staff on health issues;
- vii. Assessing, preparing and presenting medico-legal reports;
- viii. Organizing health management teams and convening health management committee meetings;
- ix. Conducting ward rounds, reviewing and making appropriate referrals;
- x. Offering specialized clinical services; and
- xi. Collecting and compiling clinical data.

### **RADIOGRAPHER III- J/G 'H'**

**LCPSB/ADV/2021/05/05 (2 POSTS)**

**Terms of Service: Three (3) Years Contract.**

## **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, an officer must:

- i. Be a Kenyan Citizen;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade C (plain) with grade C (plain) in English/Kiswahili, Biology/Biological Sciences or Physics/Physical Sciences and C- in Mathematics; and
- iii. 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 qualification from a recognized institution

## **DUTIES AND RESPONSIBILITIES**

Duties and responsibilities at this level will include:

- i. Providing radiographic services to the patients;
- ii. Processing, verifying and maintaining information relating to patients;
- iii. Ordering and maintaining records of radiographic and photographic supplies.

**SENIOR NURSING OFFICER-CRITICAL CARE J/G 'L'**

**LCPSB/ADV/2021/05/06 (2 POSTS)**

**Terms of Service: Three (3) Years Contract.**

## **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Served in the grade of Nursing Officer for a minimum period of three (3) years;
- iii. Have a Diploma in either Nursing or Midwifery from a recognized institution;
- iv. Have Higher Diploma in Critical Care Nurse
- v. Have Valid practicing license from Nursing Council of Kenya;
- vi. Have Registration Certificate issued by the Nursing council of Kenya;
- vii. Have Certificate in computer application skills from a recognized institution; and
- viii. Shown merit and ability as reflected in work performance and results.

## **DUTIES AND RESPONSIBILITIES**

Duties and responsibilities at this level will include:

- i. Reporting to the respective unit Nurse Manager, the Clinical Nurse is responsible to promote and maintain high standards of professional nursing care to meet the needs of patients and their families.
- ii. He/she will participate actively in decision making related to patient care, and will ensure patients' safety, dignity and respect are maintained at all times.
- iii. Identify patients who are at risk and prioritize nursing care for assigned critically ill patients based on assessment data and identified needs;
- iv. Assist in carrying out procedures such as bronchoscopy, endoscopy, endotracheal intubation and elective cardioversion; and
- v. Advocate for patients' and family's needs, or provide emotional support for patients and their families.

**ASSISTANT DIRECTOR – HUMAN RESOURCE MANAGEMENT J/G 'P'**

**LCPSB/ADV/2021/05/07 (1 POST)**

**Terms of Service: Three (3) Years Contract**

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, an officer must:

- i. Be a Kenyan Citizen;
- ii. Have Served in the grade of Chief Human Resource Management Officer I or a comparable position in the public or private organization for at least three (3) years;
- iii. Bachelor's Degree in Human Resource Management/Industrial Relations/Business Administration/Government or any other equivalent qualification from a recognized Institution.
- iv. Postgraduate Diploma in Human Resource Management qualification from a recognized Institution;
- v. Must be a corporate member of Institute of Human Resource Management (IHRM);
- vi. A Master degree in Human Resource/ Human Resource Management/Industrial Relations/Public/Business Administration/Government or any other relevant qualification from a recognized institution will be an added advantage;
- vii. Certificate in computer applications; and
- viii. Shown merit and ability as reflected in work performance and results.

**DUTIES AND RESPONSIBILITIES**

Duties and responsibilities at this level will include:

- i. The officer will be responsible to the Director of Human Resource Management for Planning, Organizing, Administration and control of activities in the Department of Medical Services;
- ii. Initiating formulating of Human Resource Management Policies for issue to the services in liaison with a Director of Human Resource Services;
- iii. Overseeing the quality of delivery of services at the Medical Department;
- iv. Initiating preparation of a division's strategic/action plans;
- v. Ensuring that the qualifications and licenses of all staff and the healthcare at the facility are current;
- vi. In consultation with the County Director of Human Resource Management define and determine the manpower requirements of the department of medical services;
- vii. Ensure that the Medical Department employees are trained regularly;
- viii. Making proposals on Human Resource Planning and Succession Management within the Department;
- ix. Analyzing staff performance and career progression and making appropriate recommendations;

- x. Ensuring correct interpretation and implementation of Human Resource Management Policies, rules and regulations including those relating to pensions, salary administration, labour laws and other statutes relating to Human Resource Management.
- xi. Any other relevant duties that may be assigned from time to time.