



REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NAKURU
NAKURU COUNTY PUBLIC SERVICE BOARD



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VACANT POSITIONS IN NAKURU COUNTY PUBLIC SERVICE

Pursuant to the provisions of Article 235 of the Constitution of Kenya and Section 59 of the County Governments Act, Cap. 265 Laws of Kenya, Nakuru County Public Service Board invites applications from qualified Kenyan citizens to fill the following vacant positions in the **Department of Health Services - Advert No. 09/2025**

MEDICAL SPECIALIST I – ANAESTHESIOLOGY, (1 POSITION) ADVERT NO. 09/2025/01

Basic Salary Scale: Kshs. 105,570 -139,790 p.m. CPSB 04 (Job Group ‘Q’)

Allowances as per the SRC circulars attached to the position.

Terms of Employment: **Permanent and Pensionable**

Requirements for appointment to this grade, a candidate must have: -

- i. Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by Kenya Medical Practitioners and Dentist Board;
- ii. Master’s Degree of Medicine in Anaesthesia from a recognized institution by Medical Practitioners and Dentist Board;
- iii. Certificate of registration by the Medical Practitioners and Dentist Board;
- iv. Valid practicing license from Medical Practitioners and Dentist Board;
- v. Valid specialist recognition from Medical Practitioners and Dentist Board;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- vii. Certificate in Computer Application Skills from a recognized institution and

- viii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.

Duties and Responsibilities

- i. Undertaking general diagnosis, care and treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care;
- iii. Providing psycho- social interventions;
- iv. Providing clinical services to patients;
- v. Training, consulting and conducting surgeries in various health facilities;
- vi. Carrying out forensic and medical-legal services;
- vii. Coordinating health education and or promotion;
- viii. Implementing health projects and programs;
- ix. Maintaining up to date health information systems;
- x. Monitoring provision of health treatment and care;
- xi. Undertaking health research; and
- xii. Analysing Medical reports.

MEDICAL SPECIALIST I – DERMATOLOGY, (1 POSITION) ADVERT NO. 09/2025/02

Basic Salary Scale: Kshs. 105,570-139,790 p.m. CPSB 04 (Job Group ‘Q’)

Allowances as per the SRC circulars attached to the position.

Terms of Employment: **Permanent and Pensionable**

Requirements for appointment to this grade, a candidate must have: -

- i. Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by Kenya Medical Practitioners and Dentist Board;
- ii. Masters of Medicine in Dermatology from a recognized institution by Medical Practitioners and Dentist Board;
- iii. Certificate of registration by the Medical Practitioners and Dentist Board;
- iv. Valid practicing license from Medical Practitioners and Dentist Board;

- v. Valid specialist recognition from Medical Practitioners and Dentist Board;
- vi. Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution.
- vii. Certificate in Computer Application Skills from a recognized institution and
- viii. Demonstrated a high degree of professional competence and administrative capability in the management of health services in a large health institution.

Duties and Responsibilities

- i. Undertaking general diagnosis, care and treatment and rehabilitation of patients;
- ii. Carrying out specialized clinical care;
- iii. Providing psycho- social interventions;
- iv. Providing clinical services to patients;
- v. Training, consulting and conducting surgeries in various health facilities;
- vi. Carrying out forensic and medical-legal services;
- vii. Coordinating health education and or promotion;
- viii. Implementing health projects and programs;
- ix. Maintaining up to date health information systems;
- x. Monitoring provision of health treatment care;
- xi. Undertaking health research; and
- xii. Analyzing Medical reports.

MEDICAL OFFICER - (1 POSITION) ADVERT NO. 09/2025/03

Basic Salary Scale: Ksh. 52,330-68,940 p.m. CPSB 04 (Job Group 'M')

Allowances as per the SRC circulars attached to the position.

Terms of Employment: **3-Year Contract**

Requirements for appointment to this grade, a candidate must have: -

- i. Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by Medical Practitioners and Dentist Board;

- ii. Successfully completed one (1) year internship from a recognized institution;
- iii. Certificate of registration by the Medical Practitioners and Dentists Board;
- iv. Valid practising license from the Medical Practitioners and Dentists Board; and
- v. Certificate in Computer Application Skills from a recognized institution.

Duties and Responsibilities

- i. Diagnosing, caring for, 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;
- vi. Maintaining medical records, health information, and data;
- vii. Counselling patients and their relatives on diagnoses and bereavement;
- viii. Teaching and coaching medical students, nursing students, and clinical officer interns;
- ix. Preparing requisite documents for registration.

DENTAL OFFICER (1 POSITION) ADVERT NO. 09/2025/04

Basic Salary Scale: Ksh. 52,330-68,940 p.m. CPSB 07 (Job Group 'M')

Allowances as per the SRC circulars attached to the position.

Terms of Employment: **3-Year contract**

Requirements for appointment to this grade, a candidate must have: -

- i. Bachelors of Dental Surgery degree from a recognized institution by Medical Practitioners and Dentist Board
- ii. Successfully completed one (1) year internship from a recognized institution;

- iii. Certificate of registration by the Medical Practitioners and Dentists Board;
- iv. Valid practising license from the Medical Practitioners and Dentists Board;
and
- v. Certificate in Computer Application Skills from a recognized institution.

Duties and Responsibilities

- 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 and disease investigations of patients;
- iv. Report writing and assisting in theatre activities;
- v. Collecting information on the dental health information system;
- vi. Organizing discharge summaries and follow-up of patients; and
- vii. Acting as the first on call on duty.

REGISTERED CLINICAL OFFICER III, J/G 'H' (4 POSITIONS) ADVERT NO: 09/2025/05

Salary Scale Per Month: 50,000 p.m.

Terms of Employment: 3-Year Contract

Requirements for appointment to this grade, a candidate must have: -

- i) Diploma in Clinical Medicine and Surgery or Clinical Medicine and Community Health from a recognized institution
- ii) Must have a valid practicing license from the Clinical Officers Council
- iii) Registration Certificate from the Clinical Officers Council
- iv) Certificate in Computer Application from a recognized institution

Duties and Responsibilities

- i) Taking history, examining, diagnosing and treating patient's common ailments at an outpatient or inpatient health facility;
- ii) Implementing community health care activities in liaison with other health workers;

- iii) Guiding and counselling patients, clients and staff on health issues;
- iv) Sensitizing patients and clients on preventive and promotive health;
- v) Carrying out minor surgical procedure as per training and skill;
- vi) Collecting and compiling clinical data; and
- vii) Referring patients and clients to appropriate health facilities.

REGISTERED NURSE III JOB GROUP 'H' - (34 POSITIONS) ADVERT NO: 09/2025/06

Salary Scale Per Month: 50,000 p.m.

Terms of Employment: 3-Year Contract

Requirements for appointment to this grade, a candidate must have: -

- i) Diploma in any of the following disciplines: Kenya Registered Community Health Nursing, Kenya Registered Nursing, Kenya Registered Midwifery, Kenya Registered Nursing/ Kenya Registered Midwifery or Kenya Registered Nursing/Mental Health and Psychiatry qualification from a recognized institution;
- ii) Registration Certificate issued by the Nursing Council of Kenya;
- iii) Valid Practicing License of the Nursing Council of Kenya; and
- iv) Certificate in Computer Application skills from recognized institution;

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail:

- i) Assessing, planning, implementing nursing interventions and evaluating patient's outcomes;
- ii) Providing appropriate healthcare service 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;

- iii) Referring patients and clients appropriately; facilitating patients' admission and initiating discharge plans;
- iv) Maintaining records on patient's/clients health condition and care; ensuring a tidy and safe clinical environment; and collecting and compiling data.

**NUTRITION AND DIETETICS TECHNOLOGIST III, JOB GROUP 'H' –
(1 POSITION) ADVERT NO: 09/2025/07**

Salary Scale Per Month: 50,000 p.m.

Terms of Employment: **3-Year Contract**

Requirements for appointment to this grade, a candidate must have: -

- i) Diploma in any of the following disciplines: Community Nutrition, Clinical Nutrition, or Nutrition and Dietetics from a recognized institution;
- ii) Registration Certificate by the Kenya Nutritionists and Dieticians Institute (KNDI);
- iii) Valid practicing license from the Kenya Nutritionists and Dieticians Institute (KNDI); and
- iv) Certificate in computer application skills from a recognized institution

Duties and Responsibilities

- i) Implementing nutrition programs;
- ii) Providing nutrition services in healthcare facilities;
- iii) Conducting nutrition assessments;
- iv) Collecting and compiling nutrition data;
- v) Providing nutritional health education and demonstrations;
- vi) Counselling of patients with specific nutritional needs;
- vii) Monitoring preparation of therapeutic feeds;
- viii) Implementing outpatient and outpatient supplementary and therapeutic feeding programs;
- ix) Promoting maternal. Infant and young children feeding programs; and
- x) Providing micronutrient supplementation

**ASSISTANT PHYSIOTHERAPIST III, JOB GROUP 'H' - (2 POSITIONS)
ADVERT NO: 09/2025/08**

Salary Scale Per Month: 50,000 p.m.

Terms of Employment: **3-Year Contract**

Requirements for appointment to this grade, a candidate must have: -

- i) Diploma in Physiotherapy from a recognized training institution;
- ii) Certificate of Registration from the Physiotherapy Council of Kenya (PCK);
- iii) Current Certificate of Practice from Physiotherapy Council of Kenya (PCK);
and
- iv) Certificate in computer application skills.

Duties and Responsibilities

- i) Providing physiotherapy services to inpatients and outpatients at an outpatient unit/ward/health institution;
- ii) Assessing patient needs including rehabilitation;
- iii) Verifying and maintaining information and records relating to patients;
- iv) Screening, assessing and providing therapeutic exercises, manual therapy, electrotherapy and hydrotherapy as per the patients/clients formulated treatment plan;
- v) Collecting data for operational research;
- vi) Sensitizing the community on physiotherapy issues; and
- vii) Preparing periodic reports.

**ASSISTANT HEALTH RECORDS AND INFORMATION MANAGEMENT
OFFICER III, JOB GROUP 'H' - (4 POSITIONS) ADVERT NO: 09/2025/09**

Salary Scale Per Month: 50,000 p.m.

Terms of Employment: **3-Year Contract**

Requirements for appointment to this grade, a candidate must have: -

- i) Diploma in Health Records and Information Technology from a recognized institution;
- ii) Association of Medical Records Registration Certificate.
- iii) Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i) Receiving and documenting patients at hospital reception;
- ii) registering and booking appointment for patients to clinics and consultants;
- iii) Storing and retrieving medical records/documents
- iv) Preparing clinics;
- v) Updating bed bureau;
- vi) Editing of patient case records;
- vii) Gathering data from different sources;
- viii) Capturing data from service points;
- ix) Maintaining record safety and confidentiality;
- x) Storing and retrieving medical records;
- xi) Balancing daily bed returns;
- xii) Creating and maintaining master index;
- xiii) Updating patient master index;
- xiv) Directing patients to relevant clinics;
- xv) Scheduling of patients to the consultants and specialist clinics;
- xvi) Preparing health records and reports; and
- xvii) Assigning codes to diseases and surgical procedures according to the international classification of diseases and procedures in medicine.

MEDICAL LABORATORY TECHNOLOGIST III, JOB GROUP 'H'- (10 POSITIONS) ADVERT NO: 09/2025/10

Salary Scale Per Month: 50,000 p.m.

Terms of Employment: 3-Year Contract

Requirements for appointment to this grade, a candidate must have: -

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

Duties and Responsibilities

- i) Decontaminating working benches
- ii) Receiving and scrutinizing laboratory requisition forms/specimens for accuracy,
- iii) Preparing clients for collection of specimens,
- iv) Receiving/collecting, labelling and registering specimens,
- v) Disaggregating specimens for processing and analysis
- vi) Preparing reagents,
- vii) Examining specimens,
- viii) Writing and recording results,
- ix) Dispatching the results for use in clinical management;
- x) Performing routine diagnostic tests and dispatching the results for clinical management.
- xi) Preparing stains
- xii) Performing blood grouping
- xiii) Issuing blood and blood products to peripheral health facilities and

- xiv) Storing products according to their requirements.

**HEALTH ADMINISTRATIVE OFFICER I, (5 POSITIONS) ADVERT NO:
09/2025/11**

Basic Salary Scale: Kshs. 41,420 -57,230 p.m. CPSB 10 (Job Group 'J')

Allowances as per the SRC circulars attached to the position.

Terms of Employment: **3-Year Contract**

Requirement for appointment.

For appointment to this grade, an officer must have

- i) Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) or its equivalent with at least a C in English/Kiswahili and Mathematics or any other equivalent qualification from a recognized institution;
- ii) Bachelor's degree in any of the following; Health Systems Management, Health Services Management, Health Economics, Hospital Administration or equivalent qualification from a recognized institution;
OR
Bachelor's degree in Business Administration, Public Administration Plus Higher National Diploma in Health Administration or equivalent qualification from a recognized institution;
- iii) Certificate in computer Application skills from a recognized institution

Duties and Responsibilities

This will be the entry and training grade into this cadre for graduates. An officer at this level may be deployed in a Sub-County Hospital/Health institution, Department or Unit within a large Hospital/health institution or to assist in a specific Health Program.

- i) Undertaking Health administration and support services;
- ii) Implementing quarterly and annual work plan and budgets;

- iii) Collecting, banking and prudent utilization of Facility Improvement Funds (FIF) and preparing monthly, quarterly and annual reports;
- iv) Coordinating management of outsourced services;
- v) Overseeing maintenance of plant, equipment, residential and non-residential buildings and compound;
- vi) Participating in implementation of environmental safety, hygiene and sanitation guidelines and procedure;
- vii) Allocating office space and general office equipment;
- viii) Creating and maintaining register of hospital asset and liabilities;
- ix) Facilitating provision and maintenance of utilities (water, electricity/backup, gas, internet, and telephone);
- x) Facilitating provision of hospitality and housekeeping services;
- xi) Ensuring effective fleet management;
- xii) Coordination of requisitions, utilization and management of stores & equipment;
- xiii) Overseeing the welfare and security of staff and patients;
- xiv) Handling patients, public and staff complaints/compliments; and
- xv) Providing secretariat and administrative support to various health management teams.

ASSISTANT PUBLIC HEALTH OFFICER III, JOB GROUP 'H' - (5 POSITIONS)
ADVERT NO: 09/2025/12

Salary Scale Per Month: 50,000 p.m.

Terms of Employment: **3-Year Contract**

Requirements for appointment to this grade, a candidate must have: -

- i) Diploma in either Environmental Health Science or Public Health Inspection from a recognized institution; and
- ii) Certificate in Computer application skills from a recognized institution.

Duties and Responsibilities

An officer at this level will provide Environmental Health Extension services in the area of deployment, where specific duties and responsibilities will include:

- i) Mobilizing, sensitizing and advising communities on matters related to environmental health;
- ii) Referring health cases to relevant health facilities;
- iii) carrying out immunization;
- iv) Identifying environmental health issues at community level;
- v) organizing community health days to advise communities on common public health issues;
- vi) Collecting and maintaining up to date records of services rendered;
- vii) Assessing health needs of the community; implementing vector, vermin and rodent control measures;
- viii) Implementing integrated mosquito control strategies.

COMMUNITY ORAL HEALTH OFFICER III, JOB GROUP 'H' - (2 POSITIONS)
ADVERT NO: 09/2025/13

Salary Scale Per Month: 50,000 p.m.

Terms of Employment: **3-Year Contract**

Requirements for appointment to this grade, a candidate must have: -

- i) KCSE Meang Grade C (Plain) and a C (Plain) in English/Kiswahili and Biology/Biological Sciences and Grade C(Minus) in either Chemistry/Physics/Physical Sciences/ Mathematics/General Sciences;
- ii) Diploma in Community Oral Health from Kenya Medical Training College or its equivalent from a recognized institution.
- iii) Possess a current valid practicing certificate;
- iv) Excellent communication and interpersonal skills; and
- v) Shown merit and ability as reflected in work performance and results.

Duties and Responsibilities

- i) Participate in oral health demonstrations exhibitions and giving lectures to communities and schools;
- ii) Collect data for fluoride testing and water samples;
- iii) Analyzing and interpreting results and advising the relevant authorities accordingly;
- iv) Diagnose and treat common dental conditions;
- v) Conduct temporary and permanent dental restorations;
- vi) Reduce simple fractures of jaws, extractions;
- vii) Extractions and disimpactions;
- viii) Drainage of dental abscess;
- ix) Suturing to stop bleeding; and
- x) Prescription of analgesics and antibiotics
- xi) Analyze and interpret results and advise the relevant authorities accordingly.

ASSISTANT OCCUPATIONAL THERAPIST III, JOB GROUP 'H' - (1 POSITION) ADVERT NO: 09/2025/14

Salary Scale Per Month: 50,000 p.m.

Terms of Employment: 3-Year Contract

Requirements for appointment to this grade, a candidate must have: -

- i) Diploma in Occupational Therapy from a recognized institute;
- ii) Certificate in Computer Application skills from recognized institutions;

Duties and Responsibilities

- i) Assessing, formulating and implementing patients' treatment plan;
- ii) Maintaining records and data relating to patients;
- iii) Collecting data for operational research;
- iv) Sensitizing the community on occupational therapy issues;

- v) Preparing and compiling periodic reports;

**SENIOR THERAPY RADIOGRAPHER, (8 POSITIONS) ADVERT NO:
09/2025/15**

Basic Salary Scale: Kshs. 41,320 - 55,010p.m. CPSB 09 (Job Group 'K')

Allowances as per the SRC circulars attached to the position.

Terms of Employment: 3-Year contract

Requirements for appointment to this grade, a candidate must have: -

- i) Must have be in possession of a Bachelor of Science in any of the following fields: -Therapy Radiography, Radiography Technology or any other equivalent qualification from a recognized institution.
- ii) Certificate in Computer Application skills from recognized institutions.

Duties and Responsibilities

- i) Provision of Medical imaging at a provincial or a busy Hospital;
- ii) Processing, verifying and maintaining information related to patients;
- iii) Providing care and counselling patients and their relatives before, during and after examination;
- iv) Safeguarding and providing basic maintenance and safety of medical equipment in the hospital;
- v) Establishing and maintenance quality assurance programs in the department;
- vi) Coordinating procurement and ensuring safe custody of radiographic and photographic supplies in the department; and
- vii) Preparing reports on radiographic activities.

**RADIOGRAPHER III, JOB GROUP 'H' - (4 POSITIONS) ADVERT NO:
09/2025/16**

Salary Scale Per Month: 50,000 p.m.

Terms of Employment: **3-Year contract**

Requirements for appointment to this grade, a candidate must have: -

- i) 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
- ii) 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.
- iii) Certificate in Computer Application skills from recognized institutions.

Duties and Responsibilities

- 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.

**DENTAL TECHNOLOGIST III, JOB GROUP 'H'- (1 POSITION) ADVERT NO:
09/2025/17**

Salary Scale Per Month: 50,000 p.m.

Terms of Employment: **3-Year Contract**

Requirements for appointment to this grade, a candidate must have: -

- i) Kenya Certificate of Secondary Education (KCSE) mean grade C (Plain)
- ii) Diploma in Occupational Therapy from a recognized institute;

- iii) Certificate in Computer Application skills from recognized institutions.

Duties and Responsibilities

- i) Receiving all incoming impressions for prosthesis or appliances;
- ii) Prepare the required models with the specified recommended dental materials;
- iii) Fabrication of special trays;
- iv) Design the prosthesis or appliance to attain the correct results;
- v) Fabricate the prosthesis or appliances to the corresponding design;
- vi) Carry out any repairs of any prosthesis/appliance to its original complexion;
- vii) Deliver the finished prosthesis or appliance to the client's/patient's satisfaction; and
- viii) Maintaining good records pertaining to patients work.

MEDICAL ENGINEERING TECHNOLOGIST III, JOB GROUP 'H' - (1 POSITION) ADVERT NO: 09/2025/18

Salary Scale Per Month: 50,000 p.m.

Terms of Employment: 3-Year Contract

Requirements for Appointment

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

- i) Diploma in Medical Engineering or any other equivalent qualification from a recognized institution; and
- ii) Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities at this level will entail: -

- i) Undertaking preventive maintenance and repairs of medical/hospital equipment, plants, instruments and furniture;
- ii) Requisitioning for spare parts and consumables;
- iii) Taking inventory of medical/hospital equipment, furniture and plants;
- iv) Collecting information for research;
- v) Collecting information on medical engineering services for input into the Integrated Health Information Management System;
- vi) Carrying out minor repairs of health facilities and utilities; and
- vii) Implementing medical engineering programs and projects.

ORTHOPAEDIC TRAUMA TECHNOLOGIST III, JOB GROUP 'H' (2 POSITIONS) ADVERT NO: 09/2025/19

Salary Scale Per Month: 50,000 p.m.

Terms of Employment: **3-Year Contract**

Requirements for Appointment

For appointment to this grade, a candidate must have-

- i) Diploma in Orthopaedic Plaster Technology from a recognized institution; and
- ii) Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance and supervision of an experienced officer. Duties and responsibilities will entail:

- i) Manipulating and reducing fractures and dislocations;
- ii) Fixing and removing casts, bandages and tractions to and from patients;
- iii) Correcting Congenital Talipes Equino-Varus (C.T.E.V.);
- iv) Counselling patients/clients on issues regarding orthopaedic trauma;

- v) Cleaning and treating simple wounds resulting from orthopaedic trauma;
- vi) Documenting orthopaedic and trauma case; and
- vii) Assessing and referring patients with musculoskeletal conditions.

PHARMACEUTICAL TECHNOLOGIST III, JOB GROUP 'H' - (2 POSITIONS)
ADVERT NO: 09/2025/20

Salary Scale Per Month: 50,000 p.m.

Terms of Employment: **3-Year Contract**

Requirements for appointment to this grade, a candidate must have: -

- i) Diploma in either Pharmacy or Pharmaceutical Technologist or equivalent qualification approved by the Pharmacy and Poisons Board from a recognized institution;
- ii) Certificate of enrolment as a pharmaceutical technologist awarded by the Pharmacy and Poisons Board (PPB) and
- iii) Certificate in computer application skills from a recognized institution.

Duties and Responsibilities

- i) Dispensing drugs/medicines to patients under supervision of a senior officer
- ii) Receiving interpreting and processing prescriptions
- iii) Recording prescription in a pharmacy unit
- iv) Pre-packing, repacking and writing instruction on labels
- v) Counselling patients on usage of drugs in pharmacy unit
- vi) Maintain drugs registers/books and
- vii) Stocking of drugs and medical devices on monthly basis

AMBULANCE DRIVER III, - (4 POSITIONS) ADVERT NO: 09/2025/21

Basic Salary Scale: Kshs. 16,870-19,220 p.m. CPSB 15 (Job Group 'D')

Allowances as per the SRC circulars attached to the position.

Terms of Employment: **3-Year Contract**

Requirements for appointment to this grade, a candidate must have: -

- i) Kenya Certificate of Secondary Education mean grade D (Plain) or its equivalent from a recognized institution
- ii) A valid driving license free from any current endorsements for classes of vehicles an officer is required to drive
- iii) Passed suitability test for driver grade III
- iv) Attended a first Aid certificate course lasting not less than one (1) week at St. Johns Ambulance, Kenya Red Cross Society or Kenya Institute of Highways and Building Technologies (KIHBT) or other recognized institutions
- v) Valid certificate of good conduct
- vi) Valid Emergency Medical Technician certificate
- vii) Driving experience for more than two (2) years
- viii) Two-year experience as an ambulance operator will be an added advantage
- ix) Additional qualification within the medical field will be an added advantage
- x) Certificate in emergency vehicle operation

Duties and Responsibilities

- i) Involves driving ambulances as authorized, carrying out routine checks on vehicle cooling, oil, electrical and brakes system, detecting and reporting malfunctions of vehicle systems, maintaining work tickets while ensuring safety of the Ambulance on and off the road, safety of passengers and cleanliness of the ambulance at all times
- ii) Maintain the ambulance and assigned equipment in the most efficient operating condition

- iii) Ensure timely and safe patient rescue and evacuation
- iv) Assist doctors or paramedics in patient care during rescue and evacuation
- v) Proper incident command while on rescue mission
- vi) Ensure ambulance is in proper mechanical condition and is well stocked with commodities by performing daily unit checklist before and after every shift
- vii) Perform any other duties within the scope of this position

MORTUARY ATTENDANT III, JOB GROUP 'D' - (6 POSITIONS) ADVERT NO: 09/2025/22

Basic Salary Scale: Ksh. 16,870-19,220 p.m. CPSB 15 (Job Group 'D')

Allowances as per the SRC circulars attached to the position.

Terms of Employment: 3-Year Contract

Requirements for appointment to this grade, a candidate must have: -

- i) Kenya certificate of secondary education mean grade D (Plain) or its equivalent from a recognized institution; and
- ii) Certificate in Mortician Course lasting not less than six months from a recognized institution.

Duties and Responsibilities

- i) Collection and Reception: Safely collect and receive bodies from within the hospital and external locations, adhering to all prescribed procedures to ensure dignity and respect for the deceased;
- ii) Documentation and Records Management: Accurately record details of bodies received at the facility to maintain impeccable records and traceability.;
- iii) Body Preparation: Perform washing, embalming, and refrigeration of bodies with the utmost care and respect, following all health and safety guidelines;
- iv) Assist in Autopsies: Provide necessary support during post-mortem examinations, including scrubbing and preparation of the facilities;

- v) Family Support: Offer counselling to bereaved families, providing them with emotional support and guidance through the process of grieving and body collection; and
- vi) Body Release: Handle the release of bodies to relatives according to laid down procedures, ensuring a smooth and respectful transition

COOK III, JOB GROUP 'E' - (7 POSITIONS) ADVERT NO: 09/2025/23

Basic Salary Scale: Ksh. 18,000-19,900 p.m. CPSB 14 (Job Group 'E')

Allowances as per the SRC circulars attached to the position.

Terms of Employment: **3-Year Contract**

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i) Kenya Certificate of Secondary Education (KCSE) mean grade 'D' plain or its equivalent qualification from a recognized institution; and
- ii) Craft Certificate in Food and Beverage Production, Sales and Service or its equivalent qualification from a recognized institution;

OR

Attended a formal course lasting not less than two (2) months in Food Production organized by the Kenya Utalii College or other recognized Institution.

Duties and Responsibilities

- i) Preparation of raw foods for cooking;
- ii) Cleanliness of equipment used in production;
- iii) Maintaining hygiene by ensuring cleaning of the kitchen and its surroundings;
- iv) Setting up and preparing equipment for use in food preparation and production; and

- v) Alerting the supervisor of any defective equipment.

HOSPITALITY OFFICER II, JOB GROUP 'J' - (2 POSITIONS) ADVERT NO: 09/2025/24

Basic Salary Scale: Kshs. 41,420 -57,230 p.m. CPSB 10 Job Group 'J'

Allowances as per the SRC circulars attached to the position.

Terms of Employment: **3-Year Contract**

Requirements for Appointment

For appointment to this grade, a candidate must have:

- i) Bachelor's degree in either Hotel and Catering Management or Hotel and Hospitality Management or its equivalent qualification from a recognized institution; and
- ii) Certificate in computer applications.

Duties and Responsibilities

An officer at this level may be deployed either in the housekeeping, kitchen or in a service area;

- i) Ensuring efficient and proper organization and management of hospitality services;
- ii) Carrying out on-the-job training of staff;
- iii) Supervising staff;
- iv) Monitoring staff performance;
- v) Ensuring conformity with set standards;
- vi) Reviewing menus;
- vii) Carrying out training needs assessment yearly; and
- viii) Ensuring use of standard operating procedures.

MEDICAL SOCIAL WORKER III, JOB GROUP 'H' - (1 POSITION) ADVERT NO: 10/2025/25

Salary Scale Per Month: 50,000 p.m.

Terms of Employment: **3-Year Contract**

Requirements for Appointment

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

- i) Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification; and
- ii) Diploma in any of the following disciplines: Social Work, Sociology, Psychology, Anthropology, Mental health or its equivalent qualification from a recognized institution.

Duties and responsibilities

This will be the entry and training grade. An officer at this level will be a member of a health team addressing the psychosocial effects as related to patients' diagnosis, prognosis and future resettlement, and counselling of patients especially in cases associated with pandemic diseases, mental illness, HIV/AIDS, epilepsy etc.

HOW TO APPLY

Interested and qualified candidates are required to visit and make applications through <https://recruitment.nakuru.go.ke>

Follow the following steps

1. Register an account by providing the required information.
2. Login into your portal using your email and password you provided above.
3. An OTP (One Time Password) will be sent to your mobile number. Use that code to verify your account.
4. Update your profile with the required details as per the steps provided. Ensure you fill all the mandatory fields.
5. Accept the terms and conditions as provided.
6. Check for the open vacancies. Click apply on the job you are interested in.
7. The job application will be submitted. You can follow the progress on my applications tab.

Applications should be submitted on or before **24th December, 2025 at 5.00 p.m. (Hand delivered or email applications will NOT be accepted).**

The County Government of Nakuru is an equal opportunity employer. **Youth, Women and Persons with Disabilities, Marginalized and Minority communities** are encouraged to apply.

Appointed candidates will be required to present chapter six clearance documents as listed;

1. Clearance from Higher Education Loans Board (HELB)
2. Clearance from Directorate of Criminal Investigations (DCI)
3. Clearance from Ethics and Anti-Corruption Commission (EACC)
4. Clearance from Kenya Revenue Authority (KRA)
5. Clearance from Credit Reference Bureau (CRB)

The Board and the County Government of Nakuru is committed to Zero Tolerance to Corruption. We caution applicants not to fall victim to fraudsters

and impersonators who solicit for money with a promise of influencing the outcome. **The Board shall bear no responsibility for any personal loss arising from such unlawful dealings.** Such cases should be reported to the Police and other relevant Law Enforcement Agencies.

Any communication from the County Public Service Board SHALL be through the above address and official cellphone number: **0796848192.**

Canvassing in any form will lead to automatic disqualification. Only shortlisted candidates will be contacted.

Secretary/CEO

Nakuru County Public Service Board